

Down and Connor Diocesan Trust



Ethos and Values required of all Employees

The main objects of the Diocese of Down and Connor ("the Diocese") are the advancement of the Catholic religion in the Catholic Diocese of Down and Connor and the advancement of any charitable purpose supported by the Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on togetherness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity. Likewise, bearing in mind its main objects, there may be some circumstances in which the Diocese may rely on lawful exceptions to general principles.

The Diocese requires that all people working within its institutions and agencies, regardless of their faith tradition or perspective, demonstrate the highest standards of respect for the values, teaching, and mission of the Catholic Church.

This includes:

Respect for the Inherent Dignity of every person:

In all activities relating to your work, you will be required to demonstrate high standards of respect and courtesy towards every person with whom you have contact and to contribute to a collaborative and supportive atmosphere among those with whom you work.

Respect for Teaching and Practice:

Our expectation is that everyone who works for the Diocese:

- ❖ will demonstrate high respect for the teaching, practice and religious symbols of the Catholic Church and act in a manner that is consistent with the values and ethos of the Diocese.
- ❖ will adhere to high standards of ethics at all times and be personally active in supporting an ethical and courteous culture among all Diocesan staff.



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

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| ROLE PROFILE: SACRISTAN/CARETAKER | |
| Reporting and Accountable to: | PARISH PRIEST |
| Responsible for: | <ul style="list-style-type: none"> ❖ 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. |
| Key Performance Measures: | |
| <ul style="list-style-type: none"> - Feedback from the Parish Priest, the Parish Team and 3rd Party Providers; - Professionalism and helpfulness in dealing with others, both internally and externally; - Compliance with and adherence to relevant legislation and regulatory requirements as issued by the Diocese of Down and Connor; - Quality and accuracy of work, including documentation and data completed and efficiency of processing same to meet deadlines; - Maintaining a professional approach to work at all times; - Projecting a professional and reputable image for Parish at all times. | |
| Detailed Responsibilities of this Role: | |
| <p>In fulfilling this role, the job holder undertakes the following activities:</p> <p>CARETAKER – general responsibilities:</p> <ul style="list-style-type: none"> - Ensuring inside and outside of the Churches are presentable at all times; - Acting as the first line response to reactive repairs, carry out minor repairs; - Respond to repair requests quickly and in a professional manner; - Carry out regular checks of buildings in areas of high footfall to ensure all facilities are clean and well stocked, e.g.; toilets; - Perform routine cleaning tasks based on a schedule as agreed with the Parish Priest; - Daily tasks will include dusting, sweeping, mopping, emptying bins, and vacuuming of communal areas. - Litter picking around the Parish site/s, sorting recycling and bin rotations; - Disposal of rubbish in the designated rubbish collection area; - Use cleaning supplies and equipment to keep the interior and exterior of the buildings looking pristine and professional; - Carry out deep cleaning as and when requested by the Parish Priest - Mix and dispose of all cleaning solutions appropriately; - Stock control of all cleaning materials and replace as necessary; - Ensure cleaning products and equipment are stored away safely and securely when not in use; - Carry out and document routine inspections as required, e.g., weekly fire safety check; | |

- Ad hoc portering duties e.g., moving furniture/boxes, etc.
- Report any accidents, incidents, or repairs to the Parish Priest in a timely manner;
- Adhere to Health & Safety Policy when undertaking tasks and whilst on the premises;
- Co-operate with other staff and visitors to the Churches.

SACRISTAN - General Responsibilities:

- Ensure that all liturgical vessels, linens, vestments, and furnishings are kept in good repair, clean and respectfully stored, working with volunteers where applicable;
- Monitor the supplies needed for the liturgy in both churches (bread, wine, incense, candles, oils, etc.), keeping in mind special seasons and events;
- Cooperate with staff, volunteers and approved external parties and members of the church cleaning and maintenance staff to ensure that the church building is kept clean and orderly and plans with them so that items or places are prepared for special services (baptistry, Easter fire, special processions, etc.);
- Cooperate with others who may be responsible for parish liturgical art and environment or seasonal decoration;
- Prepare particular items needed for the various liturgical celebrations (Eucharistic vessels, cruets, linens, book markings, furniture, etc.);
- Work with school to ensure church available and ready for any practices for sacraments or special services;
- Ensure all shrines/votive candles are maintained efficiently and to a high standard;
- Empty money boxes from candelabras in both churches and placing in safe in parochial house for counters;
- Depending on arrangements with the Parish Priest, assist with the immediate preparations for liturgical celebrations and the cleanup following the liturgy;
- Cooperate with the work of the Altar Servers / Volunteers in assisting in the celebrations of the Sacraments and other services;
- Assist with the co-ordination of Altar Servers' responsibilities in the Church;
- Assist during Mass and other services as an altar server, as and when required.
- Ensures that deposits are securely removed from the Shrine boxes in a timely manner and according to procedures;
- Take and book mass intentions into the diary;
- Keep cemetery records up to date;
- Handle hall and church bookings;
- Keep accurate records of attendees at the various liturgical celebrations to support the Covid-19 Track and Trace procedures in place within the Parish.

AFTER ALL SERVICES:

The Sacristan is responsible for ensuring the safety and security of the Church. This includes; securely locking away all sacred vessels, tabernacle key, microphone etc., in the safe; extinguishing all candles; extinguishing the thurible, including disposing of ashes & charcoal outside; switching all lights off and switching heating off; securely locking all windows and doors; setting the intruder alarm; and, if necessary, locking the Church.

GENERAL:

- Adhere to the policies and procedures of the Diocese of Down and Connor, and all relevant statutory bodies, regulations, and requirements, paying particular attention to guidelines in relation to managing the risk of Covid -19;
- Compliance with and adherence to Diocesan policies and procedures at all times;
- Maintaining confidentiality on matters relating to the Diocese of Down & Connor at all times.

JOB DESCRIPTION REVISION:

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post and the office. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the Parish.



SACRISTAN/CARETAKER

PERSON SPECIFICATION

| ESSENTIAL CRITERIA - QUALIFICATIONS and EXPERIENCE: | |
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| QUALIFICATIONS AND EXPERIENCE: | <ol style="list-style-type: none">1. A baptised Catholic, a member of the Church with a basic knowledge and experience of the liturgical rites performed in a Catholic Church.2. A minimum of one years' experience in a caretaking/grounds person position with maintenance duties;3. Ability to work alone and as part of a team including Priests, altar servers and all other liturgical Ministers.4. Good organisational and communication skills.5. Ability to walk, bend, push, pull and lift repetitively during working hours to facilitate the carrying out of the responsibilities within the role;6. An understanding of the Diocese's Policy concerning the Safeguarding of Children and Adults at Risk of Harm.7. A general understanding of the social and moral teachings of the Catholic Church. |
| COMPETENCIES REQUIRED TO FULFILL THIS ROLE: | <ul style="list-style-type: none">- Reverence and appreciation for maintaining sacred space.- A sensitivity to the spirituality and worship life of parishioners.- Ability to work methodically and consistently.- Ability to manage people where required.- Ability to work flexible hours.- Good experience of Health and Safety regulations;- Respect for the values, teaching, and mission of the Catholic Church. |
| LOCATION: | Sacred Heart Church, 33 Main Street, Dundrum BT33 0LU – and Church of St Patrick and St Joseph, 28 Tyrella Road, Ballykinlar, BT30 8DF |
| SALARY/HOURLY RATE OF PAY: | £ 9.50 gross per hour |
| HOURS of WORK: | 10 hours per week - work pattern flexible. (Ability to work flexible hours is required from the post holder from time to time.) |
| ANNUAL LEAVE: | 32 days per annum which is inclusive of 12 customary holidays. [Pro-rata for part-time employees] |
| NB: Access NI Clearance to work with Children and Adults at Risk of Harm must be in place before the successful candidate is employed. | |