

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 Tuesday Wednesday Thursday Friday | | |
| | Saturday Sun | day | |
| | No. of hours per v | wook: | |
| | No. of floars per v | week. | |
| | | RIEST/PARISH SECRETARY/ PARISH PASTORAL PARISH LITURGY COMMITTEE | |
| MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE 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. | | | |
| TASKS | | EXPECTATIONS | |
| Arranges books needed for the celebration, marking all of the divisions. | | All preparations are done well before Mass. | |
| Lays out the vestments. | | Appropriate cleaning and tidying is completed following the Mass. | |
| Prepares and lays out (ready) the vessels, linens, oils, processional crosses, candles ready for use. | | All supplies are ordered and monitored. | |
| ons, processional crosses, candles ready for use. | | All supplies are ordered and monitored. | |

| Facilitates a smooth liturgy by anticipating the | All linen, vessels, vestments and other | | |
|--|---|--|--|
| needs of the presider and other members of the | important equipment are in good order. | | |
| assembly. | | | |
| Contributes to the sense of the sacred through | | | |
| reverence and respect. | | | |
| This role will comply with the National | Volunteers will receive copies of: | | |
| Safeguarding Guidelines: | | | |
| Safeguarding Policy | Risk Assessment – Sacristan | | |
| Code of Conduct for Employees & | National Safeguarding Policy | | |
| Volunteers • Safaguarding Training | Code of Conduct for Employees & Valuators | | |
| Safeguarding Training CHALLENGES FOR VOLUNTEERS IN LINDERTAKING | Volunteers | | |
| CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS Anticipating the peeds of different clorgy. Knowledge of the requirements of specific Masses | | | |
| Anticipating the needs of different clergy. Knowledge of the requirements of specific Masses especially high celebrations and holy days. | | | |
| especially high celebrations and holy days. | | | |
| TO BE SIGNED BY THE ROLE HOLDER: | | | |
| I have read and I understand this task description | | | |
| I have received copies of and had the following explained to me and I understand the expectations: | | | |
| Risk Assessment | Safeguarding Training | | |
| Safeguarding Policy | | | |
| Code of Conduct for Employees & Volunteers | | | |
| Name: | | | |
| | | | |
| Signature: | Date: | | |
| VEDICICATION / AUTHORISATION (completed by Perich) | | | |
| VERIFICATION / AUTHORISATION (completed by Parish) | | | |
| Approved by: | | | |
| (Position / Title) | (Name) | | |
| | | | |
| Date: | | | |
| Police Vetting: Date Returned: | Result: | | |
| NZ Police Vetting Report attached | | | |
| Safeguarding Training undertaken Date: | | | |