

Church of Saint John the Evangelist, Hamilton

Ministry Description

Ministry Area	Worship	Position	Sanctuary Guild Member
Nature of Ministry	As a member of the Sanctuary Guild you will assist the worshipping community by preparing for the Eucharist, setting up the sacred vessels and gifts of bread and wine, occasionally changing the altar linens and paraments. The purpose of your ministry is to equip the worshipping community.		
Outline of Responsibilities	<ol style="list-style-type: none"> 1. Serve on a rota on average once every four weeks. 2. Set up for Sunday worship, usually on a Friday or Saturday, by laying out the sacred vessels and gifts of bread and wine. 3. When necessary because of the change of liturgical seasons, change the paraments in the church proper. 4. Occasional cleaning of silver, brass, and glass vessels. 		
A Person Well-Suited	<ul style="list-style-type: none"> • Will be committed to the worship life of the parish. • Will enjoy working in a task-oriented, structured environment. • Will be dependable and able to follow detailed instructions. • Will be enjoy working on their own. • Spiritual gifts that may apply to this ministry include: Creativity, Helps. 		
Time Commitment	Approximately two hours per month.	Length of Term	A one-year commitment is requested.
Participation Group	Sacristy Guild members generally work alone, but there will be occasional opportunities to work with others in the Guild. Members work under the direction of the Sacristy Guild Coordinator and the rector.		
Support, Supervision and Training	Direct supervision of this ministry is by the Sacristy Guild Coordinator. Training is provided by the Sacristy Guild Coordinator and the rector.		
Boundaries and Limitations	This ministry description outlines the limits of this ministry responsibility.		
Benefits to Volunteer	The volunteer will grow in their own faith as they serve at the holy altar. The volunteer will play a key role preparing for the worship of God in the parish. The volunteer will be part of an amazing team that keeps the church beautiful and seeks to glorify God.		

Risk Assessment		
Risk Type	Description	Assessment
Participation and Supervision	Often working alone in the church. Facilitating the worship of the entire community at its various services.	Low
Setting	Mostly working independently.	Medium
Nature of Relationship	Serving in the background, sometimes with others in a group.	Medium
Degree of Authority	Low exercise and perception of authority.	Low
Physical Safety	Exposure to cleaning solutions. Working independently in the church.	Low
Financial	There is little financial involvement. Very occasionally, the minister may purchase cleaning supplies or pick up wine from a merchant, submitting receipts for reimbursement when necessary.	Low
Privileged Information	There is no access to privileged information.	Low
Damaged Reputation	Low risk of damaged reputation.	Low
Key-Holder	A key will be required to access the church and sacristy.	Low
Risk Level Assessed	Low	

Screening Requirements	
✓ Training is required.	Training is offered, but not required.
Interview is required.	References are required.
Police Records Check (PRC) is required.	PRC with vulnerable sector screening required.
Volunteer Registration Form completed. (Must be completed if interview, PRC, and/or references are required.)	✓ Signed statement regarding ministry description required.
Signed statement regarding confidentiality required.	✓ Key-holder agreement required.
Signed statement regarding policy on ministry with vulnerable persons required.	

By signing below, I acknowledge that I have read and agree to assume the duties, responsibilities and expectations as set out in this Ministry Description.

Full name (please print)

Signature

Date