



## HEAD SACRISTAN JOB DESCRIPTION

MINISTRY TITLE: Head Sacristan

REPORTS TO: Director of Liturgy

CLASSIFICATION: Full-time, hourly non-exempt

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Employees of St. Gertrude Catholic Church will have knowledge of the Catholic faith; a willingness to work for a Catholic, faith-based agency; and adhere to the policies of St. Gertrude Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith. Neither shall they publicly advocate for any position in conflict with Catholic teaching or specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech (demonstration and written), including the use of social media or other digital technologies.

### MINISTRY SUMMARY:

The head sacristan reports to the director of liturgy, who manages communication with the pastor and the business manager. The head sacristan is responsible for the maintenance of the sacristy, sanctuary, and altars, as well as overseeing all the supplies necessary for the celebration of the liturgy. The head sacristan is present when needed per directives of the director of liturgy and the pastor.

### COLLABORATES:

St. Gertrude Church pastor, parochial vicars, Dominican friars, parish and school staff, liturgical ministers, parishioners, and volunteers

### WORKING HOURS:

Up to 40 hours per week

### REGULAR SACRISTY DUTIES:

- Clean the main sacristy sink and the sacrarium: scrub down with Simple Green, wipe with green scrubby, and dry with specified rags.
- Change out all linens: finger towels and corporals on purification table, table behind main altar, and tabernacle. Change linens on tables behind the high altar when needed.
- Clean up the sacristy, sanctuary, church, and altars for the weekend and weekday Masses.
- Clean holy water fonts in the church and adoration chapel, and fill the fonts with new holy water. Leave the holy water container on the side table in the main sacristy with a sign indicating that the water needs to be blessed. (There is a volunteer who assists with this.)
- Clean liturgical vessels and liturgical objects every week.
- Change out the candles on the main altar, Our Lady of the Rosary Altar, and St. Joseph Altar when needed.
- Clean the brass followers, and change out the glass followers on the main altar with clean glass followers.
- Oversee volunteers, e.g., parishioners who assist with the candles, holy water fonts, and straightening the pews. This also includes working the moms who run the St. Anne and the

Child Mary Guild for girls in fifth through twelfth grade.

- Ensure that all empty candles in shrines are replaced with new candles. Empty all candle boxes, and put money into candle bag and into safe (three times per week: Monday, Wednesday, and Friday).
- Throw away all withered or dead flowers.
- Wash all used vases and put them away; clear all items left on counters.
- Scrape and clean the acolyte processional candles, and change candles when needed.
- Clean the glass followers on the torches, and refill torches with torch liquid.
- Review the order form weekly, and return it to the director of liturgy to let him know when things (candles, hosts, wine, linens, paper supplies, cleaning supplies, etc.) are running low. Leave on magnet board if office is closed.
- Maintain order in the pews: place hymnals and worship programs neatly in book holders, remove all trash.
- Replenish yellow collection envelopes in pews, and put out special collection envelopes when needed.
- Water plants in the sanctuary and sacristies.
- Clean and maintain the adoration chapel with supplies, etc.
- Other duties as given by the director of liturgy or the pastor that fall within the scope of the position.

#### PARTICULAR LITURGICAL RESPONSIBILITIES:

- Manage scheduling of liturgical ministers through Ministry Server Pro, wedding hosts, and adult servers for funerals.
- Assist director of liturgy with printing worship programs and making sure programs are in the sacristy for weekend Masses and other liturgies.
- Weddings, Funerals, and Baptisms:
  - In collaboration with the director of liturgy, priest celebrants, or wedding or bereavement hosts, assure that the sacristy and the church are prepared for the scheduled wedding or funeral.
  - With the assistance of the director of liturgy, supervise the church environment (flowers, etc.), and contact maintenance assistance if necessary.
  - Prepare for and clean up after baptisms, which follow the 12:00 p.m. Mass on Sunday.
- Train volunteers to help with the following solemn feasts and celebrations (and assist volunteers, when needed):
  - Rosary Procession (October)
  - Rosary Sunday
  - All Saints Day
  - Solemn All Souls' Day Mass (November 2)
  - Annual St. Gertrude Novena
  - Solemnity of St. Gertrude the Great
  - Christ the King
  - Thanksgiving Day
  - Advent
  - Christmas (decorating and setting up for Masses)
  - Ash Wednesday
  - Parish Lenten Mission
  - Palm Sunday
  - The Sacred Triduum (Holy Thursday, Good Friday, Holy Saturday)

- Easter Sunday
- First Holy Communion
- May Crowning
- Confirmation
- Pentecost
- Corpus Christi and Procession

**QUALIFICATIONS:**

- Ability and willingness to embody St. Gertrude Church’s mission and Dominican charism.
- Desire to be the face of Christ to those you encounter.
- Basic understanding of the Church’s liturgy and the Catholic faith.
- Willingness to learn and take direction.
- Basic knowledge of cleaning sacred vessels.
- Respect of sacred spaces and a clear understanding of when it is or is not appropriate to work in the church, shrines, and adoration chapel.
- Attention to detail, orderliness, and cleanliness.
- Flexibility.
- Consistent, dependable, and punctual.

**BUDGET RESPONSIBILITIES:**

The director of liturgy with the business manager supervise the sacristan’s budget.

**VACATION:**

Position is full-time and follows the Archdiocese of Cincinnati guidelines per employee policy handbook.

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Father George Schommer, O.P., Pastor

Date: \_\_\_\_\_



