



Church Divinity School of the Pacific

STUDENT WORKER POSITION DESCRIPTION

Posting Date: June 20, 2017

Position: Sacristan

Department: Dean of Chapel (44)

Supervisor: Randal Gardner

Summary: Sacristans work together as a team to support the Dean of Chapel and others in the CDSP community who worship in the All Saints Chapel. Collaboration, mutual support, attention to details and reliability are essential for the success of the team.

Responsibilities:

- Develop familiarity with the various forms of worship for Holy Eucharist and Daily Offices in the *Book of Common Prayer* and supplemental materials (*Enriching Our Worship*).
- Become familiar with the use of lectionary resources in the *Book of Common Prayer*; *Holy Women, Holy Men*; and *A Great Cloud of Witnesses* to be able to support or instruct others in their use.
- Become familiar enough with the chapel customary to help make its norms known and to contribute ideas for its revision when practice deviates from its guidelines.
- Learn to use the Ministry Scheduler Pro software to be able to look up schedules, revise a schedule, and report no-shows.
- Learn sufficient word processing skills to be able to use style sheets, insert graphics, change formats, manage page and text breaks, and save versions of documents.
- Learn and practice reverent care for sacramental vessels and liturgical vestments.
- Manage the chapel for accessibility and safety, opening it before services and locking it after the last service of the day.
- Set up for services, often supervising assisting sacristans – mark books, prepare vessels, post hymn numbers, plan for seating, tidy the chapel.
- Plan for services, preparing worship programs and leader books as necessary.
- Conduct rehearsals with the ministers of the service one-half hour before the service start time.
- Using the scheduling software, enter no-show and tardy information for assigned ministers as appropriate
- Keep the sacristy clean and tidy, participating in general clean up and reorganization when time permits.
- Share in the chores of a sacristy – keeping vessels polished, linens clean, books in order, trash removed, laundering or cleaning vestments, procuring supplies.
- Participate in the weekly Sacristan team meetings.
- When sufficiently prepared and confident to do so, increase leadership functions to lead planning meetings, rehearsals, and post-service reviews.

- Attend and possibly lead the planning meetings for Community Eucharist held 8 to 15 days before each service.
- Maintain the service register for every service according to its design and instructions.
- Make known to others gifts or skills you bring support the work of the team. For example, one may have high skills in desktop publishing, and another in baking bread, and another in social media or communications. Teamwork built on the gifts of the members is more fun and more successful.
- Do other tasks reasonably assigned by Dean of Chapel.

Details:

- Anticipate 8 to 12 hours of work per week, with availability for at least three 8:30 AM services, three 5:30 PM services and the 5:45 Community Eucharist on nearly all weeks.
- Unless work demands continue through a worship service, time spent in worship is not compensated
- Term of employment is through May 31, 2018
- Renewal for additional terms is possible
- This is a part-time, nonexempt position without benefits
- This position is further governed by the Personnel Policies Manual of the Church Divinity School of the Pacific

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties/functions.

- Number of positions open:** 1-2
- Hours per week:** See above
- Date job is to begin:** August 15
- Hourly Rate:** \$12.53
- Period of Employment:** Through May 31, 2018; further terms may be offered.
- Preferred Work Days:** Monday through Friday
- Apply to:** Randal Gardner, Dean of Chapel
Church Divinity School of the Pacific
2451 Ridge Road, Berkeley, CA 94709
rgardner@cdsp.edu
- Application Closing Date:** August 15, 2017