

## **PARISH of MAYNOOTH**

### **VACANCY FOR PARISH SACRISTAN/CARETAKER**

The Parish of Maynooth, County Kildare is currently recruiting a Parish Sacristan/Caretaker. The role is offered initially on a one year fixed term/part time basis.

The role 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 for approximately thirty hours a week.

#### Duties Include:

- Preparing the Altar for daily masses and other liturgical services e.g. weddings, funerals and baptisms.
- Serving Mass and other services as required.
- Opening and closing the church at agreed times.
- Ordering Altar supplies and cleaning products.
- Ensuring the church is maintained to a high standard and bringing maintenance requirements to the attention of the parish priest.
- Ensure the church grounds including the Parish Pastoral Centre (when opened) are kept clean and tidy and are maintained to a high standard.
- Responsible for the cleaning of the church, the grounds and the Parish Pastoral Centre (when opened).

#### Requirements:

- The ideal candidate should have a track record of reliability and a flexible approach working in a team environment with strong interpersonal skills and experience dealing with the public.
- Knowledge of the Catholic Church and its liturgical rituals would also be desirable.

Full job description available from the Parish Office and on [www.maynoothparish.org](http://www.maynoothparish.org)

Applications should be made to Fr. Liam Rigney, Parish Priest, The Parochial House, Maynooth, County Kildare, enclosing a Curriculum Vitae and cover letter no later than 28<sup>th</sup> April 2017.