

SACRISTAN/ VERGER

Purpose: to oversee and ensure the smooth operation of the Chapel and Church Altar Guilds and act as liaison between clergy, Worship Committee, and Altar Guilds.

Reports to: Rector or Associate Rector (if overseeing Worship Committee)

Annual Review: Clergy in charge of Worship Committee

Paid Position? **Full time** **Part time** or **Ministry**

Specific Responsibilities of this Position include:

- Working with the Altar Guild chairs, conduct training sessions for new members and refresher sessions for present members of the Altar Guilds
- Notify Altar Guilds of any special services (weddings, funerals, school Eucharists, etc.)
- Prepare Altar Guild checklists for each day and service of duty; check in each Saturday morning
- Assure church and chapel are prepared properly and liturgically for all services; make sure “props” are in place for special services
- Order supplies for Altar and Chapel Guilds
- Order special candles for Easter Vigil, Feast of Lights, or other special services
- Maintain perpetual light in the chapel
- Supply oil for Chrism and healing; take Chrism oil to Bishop for blessing and supply fragrance
- Work with wedding coordinator to assist with weddings: open church for rehearsals; check with florist to arrange flower delivery, be at church to receive flowers and distribute to proper places; open church and other parish facilities as needed; assist bride, bridesmaids, ushers, etc. until wedding committee arrives. This is primarily covered by coordinator but Sacristan serves as a backup and coordinates Eucharistic elements.
- Attend Worship Committee meetings