DOWN and CONNOR DIOCESAN TRUST

VACANCY

SACRISTAN/CARETAKER

DUNDRUM & TYRELLA PARISH

SACRED HEART CHURCH DUNDRUM &
CHURCH OF ST PATRICK AND ST JOSEPH, BALLYKINLAR

A vacancy has arisen for a Sacristan in Sacred Heart Church, Dundrum and the Church of St Patrick and St Joseph, Ballykinlar, within the Parish of Dundrum and Tyrella.

The responsibilities will include:

- Ensuring the Churches and Parish grounds are opened and closed at the appropriate time, are maintained to the highest standard and that all who use them can do so safely and securely.

- Lead responsibility for the maintenance of the sacristy, ensuring that, with volunteers and others, the sanctuary is set up for Mass, other services, baptisms, and funerals, ensuring all the requisite books and sacramental vessels etc. are in place.

The terms are based on a permanent appointment requiring 10 hours attendance each week, work pattern to be agreed**.** Ability to work flexible hours is required from the post holder from time to time.

Rate of Pay - £9.50 gross per hour.

Full details relating to the vacancy can be found on the Diocesan website at: 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 the 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 8th July 2022

Down and Connor Diocesan Trust is an Equal Opportunities Employer