

St. John the Baptist Catholic Parish

Position Description

Name of Ministry

Sacristan

Responsibilities

- Attend Sacristan training
- Communicate with Fr regarding specific needs for the liturgical day
- Before Mass:
 - Arrive at least 30 minutes before mass
 - Turn on lights, sound system, and library tv on
 - Prepare the altar and credence table as trained: water, wine, chalice, paten, hosts, etc.
 - Lay out Fr's vestments to be worn that liturgical day
- After Mass
 - Ensure the servers brought all items back to the sacristy
 - Ensure all items are returned to their proper places
 - Turn lights, sound system, and library tv off

Qualifications

- Knowledgeable of liturgical items used during mass (training is provided)
- Attention to detail

Time Commitment

- 1 ½ - 2 hours per Mass

Length of Commitment

- One year minimum