



HEAD SACRISTAN JOB DESCRIPTION

MINISTRY TITLE: Head Sacristan

REPORTS TO: Director of Liturgy

CLASSIFICATION: Part-time, hourly, non-exempt

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 ordering and organizing 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:

25 hours per week, with occasional extra hours as needed around major feasts (e.g. Holy Week)

REGULAR SACRISTY DUTIES:

- Wash and iron the sacramental linens (purificators, corporals, et al.)
- 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 (including sinks and sacrarium), 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. Arrange for the blessing of new holy water as needed.
- Clean liturgical vessels and liturgical objects as needed.
- 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.
- Assist the director of liturgy with the recruitment and training of volunteer sacristans and other volunteers assisting with the work of the sacristy.
- Coordinate the cleaning and sacristy work performed monthly by the girls of the *St. Anne and the Child Mary* guild.

- Arrange for the laundering and/or dry cleaning of vestments, albs, surplices, and altar server cassocks as needed.
- Ensure that all empty candles in shrines are replaced with new candles. Empty all candle boxes, and put money into candle bags as according to the procedures specified by the business office.
- Water sanctuary and altar flowers and throw away all withered or dead flowers.
- 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.
- Order all supplies necessary for the liturgies.
- Maintain order in the pews: place hymnals and worship programs neatly in their places, straighten and replenish regular and special collection envelopes in pews as needed.
- Clean the adoration chapel and keep it stocked with necessary supplies.
- Be observant of problems in the church or sacristy that need to be addressed by the parish facilities staff (broken pews, flickering lights, problem with the heat/AC, etc.) and report such problems promptly to the business manager.
- Coordinate with the Music Director to assure that printed worship programs are in the church for weekend Masses and other special liturgies.
- In collaboration with the director of liturgy, priest celebrants, or wedding or bereavement hosts, assure that the sacristy and the church are prepared for scheduled weddings and funerals.
- Serve as the sacristan for the 11:30 a.m. Saturday Mass as well as weekday 11:30 a.m. Masses when the novices are away.
- Serve as the sacristan for the weekly school Masses, as well as special school liturgies such as the Faith Rally and Graduation Mass.
- Serve as the main sacristan for the major parish liturgies throughout the year, including but not limited to:
 - The primary Masses for Christmas, Ash Wednesday, Holy Week, and Easter.
 - Major parish feast days (e.g. St. Gertrude, St. Dominic, Candlemas, Corpus Christi).
 - Mass of Simple Profession of the novices.
 - Any Mass where we have a bishop, archbishop, or cardinal present.
- Maintain cleanliness and orderliness of the sacristy at all times; work with the director of liturgy to be sure that storage locations of items are clearly and properly marked.
- Coordinate with the director of liturgy in the organization of items in the church undercroft.
- Attend the twice-monthly parish staff meetings and other staff meetings/gatherings as mandated by the pastor.
- Other duties as given by the director of liturgy or the pastor that reasonably fall within the scope of a church sacristan.

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.

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.