



Liturgical Commission
Sacristan (Liturgy Set-Up) Member
Position Description

Reports To:

Sacristan Coordinator

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 Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Sacristan Members:

- Be knowledgeable of the Guidelines for Sacristans and the procedures therein.
- If necessary, be prepared to open the building for the liturgy(ies).
- Prepare the Gathering area and the worship area for the liturgy.
- Insure that both the Gathering area and the worship area are in order after the liturgy.
- Is familiar with the liturgical calendar of seasons, solemnities, Holy Days of Obligation and Feast Days.
- Familiar with all liturgical vestments, books, etc.

Special Activities:

- Attends an initial orientation/training session.
- Any meetings at discretion of coordinator.
- Attends rehearsals for Holy Week liturgies as scheduled.

Meetings:

- Attends additional meetings as necessary according to coordinator.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Liturgy Service.

Average Time (may vary):

2½ hours/liturgy

Expected Length of Commitment:

At least one year.

Qualifications Required:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- 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.