



## LIVERPOOL SAFEGUARDING DEPARTMENT

### **Role Title: Sacristan**

(This role is subject to an enhanced DBS with a check against child workforce with a check against the child barred list. This role should not be taken up until the volunteer has completed the DBS process, and a letter of appointment has been received from the Safeguarding Dept.)

**Responsible to:** Parish Priest

**Role Purpose:** To facilitate celebration of the liturgy

### **Main Responsibilities:**

1. To liaise with clergy, re celebration of the liturgy.
2. To prepare for services in church.
3. To open the sacristy and secure after services.
4. To order altar breads and wine, candles and other essentials.
5. To care for and purify sacred vessels, and other artefacts used in services.
6. To care for and maintain vestments and altar linens.
7. To prepare altar servers for services.
8. To complete the e-learning training provided by EduCare within 3 months of taking up role.
9. To access regular training opportunities to keep you informed of developments in your role.

### **Person Specification**

- a) The ability to relate to and communicate with children and adults when necessary.
- b) Commitment to the teachings of the Catholic Church and an understanding of the celebration of the liturgy.
- c) Willingness to work to share experiences and to teach others in order to ensure sacristans for the future.