

**Vacancy for Sacristan
Holy Family Parish
Kill o the Grange, Kill Avenue, Dun Laoghaire, Co. Dublin**

Holy Family Parish is advertising a position for a Sacristan on a part time basis at 15 hours per week 9 a.m. to 12 a.m. Monday to Friday. Please view attached job description for more information.

If interested, please apply with C.V. to

The Administrator, Holy Family Parish Office, Kill Avenue, Dun Laoghaire, Co. Dublin., no later than 5.00 p.m. 10 September 2021, email: admin@holyfamilyparish.ie Candidates shortlisted will be invited to attend a competitive interview from which the successful candidate will be chosen.

JOB DESCRIPTION

Job Title: Sacristan

Reports to: Priest in Charge of Parish

Job Location: Kill o the Grange, Kill Avenue, Dun Laoghaire, Co Dublin.

JOB PURPOSE

To provide a high level of support to the Parish Team and the Parish Community by being responsible for the upkeep of the Church and premises as well as to maintenance and preparation for services on a day-to-day basis during weekdays as well as other compatible duties.

Responsibilities

- Preparing the Church for daily Mass and other services e.g., weddings, baptisms and funerals and other liturgies where required.
- Opening and closing the church
- Ordering/administering/stock control of church supplies
- Ensuring that the cleanliness and general condition of the church premises is maintained to a safe and acceptable standard

The above contains the main outline of duties. However, it is inevitable that tasks may arise that do not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the Job Description will be amended to reflect this.

JOBHOLDER ENTRY REQUIREMENTS:

- Awareness and understanding of working in a church and of the Catholic liturgy.
- Awareness and alertness of fire, health and safety regulations including the anti-covid regulations.

Key Skills & Behaviours:

- Reliability and flexibility the work as part of a team and in relation to working hours.
- Excellent interpersonal skills with an empathetic approach when dealing with people in sensitive.
- Respectful presence in the Church.

- Ability to take direction in one's duties work as required.
- Willingness to undertake job-related training and upskilling e.g., health and safety, safeguarding, Garda Vetting.
- Good organisation and time management skills.
- An appreciation of confidentiality and discretion.
- Proactive and uses own initiative.

KEY RELATIONSHIPS

Internal

Parish Priest
 Members of the Parish Pastoral Council
 Parish Committee members
 Parish Secretary

External

Parishioners
 External contractors