The Parish of Horndon, Orsett and Bulphan

Role Description – Sacristan

Role description reviewed and ratified at a PCC meeting on 22nd July 2025

This Role description must be given out during the induction process and signed for before commencing the role. A copy of the signed Role description to be retained centrally by the Parish and a copy given to the individual.

Signed …….. ……

Rector or Churchwarden Individual

Responsible to:
The Churchwardens and through them to the Rector

Person specification:

- To reflect the love of God
- To support the Ministry and Mission of the Church
- To uphold the Vision and Values of the Church and support the Rector.
- To maintain confidentiality and share any concerns with the Rector.

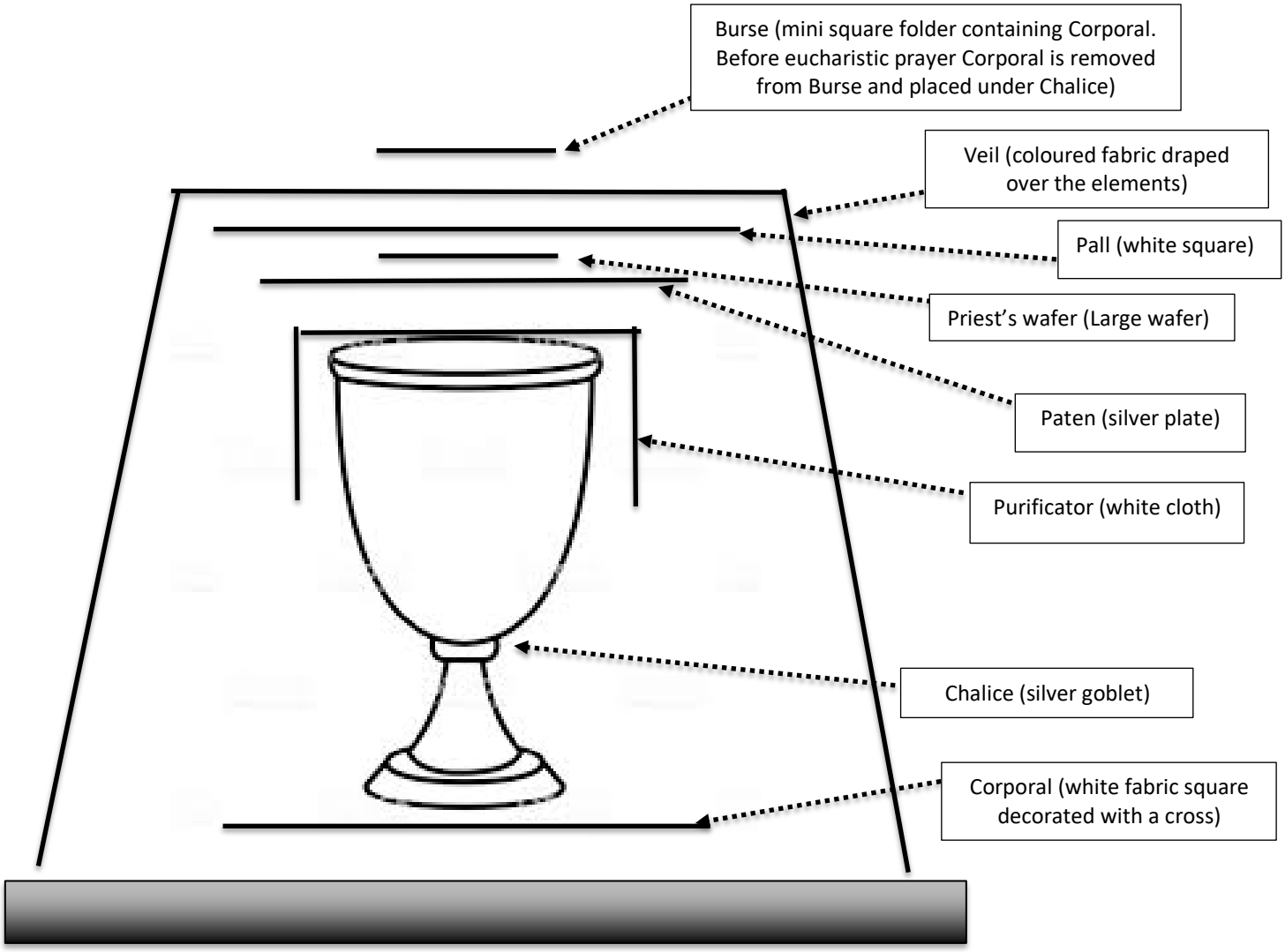
Safeguarding:

- To read and adhere to all aspects of the Parish Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To undertake an enhanced DBS check if required.
- To complete on-line Basic and Foundation safeguarding training, must be retaken every three years.

Key roles and responsibilities:

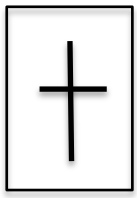
- To check the correct altar frontal for the liturgical season is being used, as detailed in service schedule
- Set up for communion service
    - Place Lavabo dish (handwashing bowl) and finger towel on credence table
    - Place altar copy of service sheet on the altar (left side)
    - Check sufficient oil is in altar candles
    - Remove cover from small table at back of church and put white linen cloth in its place (if elements are being processed)
    - Fill wine and water cruets and ciborium and place on table at rear of church (if elements are being processed) or left on credence table
    - Put sufficient people's wafers in wafer box and place on credence table, remembering to put out both ordinary and gluten free wafers
- Wash and iron altar linen as necessary
- Wash chalices and vessels after each service
- Maundy Thursday or Good Friday if service is being held in church
    - Strip altar completely, also nave altar and credence table
    - Remove seasonal hangings and banners
    - Remove Bibles from lectern and pulpit
    - Move votive candle stand to the back of the church
    - Move any other furnishings in agreement with the Rector

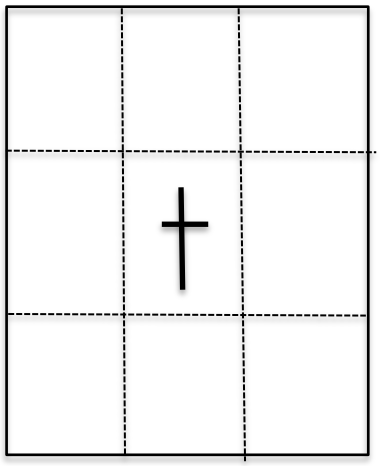
- Easter Saturday
    - Put all the above back in place
- To liaise with the Rector/Parish Administrator regarding stocks and the ordering of communion wine/wafers/palm crosses/palm ash/advent candles/candle oil etc



How to fold communion linen

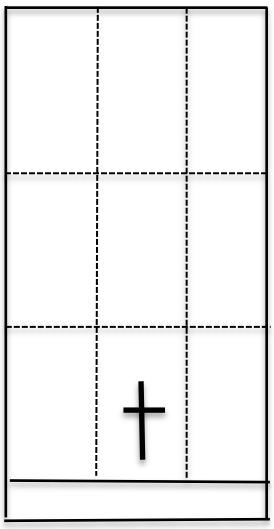
1. Purificator





approx 13x13

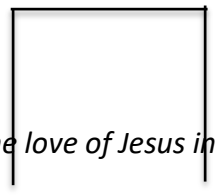
2. Lavabo Towel

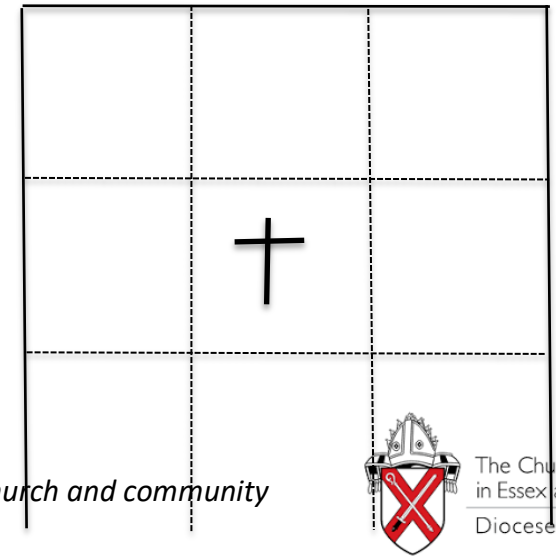


approx. 9x15

3. Corporal

Corporal is folded with right side inside





approx. 24x24