

THE ARCHDIOCESE OF SAN FRANCISCO

JOB DESCRIPTION

Title: Sacristan	FLSA: Hourly Non-Exempt	
Reports to: Fr. Alex Legaspi	Hours: Part-time 16 hours per week	
Luningning Ludovico		

PRIMARY OBJECTIVE

The Sacristan position is responsible for assisting in the mass celebrations and maintaining the sacristy where the church's liturgical devices are kept. The sacristan also maintains the church's ceremonial equipment, such as vestments, sacred vessels & ritual books.

ESSENTIAL FUNCTIONS

1. Maintain all liturgical vessels, making sure all are clean and polished.
2. Check to be sure all vestments are properly maintained (launder, iron, dry clean as necessary).
3. Oversee the changing of banners for liturgical celebrations according to the liturgical seasons. Maintain candle at tabernacle shrine.
4. Set-up for all Masses and clean/prepare for Mass the following day or event.
See below for the list of the masses.
 - a. Set up Sanctuary (mics, cross, altar cloths, lights, candles).
 - b. Prepare Credence Table or tray (Bread, Wine and Water Cruets, Chalice, Paten, Corporal, Pall, Purificator, Lavabo, Towel, hand wash water, hand sanitizer)
 - c. Prepare books (Sacramentary, Lectionary, Book of the Chair.)
 - d. Prepare all liturgical vessels for Mass.
 - e. Turn on the sound system.
 - f. Determine the number of ciboria and hosts needed and set up hosts and wine. Consult with presider or event organizer as needed.
 - g. Set up vestments for priests and deacons.
 - h. Prepare incense and processional candles.
 - i. Between Masses put things in order and set up for the next Mass.
 - j. Distribute collection baskets. If there is a special collection, place envelopes where needed.
 - k. Place parish bulletins out after each Mass and retrieve before next Mass.
 - l. Bring out gift table and cloth.
 - m. Select and assign Gift bearers as needed

5. At times, the Sacristan will need to fulfill the duties of other ministers, such as lector, extraordinary minister of communion, usher, greeter, etc...
6. Christmas, Easter holidays are required. Advent and Lent preparations and liturgies.
7. Assist at First Friday exposition of the Blessed Sacrament and closing liturgy.
8. Other duties may apply.

Schedule of Masses:

Monday to Friday: 5:45pm

Saturday: 4:00pm

Sunday: 8:00am, 12pm, 4:00pm

Special Services:

1. Funeral
2. Baptism
3. Wedding
4. Other holy days of obligation
5. Easter & Christmas
6. Confirmations

QUALIFICATIONS

- Lay member of the Catholic ministry.
- Baptized Catholic and member of Holy Angels Church
- Basic knowledge and experience with liturgical rites performed in the church
- Must have ability to perform outlined tasks with minimum supervision.
- Must be self-motivated.
- Treats others with Christian care and concern.
- Understanding of the Catholic faith.

Contact Person: Luningning Ludovico

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