**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.
* 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