**DOWN and CONNOR DIOCESAN TRUST**

**SACRISTAN NEWCASTLE (MAGHERA) PARISH**

A vacancy has arisen for a Sacristan within Newcastle Parish, 26-28 Downs Road, Newcastle, Co Down BT33 0AG.

The responsibilities will include:

* the maintenance of the sacristy where the church's liturgical items are kept including vestments, sacred vessels and books etc.
* ensuring that the sanctuary is set up for Mass, other services, baptisms and funerals, ensuring all the requisite books and sacramental vessels etc. are in place, and that afterwards the sanctuary is cleared, and the church is left secure and tidy

This is a Job Share position. The terms are based on a permanent appointment requiring 13 hours attendance each week. work pattern to be agreed with the Parish Priest.

The post holder will be required to provide cover for the Job Share Partner during annual leave or other absences. Having a flexible approach to working hours is required from the post holder from time to time.

Rate of Pay - £8.91 gross per hour.

Full details relating to the vacancy can be found on the Diocesan website at: [http://www.downandconnor.org](http://www.downandconnor.org/) clicking on the tab: JOB VACANCIES and on the Community NI website, where terms and conditions relating to the role can also be accessed by way of a Role Profile and Employment Application form. Application packs can also be obtained from Newcastle Parish Office.

We welcome applications from anyone who feels they meet the criteria and are interested in playing an active part in the Parish.

Closing date for applications will be 12.00 noon on Friday 16th April 2021

***Down and Connor Diocesan Trust is an Equal Opportunities Employer***