

# Part-Time Holy Rosary Sacristan

## Holy Rosary Catholic Church

Houston, Texas

### **Position Summary:**

This person preps for all liturgies and worship taking place in the church. This person will be charged with the care of the sacristy, the church, and their contents. He or she is also responsible for the timely preparation, smooth implementation and post-liturgy cleaning and restoration of the church and sacristy to an orderly pre-liturgy condition.

Ensure vestments and linens are arranged and ready for use.

Altar vessels are set out, consumables like altar wines and altar bread are in adequate supply, and the church as a whole is kept secure and in veneration shape.

The sacristan needs to work and communicate well with the pastors, priests, deacons and liturgy coordinator and head usher, and to attend to the environment of worship.

A sacristan's schedule is heavily dependent on the church's worship schedule. Hours can include weekends, evenings and holidays and will vary during the seasons of Christmas, Holy Week and Easter.

Working hours include opening the church an hour before confessions or celebration of any Mass and closing the church after liturgy. A bi-weekly time sheet will be kept by the employee and signed by the Pastor.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

Care of altar with assistance from volunteers: flowers, feast day and holiday plants and decorations, funeral flower arrangements; arranging liturgical candles (tapers, Paschal, devotional); palms for Palm Sunday.

Maintaining general cleanliness of the church; emptying trash; maintaining and updating bulletin board and discarding papers and garbage left in pews; tidying tables in the vestibule, and if needed, sweeping entrances and foyer of dirt, snow, and leaves.

Assist with additional tasks assigned by the Pastor.

Take inventory. The Sacristan sets up and supervises the regular replenishment of materials like wine, bread, candles, charcoal, etc. He or She procures annual items like palms, congregational candles and the Paschal Candle. Every year, the sacristan takes an inventory of all the church property to appraise old objects, the properly disposal of sacred items and prioritizing the need to acquire new things or replace old and used items.

### **Skills and Qualifications:**

The Sacristan must be a practicing Catholic and fully initiated member of the Catholic faith and have a working understanding and basic knowledge of the Catholic Faith and especially the Liturgy of the Mass

Able to collaborate with the parish priest and staff in carrying out tasks

Ability to work flexible hours, including weekends and evenings on an as-needed basis.

Possess knowledge of procedures, practices, tools, and equipment used in maintenance.

Positive/friendly/ enthusiastic.

Hours will be 10:30am to 6:30pm, Tuesday, Wednesday, and Thursday.

The appointment to this position is contingent upon a satisfactory criminal background check and compliance with Safe Environment requirements.

Please contact David V. Dwigans (Business Manager) at 713.529.4854 ext. 107 for more information or email your resume to [businessmanager@holyrosaryparish.org](mailto:businessmanager@holyrosaryparish.org).