



<b>Role:</b>	<b>Sacristan</b>	<b>Reporting to:</b>	Parish Priest
<b>Location:</b>	The Holy Rosary Church Greystones. Parish of The Holy Rosary & St. Kilian, Greystones, Co. Wicklow.	<b>Position Type:</b>	Part time: 20 hours a week. On a week on week off basis, each day Sunday to Friday. This is a one year fixed-term contract, and a six-month probation period will apply.

**ROLE:**

The successful candidate will provide a high level of support to the Priests of the Parish and to the Parish Teams, together with parishioners and external Church users. By preparation for services on a day-to-day basis during weekdays and Sundays as well as other compatible duties.

**CORE RESPONSIBILITIES:**

- Preparing the Church for daily Mass and weekend liturgies and other services e.g.: weddings, funerals and other liturgies where required.
- Opening the church on days of church services; Closing of the church when required.
- Ordering / administering / stock control of church supplies.
- Care of Church linen and vestments.
- Ensuring that the cleanliness and general condition of the church premises is maintained to a safe and acceptable standard by liaising with the relevant maintenance, cleaning groups and staff.
- Liaising with various Church groups and Ministries; Welcome teams, Church technology personnel, Church florists, Counters, Volunteers, Contractors, Choirs, Liturgy Groups, Liturgy of the Word groups, Prayer groups, Ministers of the Word, Ministers of the Eucharist, Funeral Ministry Teams, and Altar servers.
- Liaising with external personnel: Undertakers, Wedding planners, Musicians, Florists. Visitors etc.

The above contains the main outline of duties. However, it is inevitable that tasks may arise that do not fall within the remit of the above list of main duties. Sacristans are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the Job Description will be amended to reflect this.

**JOBHOLDER ENTRY REQUIREMENTS:**

- Awareness and appreciation of the characteristics of working in a Church and a willingness to learn about Catholic Liturgy.

**KEY SKILLS AND BEHAVIOURS:**

- Reliability and flexibility to work as part of a team and in relation to working hours.
- Excellent interpersonal skills with an empathetic approach when dealing with people in sensitive situations.
- Respectful presence in the Church.
- Ability to take direction in one's duties as required.
- Willingness to undertake job-related training and upskilling e.g., health and safety, safeguarding, Garda Vetting.
- Good organisation and time management skills.
- An appreciation of confidentiality and discretion.
- Proactive and uses own initiative.

**KEY RELATIONSHIPS:**

Parish Priest, Priests of the Parish & Pastoral Area, Pastoral Team, Pastoral Area Secretary, Liturgy Group Parishioners, External contractors and suppliers.

Please email your letter of application and a current CV to Fr. Des Hayden P. P. at: [frdeshayden@gkpastoralarea.ie](mailto:frdeshayden@gkpastoralarea.ie)

The closing date for applications is Sunday 9th February at 5pm.

The Pastoral Area of Greystones and Kilquade is an Equal Opportunities Employer.