

# Sacristan Ministry Role Descriptor

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

Name of ministry and role(s)	Sacristan
Groups served by this ministry	The parish
Length of term	3 years (renewable)
Purpose of the role(s)	To assist the clergy by performing the duties of a Sacristan at an assigned Liturgy.
Activities and responsibilities	<p>Activities and tasks that may be involved before Mass:</p> <ul style="list-style-type: none"> <li>• Unlock doors and windows.</li> <li>• Turn on the microphone and lights.</li> <li>• Set Lectionary and Sacramentary to appropriate page.</li> <li>• Put key in tabernacle door.</li> <li>• Change altar cloth, presider's chair and back tables as needed in accordance with the Liturgical calendar (<i>Ordo</i>).</li> <li>• Set out credence table in the sanctuary with all necessary liturgical vessels.</li> <li>• Lay out the appropriate priest's alb, stoles, chasuble and portable microphone in accordance to the <i>Ordo</i>.</li> <li>• Place the appropriate gifts on the table at the back of the church.</li> <li>• Set out the appropriate quantity of hosts.</li> <li>• Set up Children's liturgy table if necessary.</li> </ul> <p>and after Mass:</p> <ul style="list-style-type: none"> <li>• Put away all linens and vessels used and extinguish candles.</li> <li>• Lock all doors and close windows, turn off ceiling fans and lights and sound system.</li> <li>• Place Tabernacle key back in appointed place.</li> </ul>
Constraints	<ul style="list-style-type: none"> <li>• As directed by the clergy, Canon Law and Liturgical and archdiocesan guidelines.</li> </ul>
Descriptor scope ( <i>check one</i> )	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Notes on scope	<p>Duties particular to St. Clare:</p> <ul style="list-style-type: none"> <li>• Unlocking and locking of the doors and windows is done by another role.</li> <li>• Re-fill candles on the altar, as needed .</li> <li>• Check the votive candles and replace if needed.</li> <li>• Make sure the collection baskets are set out.</li> <li>• Remind the day's commentator to ask a family to bring up the gifts.</li> <li>• At the end of each month, take the chalices and the wine and water crucibles home and wash them.</li> <li>• Check ahead to make sure there is a supply of hosts, wine</li> </ul>

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	<p>and candle refills, as well as water.</p> <ul style="list-style-type: none"> <li>• Purchase water and votive candles.</li> <li>• Forward bills to the parish office administrator.</li> </ul>
Skills, experience and qualifications desired	<ul style="list-style-type: none"> <li>• Follow directions from the head sacristan and the clergy.</li> <li>• Be prompt and complete tasks in timely fashion.</li> </ul>
Personal traits desired	<ul style="list-style-type: none"> <li>• Be able to make on-the-spot decisions</li> </ul>
Orientation and training	<ul style="list-style-type: none"> <li>• The head sacristan provides on-the-job or annual training, as required.</li> <li>• Have access to <i>Ordo</i> and guidelines.</li> <li>• Receive a copy of this ministry role descriptor.</li> <li>• Receive Responsible Ministry training and handout.</li> <li>• Attend courses and workshop if directed by clergy.</li> </ul>
Support, supervision and evaluation	<ul style="list-style-type: none"> <li>• The head sacristan and clergy provide support and supervision.</li> </ul>
Working conditions	<ul style="list-style-type: none"> <li>• The work takes place in the sacristy and church property.</li> <li>• Setting up and taking down may involve some lifting, stretching and reaching for articles.</li> <li>• Climbing ladders may be involved.</li> </ul>
Benefits to role participants	<ul style="list-style-type: none"> <li>• Satisfaction of helping the clergy and working for the parish.</li> <li>• Increased knowledge of liturgy.</li> </ul>
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"> <li>1. Completion of a volunteer information form is required.</li> <li>2. Training and orientation are required.</li> <li>3. There will be supervision and opportunity to give and receive feedback.</li> </ol>