

This role is subject to an enhanced DBS with a check against child workforce with a check against the child barred list. This role should not be taken up until the volunteer has completed the DBS process, and a letter of appointment has been received from the Safeguarding Section.

Responsible to

Parish priest.

Role purpose

To facilitate celebration of the liturgy.

Main responsibilities

- 1) To liaise with clergy regarding the celebration of the liturgy.
- 2) To prepare for services within church.
- 3) To open and close the sacristy before and after services.
- 4) To order altar breads and wine, candles and other items.
- 5) To care for and purify sacred vessels and other artifacts used during services.
- 6) To care for and maintain vestments and altar linens.
- 7) To prepare altar servers for services.
- 8) To access regular training opportunities to keep you informed of developments in your role.

Person specification

- a) The ability to relate to and communicate with children and adults when necessary.
- b) Commitment to the teachings of the Catholic Church and an understanding of the celebration of the liturgy.
- c) Willingness to work to share experiences and to teach others in order to ensure sacristans for the future.