



Archdiocese of Regina

SACRISTAN / MASS COORDINATOR

Overview

Under the direction of the Pastor, the sacristan or mass coordinator, prepares for Liturgical celebrations in the parish.

Activities/Responsibilities

- Ensures that the appropriate vessels, vestments, and articles are prepared for the Liturgical Celebrations.
- Ensures that all ministries necessary for the celebration are present at the celebration.
- Assists with finding replacements to fill ministries if individuals are not present.
- Collaborates with the Pastor and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Is available for meetings and training on both the Parish and Diocesan levels.
- Ensures that after the celebration all the appropriate vessels, vestments and articles are cleaned and return to the appropriate place.
- If appropriate, sets up for the next mass or celebration.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the “Other Specifics” box for duties that are specific to this parish.

Other Specifics:

Skills, Experience, and Qualifications

- Registered in the parish and striving to live in accordance with the teachings of the Catholic Church.
- In good standing with the Pastor and the parish community.
- Must be at least 18 years of age.
- Is recognized within the parish community as a person of good reputation.
- Is knowledgeable about the ritual and theological meanings of the seasons, feasts and liturgical celebrations in the Liturgical Calendar.
- Has good organizational skills.
- Able to be at the parish approximately 30 minutes before and after the celebrations.

Personal Traits and Qualities

(The following description should be of assistance to those considering this position.)

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others and has good leadership skills
- Has the ability to work independently or as part of a team.
- Has a respectful attitude concerning assisting individuals to fulfil their ministry.
- Has a spirit of generosity and creativity.

Orientation and Training

- Standard parish orientation program and other training as provided.

Participant Group

- Parishioners who attend mass.
- Parishioners who participate in the various ministries involved in celebrating the mass or the liturgy of the word.

Support, Supervision, and Evaluation

- The Pastor is the first level of support, supervision and evaluation.
- The Pastor may designate another person to have a supervisory role.

Length of Ministry

- _____ year term

Benefits and Working Conditions

- Will directly impact the liturgical experience at the parish.
- Will enhance personal growth of faith and better understanding of parish Liturgy.
- Will have access to the necessary Liturgical vessels, vestments, and articles.
- This is a volunteer position which requires a time commitment of _____ hours per week or _____ hours per month.
- Must be available to attend regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a General Security Ministry.
- Completion of a Volunteer Information Form.
- Training and orientation are required.
- Supervision by the Pastor and/or his designate.

If the volunteer has a key to the church, the position becomes a High Security Position. The following is required:

- Completion of a Volunteer Information Form.
- An interview and personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or his designate.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Coordinator of the	
Mass or Sacristan currently practiced at _____	
Parish.	(Parish Name)

Parish Volunteer Screening Committee	

Pastor or Designate	Date

Prepared by the Archdiocese of Regina

