



# Diocese of Westminster

<b>Job Profile</b>	Sacristan
<b>Department / Parish / Agency</b>	Westminster Cathedral
<b>Reporting to</b>	Head Sacristan
<b>Cost Centre</b>	ADMWCA
<b>Location / Address</b>	42 Francis Street, London, SW1P 1QW
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours</b>	35 hours per week (covering mornings and evenings)
<b>Salary</b>	£15.50 per hour
<b>Job reference number</b>	768-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 Values**

Catholic social teaching covers all aspects 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.

We are person-centered and so we place human dignity at the heart of all that we do. 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 for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

### **Reliability**

We deliver consistent, high-quality service and can be trusted to fulfil our commitments, making a meaningful difference to those we serve.

### **Honesty**

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

### **Perseverance**

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

### **Love**

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

## **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.

<b>Competencies</b>	<b>Essential/ Desirable</b>
<b><i>Excellent Communication Skills:</i></b> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<b><i>Excellent Organisational Skills:</i></b> able to manage multiple deadlines and maintain attention to detail	E

<b>Collaborative Teamwork:</b> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<b>Problem Solving:</b> able to approach challenges creatively and make informed decisions under pressure	E
<b>Adaptability and Flexibility</b> -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
<b>Experience</b>	
Knowledge of, and relevant experience in, a similar role	E
Experience working within a faith-based, non-profit, or charitable organisation	D
<b>Technical Skills</b>	
Ability to be self-sufficient with regard to office packages including Microsoft Office.	E
<b>Other Requirements</b>	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	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.