



**ST MICHAEL'S CATHOLIC PARISH
ROMAN CATHOLIC DIOCESE OF CALGARY**

**VOLUNTEER POSITION DESCRIPTION
SACRISTAN MINISTRY**

ACCOUNTABLE TO:

Pastor

OVERVIEW:

At St. Michael's Catholic Church celebrating God's goodness and gifts to us all; we see the value of a Sacristan role as it relates to carefully arranging the liturgical and paraliturgical celebrations.

RESPONSIBILITIES

- *Under the general direction of the Pastor, undertakes the overall preparation of liturgical celebrations*
- *Is the first to arrive to be in the service of worship services (candle lighting, corporals in place for the priests, vestments, wine and water, correct number of candles are lit, decorations meet the liturgical calendar, sufficient hosts, etc.). Is the last to leave ensuring everything is placed in its place of origin.*
- *Ensures the Altar cloths match the Liturgy of the day*
- *Ensures altar vessels are safe and that consumables are in adequate supply (hosts and wine)*
- *Lead Sacristan will schedule all sacristans*
- *Lead Sacristan advises office staff of all consumables/items that need to be restocked*
- *Take care of the Sacristy and observe silence in the sacristy*
- *Fill vessels to appropriate volume of hosts and wine*
- *Ensure flowers on the table of the Holy Eucharist look appropriate*
- *Opens doors to volunteers*
- *Works with the presiding priest to attend to the altar preparation*
- *Ensures books are placed and light candles*
- *After Mass, cleans up, extinguishes candles, turns off lights and ensures doors are locked*
- *Train new Sacristan volunteers as Assistant Sacristan and Sacristans*
- *Ready and willing to help the priest when/where required*

QUALIFICATIONS

Required:

- *Practicing Catholic in good standing with the church*
- *Willingness to learn and humble to serve the Lord*

Beneficial:

- *Previous experience as Eucharistic Ministers or Altar Servers*
- *Education in pastoral ministry or theology*
- *Be well read in liturgical books and calendars*
- *Solid understanding of how liturgies flow*
- *Experience coordinating liturgies*
- *Sacristans should be very organized*
- *Reliable as it relates to attendance and punctuality*

PLANNING

Lead Sacristan is involved in planning liturgical events during special events and seasons such as advent, lent and Easter, Ash Wednesday and Palm Sunday, etc.

APPLY TO VOLUNTEER

All those who are interested in this ministry please fill out the volunteer form using this link and select Sacristan Ministry from the drop-down menu. If you have any questions about the role, please contact Marvin Matthews, Volunteer Coordinator at mmatthews@saintmichael.ca .