



Diocese of Westminster

Job Profile	Site Manager and Sacristan
Department / Parish / Agency	Spanish Place
Reporting to	Parish Priest
Cost Centre	SPANP
Location / Address	22 George Street, W1U 3QY
Management of	n/a
Contract type	Permanent
Hours	16 hours per week
Salary	£13.15 per hour
Job reference number	649-SPANP

Job Purpose:

Site Manager - To undertake the general maintenance of the parish hall, crypt hall, and church lavatories, as required.
Sacristan – To be responsible, in consultation with the parish priest, for the careful preparation and organisation of all liturgical events, maintenance of sacred items, and ensuring the overall order and cleanliness of the sacristy.

Principal duties and responsibilities:

Site Manager

1. Monitoring the cleaning of the Church and its Social Centre, including toilet facilities, providing equipment and materials as necessary for which a budget is to be proposed by the Church's Finance Committee.
2. Assisting with the locking and unlocking of the church as agreed, when appropriate.
3. Maintaining a list of keys and key-holders, including the whereabouts of the keys.
4. Advising on the provision of CCTV on all parts of the premises.
5. Monitoring the condition of the social centre after it has been used by third parties.
6. Promptly attending to any breakdown or defect of equipment and/or facilities in the Church or the Centre, for example the sound system, lighting and/or heating, working with approved contractors as necessary.
7. Keeping all entrances to the Church and Centre clean and free of litter and obstructions.
8. Monitoring the church notice-boards.
9. Reporting security risks to the Rector and, in any emergency, contacting emergency services directly.

Sacristan

1. Setting up for lunchtime Mass each weekday. Setting up for Sunday Masses in advance.
2. Monitoring supplies and condition of vestments, candles, altar breads, altar wine, etc.
3. Cleaning Holy Water stoups regularly and ensuring that they are kept full.
4. Providing what is needed for special services - e.g. confirmations, First Holy Communion, etc.
5. Attending to the votive stands and emptying wax as necessary.
6. Accompanying the parish assistant when he empties boxes of candle money.
7. A familiarity with liturgical books will be helpful.

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
Good knowledge of liturgical calendar (Sacristan)	E
Good knowledge of all items used in sacristy (Sacristan)	E
An ability to work within a small team comprised of volunteers and under the supervision of the parish priest (Site Manager)	E
An ability to work alone and use initiative as required. (Site Manager)	E
Excellent organisational skills, able to prioritise and meet deadlines. (Site Manager)	E
Strong communication skills. (Site Manager)	E
Flexibility in working hours to meet demand. (Site Manager)	D
Willingness to undertake Health and Safety training. (Site Manager)	E
Experience	
Voluntary work as sacristan (Sacristan)	E
Altar serving (Sacristan)	D
Previous caretaking experience, ideally in a similar role. (Site Manager)	D
Qualifications	
Ability to relate well to a variety of people	E
Computer literate	D