

Role description for Assistant Sacristan

Role: To support the Sacristan in the Worship at All Saints Church, by preparing the sacred elements for services when required

Role Requirements:

To be:

To be a person of integrity who serves in a gracious, Christ-like manner; and who supports the Worship at All Saints through their work

To do: To support the Sacristan in any/all of the following:

- To prepare the church before each service
- To prepare one chalice and patten and cyborium for services on Sundays, and weekday services as necessary (see the 'list of tasks' in vestry for more detail)
- To put out bottles of water and glasses x3 for the priest, the person leading intercessions, and one other.
- To put out the service sheets at the back of church, leaving one in the vestry for the priest.
- To wash the corporals, purificators and the lavabo towels after services; and the albs as necessary.
- To prepare the children's candle for use during the service.
- To change the liturgical colours as required
- To order wafers, wine, candle and oil as required
- To have a clear understanding of the tasks involved in the role undertaken
- To attend Services at All Saints regularly, and to have a good understanding of Services of Worship

To do:

- To attend an annual meeting of the 'Serving Team', for support and supervision by the Worship Warden
- To read, adhere to and promote the church's Safeguarding Policy

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>

including recruitment and training requirements; and all other Policies of All Saints Church

- To read and adhere to the Church of England's Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

including Safer Recruitment and Training requirements; and to adhere to all other policies of the church

Reports to: The Worship Warden

Agreement:

I agree to being an Assistant Sacristan at All Saints Church, under the governance structures of the incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____