

ASSISI HEIGHTS POSITION DESCRIPTION

DEPARTMENT: Administration

TITLE: Sacristan

GENERAL SUMMARY

The Sacristan is responsible for the preparation and upkeep of the Lourdes Chapel and surrounding areas to assure the areas are conducive to prayer and worship.

ESSENTIAL FUNCTIONS

- Serves as a welcoming presence to those who come to serve in a liturgical ministry
- Provides set-up and clean-up for Sundays and daily liturgies, as well as prayer services, especially for Anointing of the Sick, Reconciliations and seasonal prayer
- Assists and participates in special Congregational events such as Jubilees, Franciscan celebration, Chapter, and Assemblies
- Serves as a member of the Congregational Liturgy which includes long range seasonal planning supporting the Liturgical Coordinator
- Keeps equipment, furnishings, and surroundings in good repair and working order
- Orders supplies as needed which includes, but not limited to: equipment, vestments, candles, and hosts
- Supplies consecrated host for Eucharist in healthcare chapels healthcare chapels
- Coordinates with the Environmental Services Manager for a constant schedule for the cleaning maintenance of Lourdes Chapel
- Cares for plants and flowers with seasonal change
- Keeps seasonal vestments cleaned and schedules appropriate maintenance for laundering of Priest's alba and material used at Mass, such as, Purificator towels and corporals
- Works in collaboration with the Coordinator of Liturgical Ministries
- Provides care to maintain artwork, including but not limited to: statues, Stations of the Cross, Icons in Chapel

OTHER FUNCTIONS

- Other duties as assigned by the Coordinator of Liturgical Ministries.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living
		Philosophy

- Must pass a background investigation, including a criminal history investigation.

QUALIFICATIONS

- Three years of experience preferred.
- Knowledge of Franciscan values and spirituality desired.
- Understanding and respect for the sacred.
- Knowledge of computers and peripherals.
- Knowledge of Microsoft Office.
- Ability to read, write and communicate effectively.
- Ability to work independently & as a team player.

WORKING CONDITIONS

- Frequent demands: Standing, sitting, walking, bending, stooping, reaching, grabbing, pushing, carrying, auditory and visual acuity, color discrimination and manual dexterity.
- Occasional demands: lifting between 5-20 lbs. Objects over 20 lbs. may be lifted, pushed, or carried with assistance.
- Work requires use of computer keyboard and mouse.
- Requires flexible work schedule as needed, approximately 20 hours/week

ACCOUNTABILITY: Reports to the Coordinator of Liturgical Ministries
POSITION LEVEL: N-3
FLSA: Non-Exempt
DATE PREPARED: August 2012
DATE UPDATED: May 2018
November 2021
May 2024

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Coordinator: _____ Date: _____

Or Congregational Leadership