

**St. Michael the Archangel Parish, Schererville, IN 46375**  
**Ministry Position Description**

**Name of Ministry: Sacristan Ministry**

**Purpose:** Keep the Lord's house clean and prepare for liturgies.

**Coordinator**

**Coordinator/Leader Responsibilities:**

- Participate in bi-weekly staff meetings and monthly Liturgy Committee meetings.
- Work closely with Pastor, Associate Pastor and staff
- Trains and evaluates Wedding and Funeral sacristans and volunteer sacristans
- Supervises the care of procurement of vestments, sacred vessels, liturgical books, and other items used in the liturgy
- Manages the materials required for the liturgy and other services including inventory and ordering
- Supervises the set up of materials needed for the liturgy and other services
- Supervises the cleaning of the worship space

**Coordinator/Leader Gifts, Talents, and Sacramental Requirements:**

- Must be practicing Catholic in good standing with the Church.
- Love of the public worship of the Church.
- Good organizational skills
- Attention to detail
- Working knowledge of Liturgical calendar
- Material requirements for public worship
- Working knowledge of product procurement
- Be able to work well with others

**Coordinator/Leader Training/Time Commitments:**

- Provide for material needs of the liturgy and other services; 15 hours/week or more
- Train new sacristans as needed.

**Ministers**

**Ministry Roles/Responsibilities:**

- Be available as needed on Mondays and Tuesdays for clean up after weekend liturgies
- Prepare materials for assigned liturgies as directed by Head Sacristan
- Be available to assist with Sacristan duties for special liturgies
- Communicate concerns regarding sacristan responsibilities to the Head Sacristan

**Ministry Gifts, Talents, and Sacramental Requirements:**

- Must be practicing Catholic in good standing with the Church.
- Love of the public worship of the Church.
- Attention to detail
- Working knowledge of Liturgical calendar
- Material requirements for public worship
- Be able to work well with others

**Ministry Training/Time Commitments:**

- Assist in Monday/Tuesday clean up as needed
- Holyday preparation and clean up, 2 hours for five volunteers on regular basis.

- Funeral and Wedding preparation and clean up, one hour before, half hour after the services.
- On the job training for funerals and weddings as needed

Submitted by: Joan Hamnik, Head Sacristan Coordinator/Leader Date: 6/1/09