

SACRISTAN

The Catholic Diocese of Christchurch adheres to the Church National Safeguarding Guidelines. These include guidelines for volunteers in Church ministries to maintain a safe and healthy ministry environment. Our commitment to these guidelines requires that we have safe recruitment practices including conducting background reference checks (police vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (those aged up to 18 years) and vulnerable adults. The role of a Sacristan is a Police Vetted role. This role will commence on completion of the police vetting process, which can take up to 6 weeks.

MINISTRY TITLE: Sacristan

MAIN PURPOSE & OBJECTIVE OF MINISTRY ROLE:

This role, under the general direction of the clergy, ensures that everything is in place before the liturgy commences. It is an essential service to the worshipping assembly. This role assists the Priest with ensuring that equipment in the sacristy is clean, well-kept and in good order. Sacristan responsibilities may include, opening the church, turning on lights and microphones, putting out the Missal and Lectionary (marked at the right place), setting out chalices, plates, cruets, sufficient bread, and wine, before Mass can be celebrated.

TASKS

- Arrange books needed for the celebration, marking all divisions.
- Lays out vestments.
- Prepares and lays out (ready) the vessels, linens, oils, processional crosses, and candles ready for use.
- Facilitates a smooth liturgy by anticipating the needs of the presider and other members of the assembly.
- Contributes to the sense of the sacred thorough.

EXPECTATION OF ROLE

- All preparations are done well before Mass.
- Be attentive and aware of the liturgical calendar and the preparation of the different events in the Church year.
- Appropriate cleaning and tidying are completed following the Mass.
- Supplies are monitored and ordered.



SAFE CHURCH
SAFEGUARDING

Parish / Entity: *(Enter name here)*

Volunteer Role Description

- Ensure that all linen, vessels, vestments, and other important equipment are in good order.
- Undertake formation and pre-training prior to beginning this ministry and attend ongoing formation including how to operate this ministry.
- Undertake safeguarding training by way of workshops or online training related to this ministry.
- Attend regular meetings as agreed with your parish leader, who will support you in this role.
- Seek advice on any matters related to this ministry if you are unsure.
- Ensure that, when on duty, either no or two adults are in attendance whilst the altar servers are preparing for a service.
- Ensure that activity within the sacristy is conducted in accordance with Diocesan Safeguarding Procedures.
- Ensure that, Health and Safety issues are brought to the parish H&S coordinator.
- Alert the parish person to whom the Sacristan roles is responsible, of any additional support identified.
- Wear Church ID if available, with your name and role clearly visible.

APPLICABLE ATTRIBUTES

- A Commitment to the essential teachings of the Catholic Church and the ethos of the Parish.
- An understanding of the purpose and forms of the Church's liturgy.
- The ability to relate with respect and ease to people of all ages.
- Must be over the age of 18.

VOLUNTEER SAFEGUARDING AGREEMENT

Our parish / community is committed to safeguarding and protecting all children, young persons and adults who may be vulnerable, as well as all volunteers in Church roles.

This role will comply with the National Safeguarding Guidelines and Safeguarding Policy:

- Police Vetting Process completed prior to commencing ministry
- Code of Conduct for Employees & Volunteers - Signed by Volunteer
- Volunteer Agreement - Signed by Volunteer
- Safeguarding Training Workshops and relevant online training if appropriate

DIOCESAN SAFEGUARDING OFFICER

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CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS *in the Catholic Church in Aotearoa New Zealand*

The skills and expertise that employees and volunteers bring to their role is vital to the life of the Church and is very much appreciated. All those who undertake work for the Church, whether paid or unpaid, are representing the Church and there are expectations for the way they perform their role.

This Code of Conduct for Employees and Volunteers sets out these expectations of behaviour. All employees and volunteers are asked to read and sign this Code of Conduct to acknowledge that they understand and accept these standards of conduct.

As a Church Employee or Volunteer I agree that:

- ② I will be honest and trustworthy.
- ② I will fulfil my role as set out in my role or job description.
- ② I will seek support if asked to do something beyond my experience, qualifications or comfort-zone.
- ② I will comply with all policies and procedures provided to me during my work.
- ② I will treat everyone with respect and courtesy.
- ② I am personally accountable for my decisions and actions in helping to create a safe and supportive environment within my Church community.
- ② I will avoid any activities that could bring the Church or my Church community into disrepute.
- ② I will ensure my actions are not affected by my personal interests or relationships.
- ② I will follow safeguarding procedures when I am with a child or group of children or providing ministry or service to any adult.
- ② I will respect the rights of people to privacy and confidentiality and confidential information will only be shared with others with the informed consent of the person, unless there is clear danger to them or to others.
- ② I will take all allegations of harm or abuse seriously and will follow our reporting procedures. I understand that I also have the right to report any concern or allegation of abuse or harm directly to the Police or Oranga Tamariki (Ministry for Children).
- ② I will honour the principles of Te Tiriti o Waitangi in my work. I will be respectful of other people's cultures.
- ② If my behaviour or conduct is found to be in breach of this Code of Conduct, I understand that consequences may include a requirement to apologise, training, a performance improvement strategy, warnings or dismissal.

If I do not understand any aspect of this Code of Conduct, I will speak to my manager, supervisor, or ministry leader.

Signed as an acknowledgement that this Code of Conduct has been received by me, I have had an opportunity to read it and ask questions about it, and that I agree to be bound by its terms:

Name:

Signature: Date:.....