

Head Sacristan Ministry Role Descriptor

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

Name of ministry and role(s)	Head Sacristan
Groups served by this ministry	Sacristans, decorators, linen caretakers and the parish
Length of term	3 years (renewable)
Purpose of the role(s)	To schedule sacristans for all required liturgical celebrations.
Activities and responsibilities	<ul style="list-style-type: none"> • Schedule sacristans, decorators and linen caretakers. • Attend Liturgy meetings. • Hold training workshops for new sacristans. • Inform sacristans of new liturgical changes. • Purchase flowers for Christmas and Easter. • Ensure requests for donations for flowers are placed in the bulletin if needed. • Provide the lists of tasks involved in preparing church and altar for Liturgies. • Maintain the priest's vestments and linens as required. • Follow instructions as given by the clergy.
Constraints	Follow instructions as given by the 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"> • Flowers are typically looked after by the CWL
Skills, experience and qualifications desired	<ul style="list-style-type: none"> • Practicing Catholic willing to uphold the teachings of the Catholic Church • Prior knowledge of liturgical celebration guidelines • Able to coach people when necessary • A team player • Good interpersonal and organizational skills • Effective communicator
Personal traits desired	<ul style="list-style-type: none"> • Able to take charge • Able to make on-the-spot decisions • Able to coach and get along with people
Orientation and training	<ul style="list-style-type: none"> • On-the-job training by clergy • Familiarity with the Liturgical Calendar (Ordo) provided • Attend course/workshop as proposed by the clergy • Receive a copy of this ministry role descriptor. • Receive Responsible Ministry training and handout.
Support, supervision and evaluation	<ul style="list-style-type: none"> • Supervised and supported by the clergy

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Working conditions	<ul style="list-style-type: none">• Work takes place in the Sacristy and Church property.• It is a multi-task working environment and can be demanding at times.
Benefits to role participants	<ul style="list-style-type: none">• Satisfaction of doing volunteer work for God, clergy and parish• Increased knowledge of liturgy within the Catholic Church
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.