



## Position Description

### Assistant Sacristan, St Mary's Cathedral

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| Reporting to:                             | The Dean with support from the: <ul style="list-style-type: none"> <li>• Sacristan: who manages the day-to-day work responsibilities for the Cathedral and Sacristy and</li> <li>• General Manager: who manages the Organisations operations and staffing requirements</li> </ul> |
| Department:                               | St Mary's Cathedral                                                                                                                                                                                                                                                               |
| Location:                                 | 2 St Mary's Road, Sydney                                                                                                                                                                                                                                                          |
| Employment Status:                        | 37.5 per week on rotating roster basis                                                                                                                                                                                                                                            |
| Modern Award Coverage and Classification: | Miscellaneous Award Level 1 (if employed for less than 3 months) or Level 2 (if employed for more than 3 months)                                                                                                                                                                  |

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| The Position:     | The primary purpose of this position, under the general direction of the Sacristan, is to ensure the Cathedral is cleaned and kept in good order, and that the Sanctuary, Crypt, furnishings, and decorative objects are cleaned and maintained. The Assistant Sacristan will also be required to assist with the preparation of liturgical celebrations including arrangement of the books, preparation of the vestments and all liturgical vessels and instruments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Responsibilities: | <p>The Assistant Sacristan is accountable to the Sacristan for the following:</p> <ul style="list-style-type: none"> <li>• Washing, cleaning and ironing of vestments, altar linens and other Episcopal and clerical vestures</li> <li>• Ensuring that church furnishings, liturgical vessels and decorative objects are cleaned and kept in good condition, and advising the Sacristan when they are in need of repair</li> <li>• Cleaning of the Sanctuary on a daily basis, including mopping, dusting and or vacuuming</li> <li>• Thorough polishing all liturgical vessels, candles and objects on a regular weekly</li> <li>• Cleaning of the Sacristy and hallways</li> <li>• Maintaining the clean appearance of external walkways, stairs of the Cathedral, Crypt and shop storage areas when Cleaners are not around or available</li> <li>• Assisting with the setting up for functions and events at the Cathedral House when required</li> <li>• Ensuring there is always available a ready supply of altar breads, sacramental wine, sufficient clean purificators, corporals, hand towels, incense, coals, etc</li> <li>• Arranging the liturgical books, vestments, and sacred vessels necessary in the celebration of Mass, including special Eucharistic celebrations, and ensuring all items are put away after Mass</li> <li>• Setting up of seats when Masses occur in the Cathedral Crypt as required</li> </ul> |

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|                                | <ul style="list-style-type: none"><li>• Distributing liturgical leaflets and flyers in the Cathedral</li><li>• Ensuring the doors of the Cathedral are locked/unlocked when required</li><li>• Other duties as requested by the Sacristan</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Inter-relationships:           | <p>The Assistant Sacristan interacts with the following internal and external groups:</p> <ul style="list-style-type: none"><li>• Sacristan</li><li>• Dean</li><li>• General Manager</li><li>• Priests</li><li>• Liturgical ministers</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Qualifications and Experience: | <p>The ideal Assistant Sacristan will have:</p> <ul style="list-style-type: none"><li>• Relevant cleaning experience of liturgical items</li><li>• Demonstrated commitment to the ethos and values of the Catholic Church</li><li>• Understanding of the Catholic liturgy</li><li>• Demonstrated experience in dealing with the Blessed Sacrament</li><li>• Understanding of the different styles of liturgy</li><li>• An understanding of the content and norms of the principal liturgical books</li><li>• Working knowledge of Microsoft Office applications</li><li>• Experience in working with volunteers</li><li>• Demonstrated commitment to client service and a willingness to be accountable for their performance.</li></ul> |
| Attributes:                    | <p>The Assistant Sacristan will demonstrate the following attributes:</p> <ul style="list-style-type: none"><li>• Diligent in the way work is carried out</li><li>• Ability to handle unanticipated situations</li><li>• Professional manner and presentation</li><li>• Sound people skills</li><li>• Attention to detail and a well ordered approach to work</li><li>• Awareness of and a commitment to client service</li><li>• Sound communication skills</li><li>• Ability to act with discretion and to maintain complete confidentiality</li><li>• Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met</li></ul>                                                                           |
| Performance Management:        | <p>The performance of the Assistant Sacristan will be assessed on a regular basis having regard to:</p> <ul style="list-style-type: none"><li>• Their performance on the key responsibilities and attributes for this role</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

- Service levels and the level of satisfaction expressed by key stakeholders
- Their ability to develop and maintain relationships with internal and external groups

*St Mary's Cathedral and the Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. St Mary's Cathedral and the Archdiocese have a zero-tolerance approach to child abuse. Staff are encouraged to read the [Archdiocese Commitment Statement and Safeguarding Policy](#)*

*Additionally, St Mary's Cathedral and the Archdiocese are committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.*