Sacristan (Our Lady of Divine Grace Parish, Żabbar)

The Sacristan will report to the Archpriest and will only receive instructions from the latter. The selected candidate will be responsible for the smooth running of the everyday activities in the Parish. This includes:

- The daily running of the church.
- The preparation of the altar and the church for Mass and the different liturgical celebrations.
- The preparation of the church and the provision of assistance required in connection with celebrations including funerals, weddings, baptism, feasts, and other celebrations.
- Welcoming groups visiting the Parish.
- Carry out ordinary repairs and maintenance, as well as the overall upkeep of the church.
- The post is on a full-time basis. However, part-time options will also be considered.

The post is on a full-time basis.

The ideal candidate must:

- Have the knowledge required for the preparation of the liturgical celebrations (including the necessary liturgical books, vessels, vestments, and other items used during liturgical celebrations).
- Be loyal towards the Church's interest and carry out the work with integrity and responsibility.
- Be aware of safe working procedures.
- Ensure that an appropriate and decorous environment is maintained, both with his own behaviour and with the behaviour of others in the church.
- Be able to communicate in both Maltese and English.
- Have good interpersonal and communication skills.
- Be able to work in a team, as well as on one's own initiative with minimum supervision.
- Be a motivated person and ready to carry out the work in an effective, efficient and flexible manner, with interest.
- Possess a valid driving licence.

Interested persons are to submit the following to hr@maltadiocese.org by not later than 20 November 2023:

- A letter of application
- A detailed CV
- A scanned copy of certificates
- Name and email address of two referees