



The Jesuit Church of the Holy Family
Chicago, A.D. 1857

SACRISTAN (PART-TIME)

Job Description and Qualifications

The Church of The Holy Family seeks a devoted, practicing Catholic with a deep love and knowledge of the Sacraments to meet a variety of liturgical needs. The ideal candidate will work collaboratively with a variety of stakeholders, communicate directly and effectively, and be dependable in task implementation. This individual will be responsible for the many facets of liturgy listed below:

- * Maintain and regularly upkeep the liturgical environment within The Church of the Holy Family (Liturgical seasons, special occasions, and other directives)
- * Provide order and stability in the sacristy and worship spaces of a very busy church environment
- * Using the Sacristan checklist, diligently prepare for and clean up after Weddings, Baptisms, Funerals, and other events as needed.
- * Regularly care for all of the liturgical linens, vessels, and vestments
- * Periodically inventory and restock needed liturgical supplies
- * Collaborate with others using the space to ensure they are meeting the standards of The Church of the Holy Family
- * Other duties as assigned
- * Appreciate the call and role of a Sacristan in supporting the growing and vibrant Sacramental life of The Church of the Holy Family

Qualifications:

- Practicing Roman Catholic
- Experience with serving in the liturgy, included as Sacristan
- Demonstrated skill in organization and collaboration
- Strong communication skills.
- Flexible schedule availability to be ready to meet a variety of liturgical offerings, including nights and weekends.
- Ability to relate to a variety of people and needs.

To apply or for more information, contact Development Director, Wendy McCarthy, at wendymccarthy@holyfamilychicago.org.

The Church of the Holy Family
1080 W. Roosevelt Rd., Chicago IL 60608