



DOWN and CONNOR DIOCESAN TRUST
DUNDRUM & TYRELLA PARISH
SACRISTAN

A vacancy has arisen for a Sacristan within Sacred Heart Church, 33 Main Street, Dundrum, BT33 0LU.

The responsibilities within the Sacristan role will include:

- ❖ Ensuring the Church is opened and closed at the appropriate time, is maintained to the highest standard and that all who use the Church 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 to 12 hours per week over 6 days. Work pattern to be agreed with the Parish Priest.

Having a flexible approach to working hours will be a requirement within the role.

Rate of Pay - £10.42 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 Dundrum & Tyrella 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 Thursday 1st June 2023

Down and Connor Diocesan Trust is an Equal Opportunities Employer