



Worship Service Team Description

Service Title: Sacristan
Reports to: Sacristan Worship Service Team Leader
Responsible for: Assisting during the worship service.

Position Purpose:

The Sacristans will assist the Sacristan Worship Service Team Leader in ensuring the sanctuary for worship.

Qualifications:

A sacristan must be able to identify and handle the sacred elements, linens, vessels, and items used in a worship service and to assist the sacristan worship service Team Leader with setting up the sanctuary.

Responsibilities:

- Arrive 30-45 minutes before the service to ensure you have enough time to set up.
- Ensure all candles are full of oil for the two services.
- Gather all the proper linens and vessels for the alter to be placed on the table.
- Place the correct number of cups on the trays for communion and fill them with wine.
- Place the correct number of bread in the bowl for each of the services ensuring you set aside enough gluten free pieces as well.
- Carry the elements prepared up to the table and set it up for worship following the guide of the Sacristan Worship Service Team Leader or the Sacristan Manual.
- When the service ends, clear the table of all sacred elements, and vessels.