



Liturgical Commission
Sacristan (Liturgy Set-up) Coordinator
Position Description

Reports To:

Liturgical Commission Chair

Ministry Purpose / Objective:

To prepare the general worship area for weekend and special liturgies so that the various liturgical ministers and the worshipping assembly can begin the exercise of their ministries with the basics in order.

General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
 - Quarterly Stewardship Bulletin Report
 - Annual Stewardship Report
 - Prepare documentation for this ministry's budget
 - Ministry Strengths and Areas of Growth
 - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.

- Presents ministry in a positive light at all times.

Responsibilities of Sacristan Coordinator:

- Be knowledgeable of the Guidelines for Sacristans and the procedures therein.
- Trains new sacristans and liturgy set-up ministers.
- Maintains liturgical supply inventory.
- Informs Secretary when supplies need to be ordered.
- Maintain all liturgical vestments, liturgical books, candles for liturgical seasons, etc.
- Be familiar with all the areas and contents in the sacristy and all supplies behind the altar area.
- Is familiar with the Ordo.
- Is familiar with the liturgical calendar of seasons, solemnities, Holy Days of Obligation and Feast Days.
- Is familiar with all liturgical vestments, books, etc.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

Meetings:

- All Commission meetings.
- Training/Update Sessions.
- Annual formation session for all lay ministers.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Orientation
- Ministry Participation
- Administrative
- Formation and Leadership training
- Ordering/Maintaining Supplies

Average Time (may vary):

1½ hours/individual
 3-6 hours/month
 3 hours/quarterly
 6 hours/year
 1 hour

Expected Length of Commitment:

Two years, and may be extended by one year with a maximum term of three years.

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- Since a sacristan would be handling the sacred vessels and possibly the consecrated Bread and Wine of the Eucharist, they should be confirmed Catholics in full communion with the Church.

Sacristan Coordinator Resource(s): Assistant Coordinator

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



Liturgical Commission

Sacristan (Liturgy Set-up) Coordinator Task List

General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- Informing the Secretary when supplies need to be ordered.
- Preparing Paschal candle and candles for the assembly at the Easter Vigil.
- Preparing the ashes for Ash Wednesday and charcoal for incense.
- Preparing the pall that covers the coffin at funeral liturgies.
- Preparing other vessels as needed:
 - chrism to anoint the newly baptized
 - oil of the infirm
 - oil of the catechumens

Setup for the Liturgy:

- Vestments.
- Liturgical books.
- Set up preparation table, chapel table, and presentation table at rear of center aisle.
- Check that the correct number of cups, bowls, purificators and hosts are in readiness (should be done by Liturgy Set Up minister, if present):
 - Saturday, 5:00pm and Sunday, 8:30am and 10:30am – presider's chalice, 5 cups for EMHC's, presider's bowl, five bowls for EMHC's, six purificators.
 - Sunday, 8:30am – presider's chalice, 5 cups for EMHC's, presider's bowl, 3 bowls for EMHC's, six purificators.
 - Appropriate amount of wine is in presider's chalice and EMHC's cups.
 - Refer to picture for placement of the above articles.
- At the conclusion of the liturgy, walk through the worship area to insure it is in order for the next liturgy.

- At the end of the scheduled liturgies, if necessary, close the building, making sure that all lights and candles are out, that all doors are locked and worship area is secure.