



# JESUIT SCHOOL OF THEOLOGY IN BERKELEY

## A GRADUATE SCHOOL OF SANTA CLARA UNIVERSITY

### **Position: Sacristan, Student Life and Formation**

#### **Department Description:**

The Student Life office of the Jesuit School of Theology oversees co-curricular programs and fosters the community life of the school in support of student learning and formation. The office oversees liturgy, which lies at the heart of JST's community life and its mission of theological education and formation for scholarship and ministry.

#### **Hours**

Approximately 2-4 hours per week.

**Pay:** \$16.32/hour.

#### **Essential Duties and Responsibilities**

Under the supervision of the Assistant Dean of Students, the Sacristan tends the Sacristy and the Chapel, so as to maintain an environment conducive to prayer and worship. This position will coordinate with the other Sacristan in accomplishing the following duties:

- Keep sacristy tidy and organized. Prepare signage when necessary to orient community to proper procedures in sacristy.
- Tend linens – wash, fold and iron.
- Tend vestments –keep them sorted and properly arranged in closets.
- Tend fabrics for banners – iron and store properly in closets and drawers.
- Tend sacristy supplies - hosts, wine, vessels, candles, incense, candle followers, liturgical calendar, liturgical books, etc. and notify Student Life office regarding re-orders.
- Tend candles in Chapel – replace sanctuary candle and other candles when necessary.
- Tend flowers and/or plants in the chapel.
- Tend seating in chapel – at least once a week on Tuesdays, make sure chairs are arranged properly, furnishings in place, etc.
- Attend monthly Liturgy Committee meetings if available.
- Depending on availability and interest, assist with liturgical environment (i.e. setting up environment for liturgical seasons.)
- Notify Student Life office regarding all needs of sacristy and chapel (re-orders, repairs, laundering of vestments, etc.).

#### **Qualifications**

- Genuine interest in liturgy and liturgical spirituality.

- Desire for more formation and experience in liturgy.
- Strong communication and organizational skills.
- Knowledge and experience in liturgy preferred.

**To apply:**

Send resume, and cover letter describing interest and relevant qualifications and experience, to Paul Kircher, Assistant Dean of Students, at [pkirche@scu.edu](mailto:pkirche@scu.edu)