Diocese of Nashville

https://dioceseofnashville.com/job/volunteer-church-officer/

Volunteer Sacristan

Hiring organization
Mary, Queen of Angels

Job Location
Nashville, TN

Date posted
September 14, 2026

Valid through
14.12.2026

If you feel called to serve in this ministry and would like to become a Sacristan, please contact **Richard Borofski** at **Richard.Borofski@maryqueenofangels.com** or **615-760-4424**.

Description

Due to the relocation of one of our residents Mary, Queen of Angels needs a Sacristan. Mass is held every day at 10:30am.

Position Overview

The Sacristan is a valued church officer and ministry of service responsible for the care, preparation, and orderly maintenance of the sacristy, church, and sacred items used in the celebration of Mass and other religious services.

The Sacristan serves behind the scenes to ensure that the church is properly prepared, reverently maintained, and ready for worship. This ministry requires a person of faith, integrity, dependability, and attention to detail who takes pride in caring for the sacred space and assisting the clergy and parish community.

Essential Responsibilities

Care of the Sacristy

- Maintain the sacristy in a clean, orderly, and reverent manner.
- Ensure vestments, linens, vessels, and other liturgical items are properly stored and cared for.
- Monitor the condition of sacred furnishings and liturgical supplies.
- Ensure necessary items are available and properly prepared before services.

Preparation for Mass and Other Services

- Prepare the altar, credence table, and other areas for Mass and liturgical celebrations.
- Prepare and arrange sacred vessels, books, linens, vestments, candles, and other items required for worship.
- Assist clergy and other ministers with preparations before and after services.
- Ensure the church is properly prepared for special liturgies, feast days, weddings, funerals, and other religious celebrations.

Care of the Church and Sacred Items

- Help maintain the church building and worship areas in a clean, orderly, and dignified condition.
- Exercise proper care and reverence in handling sacred vessels, vestments, linens, and other religious articles.
- Identify items requiring repair, replacement, cleaning, or professional restoration.
- Coordinate, as appropriate, with parish staff or volunteers regarding maintenance needs.

Stewardship and Organization

- Maintain an inventory of important liturgical items and supplies.
- Monitor supplies and communicate when replenishment is needed.
- Establish and maintain orderly storage practices.
- Help preserve the parish's sacred furnishings and liturgical heritage.

Qualifications

The ideal Sacristan will:

- Be a practicing member of the Catholic faith and committed to the life and mission of the parish.
- Have a sincere love and reverence for the Eucharist, the Mass, and the sacred space.
- Be dependable, trustworthy, and willing to serve faithfully behind the scenes.
- Demonstrate excellent attention to detail and organizational skills.
- Be comfortable working independently while also collaborating with clergy, parish staff, and volunteers.
- Be willing to learn proper procedures for the care and handling of sacred items.
- Maintain confidentiality and exercise good judgment.
- Be physically capable of performing reasonable duties associated with preparing and maintaining the sacristy and church.

Previous experience as a sacristan, altar server, extraordinary minister, liturgical minister, or in another parish ministry is helpful but not required. Training will be provided.

The Heart of This Ministry

The Sacristan performs an important ministry of stewardship and service. Much of the work may go unnoticed by the congregation, but it contributes directly to the dignity and reverence of the Church's worship.

The Sacristan helps create an environment in which the priest and parish community can focus on the celebration of the Mass and the worship of God.

"Whatever you do, do from the heart, as for the Lord and not for others." — Colossians 3:23

How to Apply

If you feel called to serve in this ministry and would like to become a Sacristan, please contact **Richard Borofski** at **Richard.Borofski@maryqueenofangels.com** or **615-760-4424**.