

Sacristan (St Publius Parish, Floriana)

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 such as funerals, weddings, baptism, feasts, and other celebrations.
- The general setting up of the church according to the liturgy and the titular feast.
- Welcoming groups visiting the Parish.
- Carrying out ordinary repairs and maintenance, as well as the overall upkeep of the church.

The post is on a part-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).
- Ensure that volunteers are in the church only when the Sacristan is present.
- 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.
- Possess a valid driving licence.
- Ensure that an appropriate and decorous environment is maintained, both with his own behavior and with the behavior of others in the church.

Interested persons are to submit the following to hr@maltadiocese.org by not later than 1 December 2023:

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