



Diocese of Westminster

Job Profile	Sacristan
Department / Parish / Agency	Westminster Cathedral
Reporting to	Head Sacristan
Cost Centre	ADMWCA
Location / Address	42 Francis Street, London, SW1P 1QW
Management of	n/a
Contract type	Permanent
Hours	35 hours per week (covering mornings and evenings)
Salary	£15.50 per hour
Job reference number	627-ADMWCA

Job Purpose:

To work in the Sacristy department of Westminster Cathedral with other members of the Sacristy team.

Principal duties and responsibilities:

Team work

1. To work within the team of Sacristans to provide continuous cover and support of the schedule of Masses and other liturgical events at the Cathedral.
2. Assisting Sacristy team to maintain adequate inventory levels of altar breads, communion wine, and candles etc.
3. Assisting Sacristy team to ensure safe handling and storage of liturgical vestments, altar linens and frontals, as well as other fragile fabrics used for services at the Cathedral.
4. To assist and work with volunteers supporting the work of the Sacristy team (e.g. Special Ministers of Communion, Readers, Stewards, Cathedral Guides, the sewing team etc.).
5. To work with Cathedral teams to ensure liturgical and other major events run smoothly, eg. Maintenance team, Security team, Cathedral Management teams etc.

Preparation of Services

1. The setting out of vestments required for services (and as anticipated for the services of the following day).
2. The dressing of the Altars and preparation of the Sanctuary for the Celebration of Mass.
3. The preparation of the vessels for the Altar and credence tables and provision of liturgical books for use on the Altar, ambo and lectern.
4. The re-ordering of the Sanctuary and Chapels for services, as required.
5. Ensuring all the necessary preparations are made in order for services to begin promptly on time, and every measure taken to mitigate the effects of unforeseen delays.
6. The unlocking of the Sacristy doors before the commencement of the procession. The Sacristy doors should be closed during the time of the service and re-opened before the celebrant and assistants return.
7. Restoring furnishing and equipment to their normal place and condition after use.

Other regular duties

1. Assisting the Sacristy team to ensure the cleanliness of the Sacristy areas (Upper and Lower),

connecting corridors and candle sacristy.

2. To assist the Sacristy team to care for Chapels and Altars throughout the Cathedral.
3. To assist the Sacristy team in the tending of candles, votive candles and sanctuary lamps and their renewal, at the various shrines.
4. To assist the Sacristy team to maintain good security and Health and Safety Regulations.
5. To assist the Sacristy team to ensure that all Altar linens, vestments and frontals are kept clean, stored correctly and in good repair.
6. To assist the Sacristy team to ensure that all liturgical items are kept in good order and repair with regular cleaning and maintenance of thuribles, candlesticks and Altar vessels.
7. To assist the Sacristy team to ensure adequate quantities of hosts, wines, oils, booklets, candles and vessels for use when between shifts and handover.
8. To assist the Sacristy team to cover services in the event of unforeseen absences, like sickness etc.
9. To assist with any other duties commensurate with the role of Sacristan.

Our Diocesan Values

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools, it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person-centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

Competence

We strive to achieve total competence in all that we do. As an employer and as the administrative support function to our parishes, agencies and schools, we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those we serve.

Reliability

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity and truth, and be straightforward in our dealings with others at all times. We will challenge when appropriate, and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action. We will be tenacious, disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenges. We shall be persistent in our pursuit of continual improvement and excellence, and demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion. We will value each other and celebrate colleagues' success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Knowledge of the workings of a Sacristy in the Catholic Church.	E
Ability to work effectively within a small team comprised of volunteers and under the supervision of the Head Sacristan and the Precentor of Westminster Cathedral.	E
A basic knowledge and understanding of the Liturgy and the different liturgical services of and within the Catholic Church	E
Ability to project a friendly and helpful attitude.	E
Self-motivated, able to work unsupervised with an eye for detail and act on initiative when required.	E
To work with discretion in a pastoral environment.	E
Good communication skills, both verbally and in writing.	E
Excellent organisational skills with an ability to prioritise and meet deadlines.	E
Ability to be self-sufficient with regard to office packages including Microsoft Office.	D
Able to deal calmly and robustly with situations as they arise in a pressured environment.	E
A sympathy for the social and moral teachings of the Catholic Church.	D
A commitment to achieving the Cathedral's mission overall.	D
Experience	
Experience of working in a Sacristy of a Catholic Church	E
Experience working with the public	D

Key features

1. Working at height will be required on a regular basis and this role requires the candidate to be physically fit.
2. To be appropriately and suitably dressed and be required to wear a Cassock on some occasions.
3. All members of Sacristy Staff are required to undergo a Disclosure and Barring Check as part of our child and vulnerable adults' protection policy.

Other requirements:

1. Able to work evenings, weekends, bank holidays and for major festivals including Easter and Christmas.