

Job profile for Head Sacristan

Location:	Knock
Reporting to:	Shrine Manager
Contract Type:	Permanent
Hours:	35 hours per week rostered over a 7-day week. Must be able to work weekends, Bank Holidays, Vigils and for major seasonal events including Easter and Christmas.
Job Purpose:	To lead, manage and develop the Sacristy team at Knock Shrine.

Principle duties and responsibilities

Management and Supervision

1. Optimise the utilisation of the Sacristy team through efficient planning and allocation of resources using the available Time Management and Booking System software.
2. Training, supervision, performance management and ongoing formation of the Sacristy team members.
3. To co-ordinate and guide the work of the Sacristy team (e.g. cleaning of altar vessels and candles, cleaning of linen)
4. Ordering and tracking of supplies (e.g. Altar Breads) and services (e.g. laundry) and careful supervision of supplies.
5. To maintain a high level of cleanliness and organisation in the Sacristies, Outdoor Candelabra and associated storage areas.
6. To ensure good order and cataloguing of vestments, Altar vessels and Altar Frontals.

Preparation of Ceremonies

1. Preparation of the continuous schedule of masses, and other liturgical events.
2. The setting out of vestments required for services (and as anticipated for the ceremonies of the following day).
3. The dressing of the altars and preparation of the Sanctuary for the celebration of ceremonies.
4. The preparation of the vessels for the altar and credence tables and provision of liturgical books for use on the altar, ambo and lectern.
5. Re-ordering for the ceremonies in the Sanctuary and Chapels, as required.
6. Ensuring all the necessary preparations are made for ceremonies to begin on time, and every measure is taken to mitigate the effects of unforeseen delays.
7. Restoring furniture and equipment to their normal place and condition after use.

Other regular duties

1. Ensuring the cleanliness of the Sacristy areas, connecting corridors and the Outdoor Candelabra.
2. To care for designated Churches, Chapels and Altars throughout the Shrine.
3. The tending of candles, votive candles and sanctuary lamps and their renewal
4. The maintenance of good security and to ensure the environment complies with Health and Safety Regulations.
5. Ensure that all altar linens, vestments and frontals are kept clean, stored correctly and in good repair.
6. To coordinate the usage, maintenance of, and removal of seasonal items and decorations (e.g. palms, flowers, wreathes etc)
7. Ensure that all liturgical items are kept in good order and repair with regular cleaning and maintenance.
8. The storage and availability of hosts, wines, oils, booklets, candles and vessels.
9. Any other duties commensurate with the role of Sacristan.

Competencies required

1. Ability to manage and develop a team of Sacristans effectively.
2. Must be flexible and willing to work weekends, including Church holidays. Must respond to the workload and needs of the liturgical life of Knock Shrine.
3. In-depth familiarity with the ritual and liturgy of the Catholic Church
4. An ability to collaborate with clergy, altar servers and all participants in liturgies, including visiting dignitaries
6. Ability to project a friendly and helpful attitude.
7. Be self-motivated, able to work unsupervised with an eye for detail and act on initiative when required.
8. To demonstrate a respectful presence in the Church and to work with discretion in a pastoral environment.
9. Excellent communication and interpersonal skills with an empathetic approach when dealing with people in sensitive situations.
10. Excellent organizational skills with an ability to prioritise and meet deadlines.
11. Ability to delegate effectively, empowering the Sacristan team to grow, learn and perform at their highest level.
12. Be self-sufficient regarding office software packages including Microsoft Office.
13. Knowledge of current best practice in safeguarding children and vulnerable adults.
14. Ability to deal calmly and robustly with situations as they arise in a pressured environment

15. An empathy for the social and moral teachings of the Catholic Church.

16. A commitment to achieving Knock Shrine's overall mission.