

ST. PATRICK'S CHURCH

VOLUNTEER MINISTRY POSITION DESCRIPTION

Sacristan

Overview

The Mass is the central prayer and liturgical activity of the Catholic faith community. The Sacristan diligently assists the priest with the set-up for Mass and the caring for liturgical vessels.

Activities/Responsibilities

- Arranges the liturgical books for the Mass
- Arranges the Mass vestments
- Ensures that the water and wine cruets are prepared
- Provides the bowl of water and towel for the washing of hands
- Provides the key for the tabernacle
- Ensures an appropriate number of hosts
- Provides the ciborium and required chalices

Skills, Experience, Personal Traits and Qualifications

- Is an active participant in parish worship.
- Desires to serve the community and to commit time and talents to this ministry.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Screening Checklist for this Low Risk position at St. Patrick's Church

- Completion of Agreement to Code of Conduct and a Volunteer Information Form
- Training and orientation
- Supervision by the Pastor

Parish Volunteer Screening Coordinator

Pastor

Date _____