

## JOB DESCRIPTION

<b>Job Title:</b> Sacristan/Caretaker	<b>Job Holder:</b> Vacant
<b>Job Location:</b> Catholic Church of St. Mary's , Maynooth, Co. Kildare	
<b>Reports to:</b> Parish Priest	
<b>JOB PURPOSE:</b>	
The purpose of the role of Sacristan/Caretaker is to support the running of the parish as part of the parish team by being responsible for the upkeep, cleaning and maintenance and preparation of the church and grounds and the Parish Pastoral Centre (when opened) on a day to day basis.	

<b>PRINCIPAL ACCOUNTABILITIES:</b>	
Sacristan Duties	<ul style="list-style-type: none"> <li>• Preparing the altar for daily masses and other liturgical services, overseeing and preparing the church for use during the day ensuring the correct lighting, heating, security.</li> <li>• Serving Mass and other services as required.</li> <li>• Opening the church for the early morning mass. Closing and securing the church and grounds at the agreed times.</li> <li>• Emptying shrines daily.</li> <li>• Ensuring collection money is stored in a secure location and lodged in bank.</li> <li>• Availability for baptisms, weddings, receipt of remains, funerals, Eucharist devotion, and other liturgical services.</li> <li>• Ordering altar supplies and being responsible for the delivery and stocking of altar supplies.</li> </ul>
Church and Grounds Maintenance	<ul style="list-style-type: none"> <li>• Ensure the church grounds including the Parish Pastoral Centre (when opened) are kept clean and tidy.</li> <li>• Responsible for weeding, sweeping up leaves and rubbish</li> <li>• Ensuring the church grounds are maintained to a high standard and bringing the maintenance requirements to the attention of the Parish Priest.</li> <li>• Light maintenance</li> <li>• Remove snow and ice as required.</li> </ul>
Cleaning & Recycling	<ul style="list-style-type: none"> <li>• Responsible for the cleaning and hoovering of the church and the Parish Pastoral Centre.</li> <li>• To ensure that the toilets are kept clean, tidy and in a hygienic condition and are supplied with all necessary toilet requisites (toilet roll, hand soap and hand towels) at all times.</li> <li>• Ensure waste is disposed of correctly and all rubbish bins are put out for collection when required.</li> <li>• Recycle any waste where possible.</li> </ul>
Parish Pastoral Centre	<ul style="list-style-type: none"> <li>• Open and close Parish Pastoral Centre at the days and times required.</li> <li>• Check the list of Parish Pastoral Centre users in advance to ensure adequate room is available for all, including room set up.</li> </ul>

Activity Preparation (when opened)	<ul style="list-style-type: none"> <li>• Turn on lights and heating where required.</li> <li>• Observe and report all maintenance issues to the Parish Priest/Secretary including reporting on health and safety regulations.</li> <li>• On exiting the premises ensure all windows and doors are locked as appropriate, ensuring the church and the Parish Pastoral Centre is secure for the night.</li> </ul>
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The above contains the main outline of duties. However, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Staff members 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 a staff member's job, the Job Description will be amended to reflect this.

<b>JOBHOLDER ENTRY REQUIREMENTS:</b>	
<b>Knowledge (Education &amp; Related Experience):</b>	
<ul style="list-style-type: none"> <li>• Knowledge of the Catholic Church and liturgy is desirable.</li> <li>• Awareness and understanding of working within a parish environment.</li> <li>• Experience in a similar previous role is desirable.</li> <li>• An awareness of Fire and Health and Safety regulations.</li> <li>• Experience of working with garden tools.</li> </ul>	
<b>Key Behaviours:</b>	
<ul style="list-style-type: none"> <li>• Reliable with a flexible approach to working as part of a team.</li> <li>• Strong interpersonal skills and experience of dealing with the public.</li> <li>• Willing to be reasonably flexible in relation to working hours.</li> <li>• Willing to undertake job related training, e.g. health and safety.</li> <li>• Ability to take direction as appropriate.</li> <li>• Enthusiastic and motivated.</li> <li>• Sensitivity and confidentiality.</li> <li>• Respectful towards parishioners and the sacredness of the church.</li> <li>• Appropriate dress.</li> </ul>	

<b>KEY RELATIONSHIPS</b>	
<u>Internal</u> Parish Priest Parish team members Other parish staff Volunteers Members of Parish Pastoral Council Members of Parish Finance Committee	<u>External</u> Contractors / suppliers Parishioners Centre users