

ASSISI HEIGHTS POSITION DESCRIPTION

DEPARTMENT: Administration

TITLE: Sacristan

GENERAL SUMMARY

The Sacristan is responsible for the preparation and upkeep of the Lourdes Chapel and surrounding areas to assure the areas are conducive to prayer and worship.

ESSENTIAL FUNCTIONS

- Serves as a welcoming presence to those who come to serve in a liturgical ministry
- Provides set-up and clean-up for Sundays and daily liturgies, as well as prayer services, especially for Anointing of the Sick, Reconciliations and seasonal prayer, as requested
- Assists and participates in special Congregational events such as Jubilees, Franciscan celebration, Chapter Assemblies and funerals, as assigned
- Assists with the ministry roles of the liturgy
- Keeps equipment, furnishings, and surroundings in good repair and working order
- Collaborates with the Support Office to order supplies as needed which includes, but not limited to: equipment, vestments, candles, and hosts
- Keeps seasonal vestments cleaned and schedules appropriate for laundering of Priest's alb
- Works in collaboration with the Coordinator of Liturgical Ministries and the Pastoral Care Associate, as needed

OTHER FUNCTIONS

- Other duties as assigned to support the needs of the Chapel team

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation

QUALIFICATIONS

- Three years of experience preferred
- Knowledge of Franciscan values and spirituality desired
- Understanding and respect for the sacred
- Knowledge of computers and peripherals
- Knowledge of Microsoft Office
- Ability to read, write and communicate effectively
- Ability to work independently & as a team player

WORKING CONDITIONS

- Frequent demands: Standing, sitting, walking, bending, stooping, reaching, grabbing, pushing, carrying, auditory and visual acuity, color discrimination and manual dexterity
- Occasional demands: lifting between 5-20 lbs. Objects over 20 lbs. may be lifted, pushed, or carried with assistance
- Work requires use of computer keyboard and mouse
- Flexible work schedule and additional hours may be required for special events

ACCOUNTABILITY: Reports to Designated Councilor

POSITION LEVEL: N-3

FLSA: Non-Exempt

DATE UPDATED: May 2024

September 2024

October 2025

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

_____ Date: _____

Congregational Leadership