



Diocese of Westminster

Job Profile	Head Sacristan
Department / Parish / Agency	Grahame Park Parish
Reporting to	Parish Priest
Cost Centre	GRAMP
Location / Address	St Margaret Clitherow Church, Everglade Strand, Grahame Park, London, NW9 5PX
Management of	n/a
Contract type	Permanent
Hours	7 hours per week
Salary	£14.25 per hour / £5,187 per annum
Job reference number	758-GRAMP

Job Purpose:

To undertake organisation of Sacristan's duties, and to be available to assist the parish priest.

Principal duties and responsibilities:

- **To organise the preparation of Mass. To set up and clear away on Saturdays for 6.30 pm , Sundays for 10 am and 12 noon, Mondays, Tuesdays, Thursdays, (all for 10 am) and Friday evenings (for 7 pm).**
- **To supervise parish volunteers**
- **To assist parish priest with catechesis**

NB) ANY OTHER DUTIES ARE DONE ON A VOLUNTARY BASIS SUCH AS:

- Ordering and tracking of supplies (e.g. Altar Breads) and services (e.g. laundry) and careful supervision of supplies.
- Maintenance of all spaces associated with the Sacristy, Main Sanctuary and Chapels.
- The good order and cataloguing of vestments, Altar vessels and Altar Frontals
- The setting out of vestments required for services (and as anticipated for the services of the following day).
- The dressing of the Altars and preparation of the Sanctuary for the Celebration of Mass.
- The preparation of the vessels for the Altar and credence tables and provision of liturgical books for use on the Altar, ambo and lectern.
- The re-ordering of the Sanctuary and Chapels for services, as required.
- 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.
- 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.
- Restoring furnishing and equipment to their normal place and condition after use.
- Other regular duties
- Ensuring the cleanliness of the Sacristy areas (Upper and Lower), connecting corridors and candle sacristy.
- The tending of candles, votive candles and sanctuary lamps and their renewal, at the various shrines.

- The maintenance of good security and to ensure environment complies with Health and Safety Regulations.
 - Ensure that all Altar linens, vestments and frontals are kept clean, stored correctly and in good repair.
 - Ensure that all liturgical items are kept in good order and repair with regular cleaning and maintenance of thuribles, candlesticks and Altar vessels.
 - The storage and availability of hosts, wines, oils, booklets, candles and vessels for use when there is no 'duty' Sacristan.
 - Any other duties commensurate with the role of Sacristan.
-
- To supervise parish volunteers
 - To assist parish priest with catechesis

Training

1. To undertake mandatory courses such as safeguarding and GDPR

Other

2. To supervise Parish volunteers as required.
-

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.

Experience/Suitability for the role	Essential/ Desirable
Relevant experience in a similar role	E
A desire and commitment to work for the Catholic Church	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people working or serving the Diocese i.e. employees clergy contractors etc.	E
Excellent Organisational Skills: Good organisational skills and the ability to prioritise, work to deadlines and work on own initiative as necessary	E
Collaborative Teamwork: works effectively in teams, contributing ideas, and supporting others, building positive relationships	E
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E
Adaptability and Flexibility -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Knowledge of the workings of a Sacristy in the Catholic Church.	E
Technical Skills	
Ability to be self-sufficient with regard to office packages including Microsoft Office.	E
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
Basic understanding of the Catholic Church and its structure	D