



## VOLUNTEER AGREEMENT & TASK DESCRIPTION

### SACRISTAN

The Catholic Diocese of Auckland has implemented National Safeguarding standards for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing (Police Vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (0-18 years) and vulnerable persons.

VOLUNTEER TITLE:	Sacristan
PARISH:	
VOLUNTEER NAME:	
VOLUNTEER TENURE:	Days per week: Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> No. of hours per week: _____
VOLUNTEER REPORTS TO:	PARISH PRIEST/PARISH SECRETARY/ PARISH PASTORAL COUNCIL/PARISH LITURGY COMMITTEE
<b>MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE</b> This role, under the general direction of the clergy, ensures that everything is in place before the liturgy commences. It is an essential service to the worshipping assembly. The Sacristan takes responsibility for opening up the church, turning on lights and microphones, putting out the Missal and Lectionary (marked at the right place) and setting out chalices, plates, cruets, sufficient bread and wine, before Mass can be celebrated.	
<b>TASKS</b>	<b>EXPECTATIONS</b>
Arranges books needed for the celebration, marking all of the divisions.  Lays out the vestments.  Prepares and lays out (ready) the vessels, linens, oils, processional crosses, candles ready for use.	All preparations are done well before Mass.  Appropriate cleaning and tidying is completed following the Mass.  All supplies are ordered and monitored.

