Job Title: Part-time Sacristan

Department: Worship

Reports to: Fr. Tom Conway, OFM

Location: St. Anthony Shrine
100 Arch Street
Boston, MA 02110

FLSA Status: Part-Time, Non-Exempt Hourly

Prepared Date: July 29, 2022

Approved by: Fr. Tom Conway, OFM

SUMMARY

St. Anthony Shrine is *a prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the Sacristan to work in accordance with this Mission.

St. Anthony Shrine, the "Church on Arch Street" is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Holy Name Province. The central focus of the Shrine's ministry has remained constant for 70 years: providing a convenient and prayerful setting for people desiring to praise and worship our God – currently through 23 Masses per week, as well as an extensive schedule for the Sacrament of Reconciliation. The Shrine also has an extensive outreach and evangelical ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

The Sacristan takes care of all of the "back office" aspects of the Mass, in a Sacramental and respectful way, with attention to confidentiality.

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

1. Help get ready for Mass – Lighting candles, putting out the water and wine, setting out the chalice, checking that the Tabernacle has consecrated hosts and working with the Friar/Priest to ensure that the altar is prepared to their needs.
2. Help organize and complete collections – organizing volunteers, following collection protocols, and storing collections appropriately.

3. Keep the Sacristy clean – This might include some simple, light duty cleaning tasks such as cleaning the Sacristy refrigerator and associated areas.
4. Occasional assistance as a Lector or Eucharistic Minister.
5. Be on the lookout for disruptive activities, sacrilegious activities, or medical emergencies in the churches. Report such activities and work with Shrine security, the presiding priest, the Executive Director, Director of Worship, and the Director of Facilities and Safety, as appropriate. Sometimes a simple conversation with the worshiper is all that is needed.
6. Other duties, as assigned.

PHYSICAL DEMANDS:
1. Stand/walk (be on your feet) for hours at a time.
2. Ability to bend and reach.

ADDITIONAL RESPONSIBILITIES
In addition to the tasks outlined above, it is a requirement of the Sacristan to:
1. Work cooperatively with all other departments of the Shrine in order to enhance the Shrine's public image, raise the Shrine's public profile and encourage donor and volunteer engagement.
2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with staff and friars, in a manner that is consistent with our *Franciscan Values in the Workplace*, which are: service, humility, peacemaking, contemplation and collegiality.
4. Adhere to the Shrine's COVID policy and Employee Handbook.

REQUIRED QUALIFICATIONS
1. Strong communications and customer service skills.
2. Practicing Catholic with working knowledge of the Catholic Mass, its sequence and actions.

ADDITIONAL REQUIREMENTS
1. Be able to work well with a diverse group of Friars and volunteers.
2. Be punctual.
3. Trustworthiness in handling money for the Shrine.
4. A respectful demeanor for the private conversations in the Sacristy.
5. Comfortable in a Ministry setting.
6. Attention to the detail of the Mass and adaptability to Friars' diverse needs.
7. Able to respond quickly to call for help in emergency situations.
8. Patient, resourceful, problem-solver, good sense of humor and kind.
9. Possess cultural awareness/sensitivity.

EDUCATION AND/OR EXPERIENCE
Basic understanding of the Roman Catholic Mass and its sequence of actions and manner of activities. Experience as an altar server, Lector, or Eucharistic Minister is helpful.

WORK ENVIRONMENT: Franciscan, Roman Catholic church.

HOURS: Shifts covering Masses on weekdays and weekends.

WAGES: $15/hour