

VOLUNTEER MINISTRY JOB DESCRIPTION SACRISTAN

Nature of Position

Provides assistance and direction to clergy, lay readers, eucharistic assistants and servers at the celebration of the of the Eucharist and other services.

Outline of responsibilities

acts as master of ceremonies at the main Sunday Eucharist and other special services
prepares altar for eucharistic rite
directs the ablutions and may consume remaining elements.
trains and directs servers
organizes and distributes duty rosters for servers, eucharistic assistants and lay readers.
is a member of the worship committee
ensures that there is adequate reserved sacrament
liases with the Altar Guild regarding adequate supplies of hosts and wine and any other items required for the eucharistic celebration.

Skills and experience

should be a baptized, confirmed and practicing Anglican, be familiar with all facets of the Anglican liturgy and rites, and be a lay reader

Boundaries and Limitations

must uphold the Risk Management Policy

Support, Supervision and Training

is accountable to the Rector
is commissioned by the Rector
agrees to undergo the prescribed training program before taking on responsibility

Participation Group

clergy, servers, lay readers, Eucharistic assistants
communicants
choir
altar guild

Screening Category

High Risk, due to work with youth

Length of Term

1 year, renewable by Rector

Benefits to Volunteer

the satisfaction of serving God in the most sacred service of worship