

Altar Linen Caretaker Ministry Role Descriptor

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Linen caretaker
Groups served by this ministry	The parish
Length of term	3 years (renewable)
Purpose of the role(s)	To provide proper care of Mass linens
Activities and responsibilities	<ul style="list-style-type: none"> • Wash and iron all purificators, corporals and towels as required. • Return linens to the church in a timely fashion. • Iron linens as instructed by the head sacristan/clergy.
Constraints	Only care for the linens listed above, unless instructed otherwise by the head sacristan or clergy.
Descriptor scope (<i>check one</i>)	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Notes on scope	St. Clare: <ul style="list-style-type: none"> • The sacristan role is typically responsible for linen care.
Skills, experience and qualifications desired	<ul style="list-style-type: none"> • Must have access to an iron, washer and a means to dry linens. • Donate appropriate cleaning supplies.
Personal traits desired	<ul style="list-style-type: none"> • Devotion to the church. • Ability to act in a timely fashion. • Reverence for the sacred objects of the church.
Orientation and training	<ul style="list-style-type: none"> • On-the-job training or as directed by the head sacristan. • Receive a copy of this ministry role descriptor. • Responsible Ministry training and handout.
Support, supervision and evaluation	<ul style="list-style-type: none"> • The linen caretaker works independently but is responsible to the clergy. • The head sacristan and parish priest provide support and supervision.
Working conditions	Care of the linens is to be done in volunteers' homes.
Benefits to role participants	<ul style="list-style-type: none"> • Satisfaction of doing a service for the church and parish, and from assisting with liturgical functions.
Level of sensitivity (<i>check one</i>)	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"> 1. Completion of a volunteer information form is required. 2. Training and orientation are required. 3. There will be supervision and opportunity to give and receive feedback.