



Position description

Assistant Sacristan, St Mary's Cathedral

Reporting to: Sacristan, St Mary's Cathedral

The Position: The primary purpose of this position, under the general direction of the Sacristan, is to undertake the overall preparation of liturgical celebrations including arrangement of the books, preparation of the vestments and all liturgical vessels and instruments, liaising with ministers and others involved in liturgical celebrations. The Assistant Sacristan is to ensure the Cathedral is kept in good order, and that Sanctuary, furnishings, and decorative objects are maintained.

Responsibilities: The Assistant Sacristan, is accountable to the Sacristan for the following:

- Arranging the liturgical books, vestments, and sacred vessels necessary in the celebration of Mass and ensuring all items are put away after Mass
- Liaising with the Sacristan regarding the specific requirements for each Mass, particularly with special Eucharistic celebrations, e.g. Weddings, funerals, Feast Days, etc
- Overseeing preparation of liturgical celebrations, including all that is needed for special days e.g. Ash Wednesday, Palm Sunday, and under the general direction of the Sacristan
- Ensuring that the vestments, church furnishings, liturgical vessels and decorative objects are kept in good condition and, if necessary, advising the Sacristan when they are in need of repair
- Ensuring there is always available a ready supply of altar breads, sacramental wine, sufficient clean purificators, corporals, hand towels, incense, coals, etc
- Ensuring that those who wash the altar linens do so according to the indications of the missal
- Coordinating others who help with the general decor of the church, such as cleaners and flower arrangers
- Maintaining the practical dealings with external agents such as funeral directors and photographers so that proper decorum is maintained in the Cathedral at all times
- Operating the Cathedral's audio visual equipment
- Participating in the Eucharistic celebrations as Acolyte as required, and to coordinating the logistics of other liturgical ministries
- Ensuring that both lectors are present and giving them any last minute instructions or changes in procedure
- Setting up of seats when Masses occur in the Cathedral Crypt
- Ensuring the doors of the Cathedral are locked/unlocked when

required

- Cleaning of the Cathedral, Sanctuary and surrounding amenities on a regular basis, including mopping, dusting and vacuuming
- Washing, cleaning and ironing of vestments, linens and other episcopal and clerical vestures
- Other duties as requested by the Sacristan

Inter-relationships:

The Assistant Sacristan interacts with the following internal and external groups:

- Sacristan
- Dean
- Priests
- Liturgical ministers
- Funeral directors and photographers

Qualifications and Experience:

The ideal Assistant Sacristan will have:

- Preferably be an instituted Acolyte
- Demonstrated commitment to the ethos and values of the Catholic Church
- Relevant experience in a similar role or in a role encompassing the key areas of competency for this position
- Understanding of the Catholic liturgy
- Demonstrated experience in dealing with the Blessed Sacrament
- Understanding of the different styles of liturgy
- Basic knowledge of the Latin language and of the Latin Mass
- An understanding of the content and norms of the principal liturgical books
- An understanding of the intricacies of the liturgical calendar
- Working knowledge of Microsoft Office applications
- Experience in working with volunteers
- Demonstrated commitment to client service and a willingness to be accountable for their performance

Attributes:

The Assistant Sacristan will demonstrate the following attributes:

- Diligent in the way work is carried out
- Ability to handle unanticipated situations
- Professional manner and presentation
- Sound people skills
- Attention to detail and a well ordered approach to work

- Awareness of and a commitment to client service
- Sound communication skills
- Ability to act with discretion and to maintain complete confidentiality
- Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met

Performance
Management:

The performance of the Assistant Sacristan will be assessed on a regular basis having regard to:

- Their performance on the key responsibilities and attributes for this role
- Service levels and the level of satisfaction expressed by key stakeholders
- Their ability to develop and maintain relationships with internal and external groups