

## JOB DESCRIPTION

**Job Title:** Sacristan

**Reports to:** Parish Administrator

**Job Location:** Church of St. John the Baptist.

**Region:** Blackrock, County Dublin

### JOB PURPOSE

To provide a high level of support to the Parish Administrator, the Parish Team and the Parish Community, with responsibility for the preparation of the Church for services on a day-to-day basis, as well as other compatible duties,

### PRINCIPAL ACCOUNTABILITIES

Preparing the Church for use during the day, ensuring the correct lighting, heating, and appropriate security.

Preparing the Altar for mass(es) and other services, such as baptisms, funerals and weddings and other liturgies as required.

Overseeing general cleaning, light maintenance, and security of Church building

Opening and closing the Church.

Ensuring that grounds are maintained to a high standard, and bringing maintenance requirements to the attention of the Parish Administrator.

Ensuring that the bins are collected at the appointed time

Ordering/administering/stock control of church supplies and cleaning products for the Church and Sacristy

Assist with emptying shrines

Ensure money collected is stored in a secure location

### JOBHOLDER ENTRY REQUIREMENTS

#### Knowledge (Education & Related Experience):

- Awareness and understanding of working in a Church environment and of the Catholic liturgy and calendar
- General awareness of fire, and health and safety regulations
- Experience in a similar previous role is desirable though not essential

#### Key Skills and Behaviours:

- Reliability, and being able to work as part of a team
- Flexibility in relation to working hours
- Respectful presence in the Church
- Excellent interpersonal skills with an empathetic approach when dealing with people in sensitive situations
- Ability to take direction in one's work duties as required
- Willingness to undertake job-related training and upskilling, e.g., health and safety, Garda vetting.
- An appreciation of confidentiality and discretion

### KEY RELATIONSHIPS

#### Internal

Parish Administrator  
Parish Chaplain  
Parish Secretaries

#### External

Parishioners  
External contractors and suppliers