



Job Description

Position: Parish Sacristan

Status: _____ Full Time _____ Part Time
 _____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function: The Parish Sacristan's duties vary greatly, but the basic jobs are Preparing the Holy Eucharist for the celebration of Mass. This includes readying the wine, water and bread and putting them in place for the start of Mass.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- Active member of the Catholic Church
- Strong knowledge of the Order of the Mass
- Familiarity with the liturgical calendar and liturgical celebrations

Primary Duties and Responsibilities:

- Prepare the altar and sanctuary for Mass
- Prepare the Church for Mass
- Assist the presider, especially visiting priests
- Serve as Sacristan for funerals as needed
- Ensure items are available in the cabinet for Baptisms like oils, towels etc.
- Prepares any specific items needed for special Rites as directed supervisor
- Clean and refill Holy Water Fonts in chapel and at back door of Church
- Investigates the costs, availability, and orders flowers and plants throughout the year
- Organizes the sacristy and supply rooms on a regular basis
- Prepares specific items needed for any special rite as i.e. St. Blasé candles Ash Wednesday ashes.

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date