



The United Benefice of Orsett, Bulphan and Horndon-on-the-Hill

Role Description – Sacristan

Responsible to:

The Churchwardens and through them to the Rector

Person specification:

- To be a person of integrity who seeks to serve in a gracious, Christ-like manner and who treats each member of the Parish with respect and dignity
- To support the ministry and mission of the Church through their work
- To uphold the Vision and Values of the Church and support the Rector through prayer and a positive attitude
- To be present, available and reliable
- To maintain confidentiality and share any concerns with the Rector

Key roles and responsibilities:

- To check the correct altar frontal for the liturgical season is being used, as detailed in service schedule
- Set up for communion service
 - Place Lavabo dish (handwashing bowl) and finger towel on credence table
 - Place altar copy of service sheet on the altar (left side)
 - Check sufficient oil is in altar candles
 - Remove cover from small table at back of church and put white linen cloth in its place (if elements are being processed)
 - Fill wine and water cruets and ciborium and place on table at rear of church (if elements are being processed) or left on credence table
 - Put sufficient people's wafers in wafer box and place on credence table, remembering to put out both ordinary and gluten free wafers
- Wash and iron altar linen as necessary
- Wash chalices and vessels after each service
- Maundy Thursday or Good Friday if service is being held in church
 - Strip altar completely, also nave altar and credence table
 - Remove seasonal hangings and banners
 - Remove Bibles from lectern and pulpit
 - Move votive candle stand to the back of the church
 - Move any other furnishings in agreement with the Rector
- Easter Saturday
 - Put all the above back in place
- To liaise with the Rector/Parish Administrator regarding stocks and the ordering of communion wine/wafers/palm crosses/palm ash/advent candles/candle oil etc

Safeguarding:

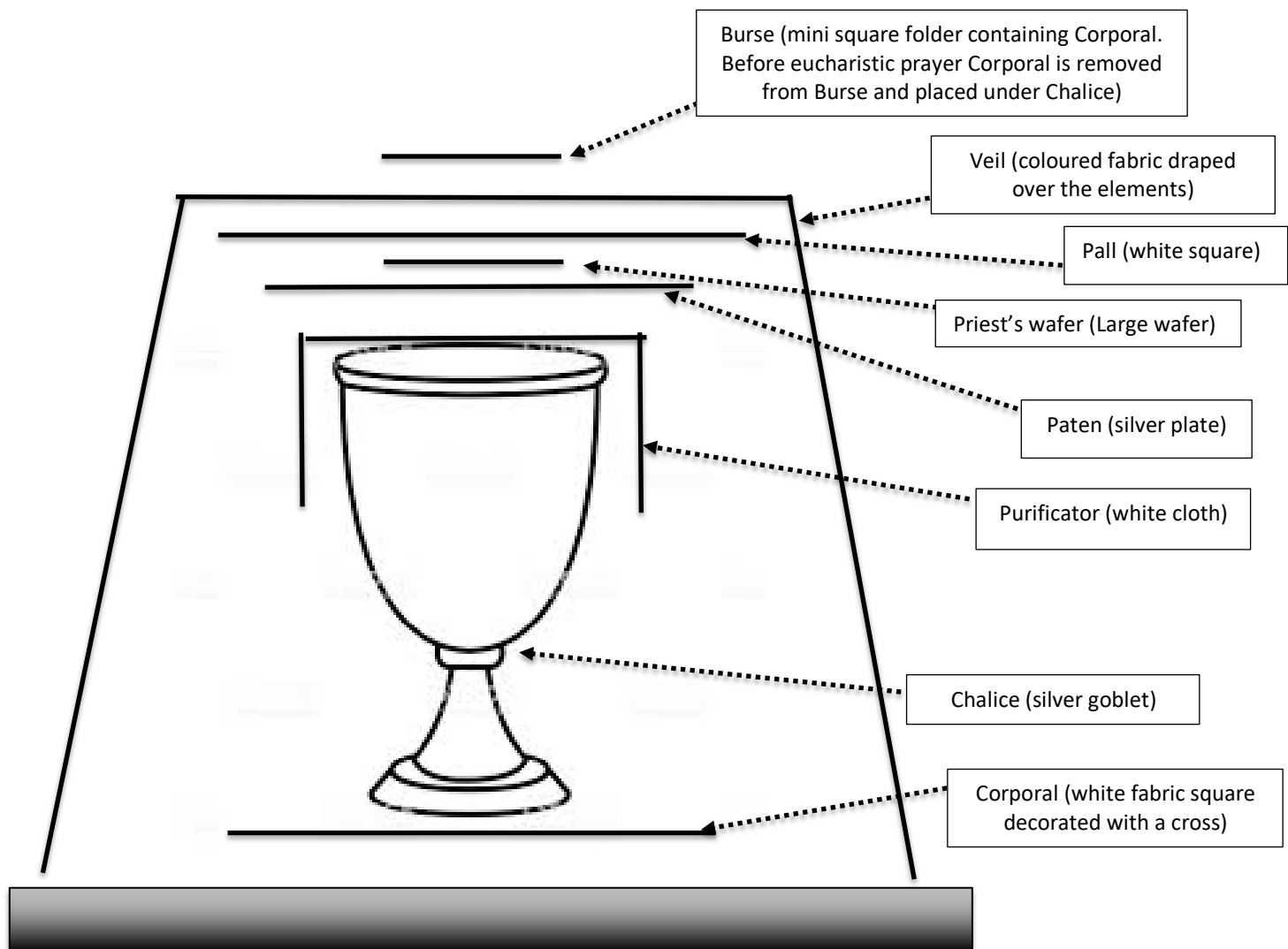
- To read and adhere to all aspects of the Benefice Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To undertake an enhanced DBS check if required.
- To complete online C0 and C1 basic safeguarding training

Role description created June 2020

Knowing and sharing the love of Jesus in the Church and community

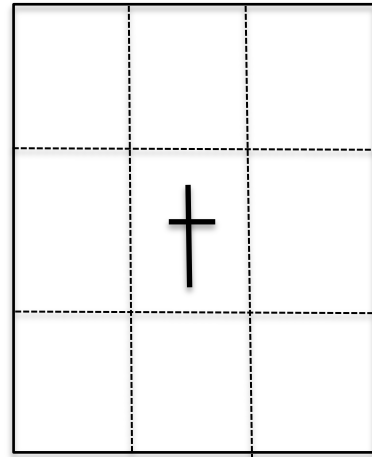
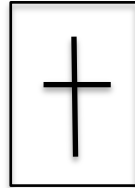


The Church of England
in Essex and East London
Diocese of Chelmsford



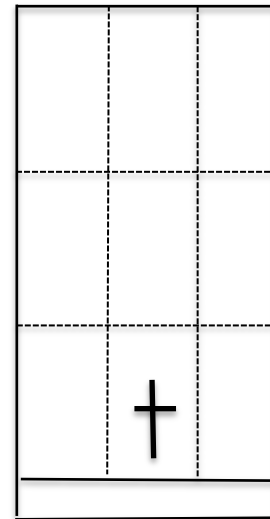
How to fold communion linen

1. Purificator



approx 13x13

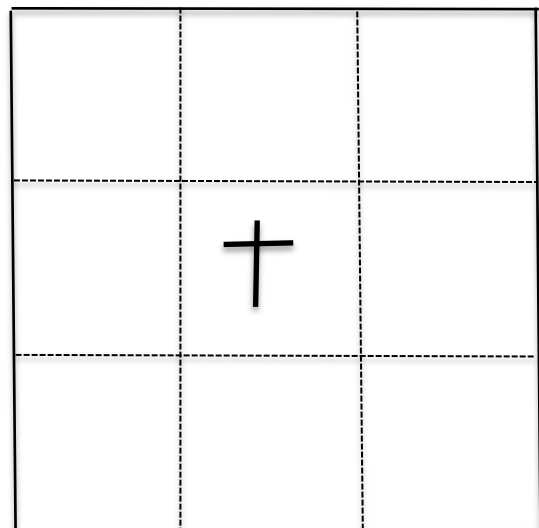
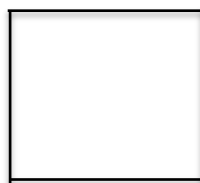
2. Lavabo Towel



approx. 9x15

3. Corporal

Corporal is folded with right side inside



approx. 24x24