



## SACRISTAN

<b>Job title</b>	Sacristan
<b>Responsible to</b>	Iona Abbey Warden
<b>Key interface with</b>	Iona Abbey worshippers, staff, volunteers, guests, visitors
<b>Contract</b>	Residential staff terms and conditions
<b>Holidays</b>	37 days per year, inclusive of public holidays
<b>Hours</b>	35 hours per week
<b>Location</b>	Iona

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*The Iona Community is committed to being a diverse and inclusive organisation that promotes equity and dismantles systems of power and privilege. We encourage all qualified applicants to apply and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.*

### **Job purpose – what you are working to achieve**

- Excellent preparation for services in Iona Abbey Church and other locations
- Excellent support for those leading and participating in worship
- The development and continual improvement of Iona Community worship

### **Key responsibilities – what you are responsible for**

- Preparing places for worship
- Looking after worshippers
- Offertory and collections
- Supporting worship leaders
- Maintenance and supplies
- Displays, books and information

### **Specific tasks – what you are required to do**

- Prepare Iona Community spaces for services of worship
- Keeping Iona Community spaces clean and tidy
- Ensure liturgy folders, PA system, candles, candle-filling equipment, candle stands, seating and cleaning equipment are up to date and in good working order
- Ensure Bibles, liturgical and resource books, firebox, service sheets, robes, communion vessels, microphones, files, vases and cleaning equipment in the Sacristy are up to date, in good condition and well ordered
- Keep worship spaces supplied with votive candles and sanctuary candles
- Ensure all worshippers are welcomed and well cared for during and after services.
- Ensure the PA system is monitored throughout services and adjusted if necessary.
- Collect, sort and record offertory monies, candle money and other collections with one other member of staff and pass to the Administration & Finance Officer.
- Support staff in their leadership / facilitation of services, providing assistance to ensure the best possible use of space and other resources
- Assist with rehearsals for services of worship, offering assistance with the ordering of the space, with the PA system, flowers and materials for symbolic action
- Train staff in the use of the PA system
- Welcome and brief visiting worship leaders in the use of liturgical resources & PA system
- Be prepared to stand in for a worship leader at short notice, or find a replacement if necessary
- Liaise with the Iona Prayer Circle and collate weekly prayers for healing, including those sent by email
- Ensure Sacristy, Chapter House are kept clean and tidy and their contents in good order.
- Manage church supplies (candles, candle oil, communion wine, flowers), obtaining fresh supplies when necessary
- Make best use of church supplies within the agreed budget.
- Update and maintain peace and justice displays in the Abbey Church and Chapter House.
- Other reasonable duties that the Warden, Leader or Executive Director may ask you to perform

### **Iona Resident Staff**

Information on the general responsibilities of Resident Staff is given in ***Working for the Iona Community on Iona*** which should be read in conjunction with this Job Description and addressed in your application. In addition, all staff are expected to:

- Promote and support a positive ethos within the Abbey Centre consistent with the Iona Community's Purpose and Rule of Life, role modelling and encouraging the Community's model of hospitality and common life
- Ensure the Abbey Centre maintains an atmosphere of warm welcome, nurture and hospitality for all who live, work or visit
- Participate fully in the common life of the resident staff group. The worship of the Iona Community on the island is the responsibility of the Abbey Warden; however, all other resident staff members are expected to share in the facilitation and leadership of worship, for which training will be given

### **Key Competencies – skills and qualities you are required to demonstrate**

- Forming a welcoming, well-ordered and creative space for worship
- A welcoming, hospitable and inclusive approach to all attending worship
- Willingness to lead, facilitate and organise worship
- Punctuality and reliability, with the ability to prioritise conflicting demands
- High level organisational skills
- The ability to plan ahead but also respond flexibly and appropriately to changing situations
- IT skills including knowledge of social media platforms and ability to record, edit and post videos and images
- Proven ability to work effectively and flexibly as part of a team
- Sympathy with, and knowledge of, the Iona Community's Christian commitment, purpose, values, work and concerns, including a good understanding of the Community's thinking about prayer and healing
- Coping with the physical and mental challenges of living on a remote Hebridean island
- Willingness to live in a residential community and to cover for colleagues, when necessary
- Commitment to reflective practice and to receiving constructive feedback
- Remaining calm in the busyness of life
- Commitment to the purpose, practice and values of Iona Community: *Inspired by our faith, we pursue justice and peace in and through community*

Signed:                      Postholder: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_