

Sacristan Job Description (Saint Brendan's)

General: - A sacristan is a lay member of the Catholic ministry who is responsible, on a rota basis, for maintaining the sacristy where the church's liturgical items are kept including vestments, sacred vessels and books etc. The sacristan must be a baptised Catholic and a member of the church. He / She must also have basic knowledge and experience of the liturgical rites performed in the church. The overriding aim of the sacristan is to ensure that the priest can celebrate the Mass or service with absolute confidence that all necessary items and processes are in place. The sacristan must liaise especially closely with any visiting priest to ensure that any personal preferences are met.

Duties: - The sacristan is responsible for ensuring that the sanctuary is set up for mass, (baptisms – if arranged with Priest) and funerals, ensuring all the requisite books and sacramental vessels etc. are in place and that afterwards the sanctuary is cleared and the church is left secure and tidy.

Specific Duties

1. **Security** - The sacristan will be responsible for the security of the church premises (unless adequate alternative arrangements have been agreed). This will include, as needed, opening the church in ample time before masses and services: - the unlocking and locking of the church (and church gates out of term time) and opening / closing windows; operating the intruder alarm; putting lights on / off; and heating on / off as needed.
2. **Daily, Sunday and Holyday Masses** – To carry out the following tasks:-
 - a) Unlock the safe and remove sacred vessels, tabernacle key and priest's microphone.
 - b) Place the tabernacle key in front of tabernacle.
 - c) Put the priest's microphone on the work surface in the sacristy.
 - d) Switch on PA system.
 - e) Put requisite number of people's hosts and 1 x priest's host in paten.
 - f) Prepare cruets with wine and water.
 - g) Prepare finger bowl with water and place on small table at side of altar.
 - h) Place 1 purificator cloth on small table and 1 on the altar.
 - i) For weekday masses place chalice, paten and cruets on small table at side of altar.
 - j) For Sundays, Holydays, School Masses and (as appropriate) Requiem Masses, place the chalice, paten and cruets, and as needed, a ciborium filled with hosts (check with priest as to number of hosts required as necessary) on the large table in Narthex. Arrange for two members of the congregation to take the gifts up to the altar as part of the offertory procession.
 - k) Ensure that a reader has been nominated.
 - l) Ensure that arrangements have been made to take a collection on Sundays and Holydays.
 - m) Light altar candles, votive candles and if necessary, replace & relight the sanctuary lamp.
 - n) Serve Mass, if desired, and be available to the priest to respond to any requests.
 - o) After Mass, clear the altar, leave the sanctuary neat and tidy, extinguish all candles; wash cruets & finger bowl and ensure that all sacred vessels, tabernacle key, microphone etc are safely secured & locked in the safe.
 - p) Replace the small purificator / finger cloths with clean ones. Leave used cloths for laundering in sacristy.

3. Requiem Masses and Funeral Services – To carry out the following tasks:-

- a) In addition to all of the tasks (a) to (p) above, Requiem Masses and Funeral Services also require the following:-
- b) Ideally serve Mass and liaise on the day with the priest to ensure that any specific requirements are met sensitively and with dignity. This is even more important if a visiting priest is officiating.
- c) Liaison with the organist, ensuring that hymn numbers are put up on the board, if not included in an order of service.
- d) Reserve the 6 front benches on the baptismal side of church for family, using the signs provided.
- e) Place the lighted paschal candle by the central aisle carpet, adjacent to the altar steps, so that it is near the coffin.
- f) Place on the altar or small table, a crucifix and lectionary for the priest to place on the coffin.
- g) Have available holy water for the priest to use on the entry of the deceased into church and for sprinkling the coffin at the end of the mass / service.
- h) Prepare the thurible, charcoal etc in the Harbour Room, ready for lighting. You should light the charcoal during Holy Communion if a Requiem Mass or at a convenient juncture if a funeral service.
- i) Have the incense boat ready in a convenient place on the sanctuary (the bench by the dedication stone is ideal)
- j) Act as thurifer, as required, to allow the priest to incense the coffin at the end of the mass / service.

4. Baptisms

Assist if and as requested by priest.

5. **After All Services** - The sacristan is responsible for ensuring the safety and security of the church. This includes securely locking away all sacred vessels, tabernacle key, microphone etc in the safe; extinguishing all candles; extinguishing the thurible, including disposing of ashes & charcoal outside; switching all lights off; switching heating off, [if it has been put on using 'manual override']; securely locking all windows and doors; setting the intruder alarm; and, if necessary, locking the church gates.

6. Rota

Sunday Masses are well covered by existing Sacristans. For weekday Masses, Holy Days and funerals a rota has been prepared and circulated to Sacristans. It is also on the parish website.

7. **Guidance** - If at any time you are in doubt ask the priest for guidance.

Thank you for your assistance. It is very much appreciated.