

Vacancy for Parish Sacristan

The Church of the Good Shepherd Churchtown has a vacancy for a part-time Sacristan (21 hours per week).

The successful candidate will provide a high level of support to the Parish Team and the Parish Community by being responsible for the upkeep of the Church and premises as well as to maintenance and preparation for service on a day-to-day basis during weekends as well as other compatible duties.

Main responsibilities:

- Preparing the Church for daily Mass and other services e.g., weddings, baptism and funerals and other liturgies where required.
- Opening and closing the church
- Ordering/administration/stock control of the church supplies

Ensuring that the cleanliness and general condition of the church premises is maintained to a safe and acceptable standard.

The successful candidate should have an awareness and understanding of working in a church and of the Catholic Liturgy and awareness and alertness of fire, health and safety regulations including the anti-covid regulations.

A full job description is available on www.goodshepherdchurchtown.ie

Contract: This is a 1 year fixed-term contact and a 6 months' probation period would apply.

Hours of Work: 21 hours per week, including weekends.

Remuneration: Salary us negotiable.

If you are interested in this position, please email your letter of application and current CV to: mfc7534@gmail.com

For the attention of: Fr. Martin Cosgrove,

Moderator Rathfarnham, Churchtown & Ballyronan Grouping of Parishes.

Closing date: 5.00pm on Friday, 26th May 2023

Churchtown Parish is an Equal Opportunities Employer.