DOWN and CONNOR DIOCESAN TRUST

SACRISTAN/CARETAKER

HANNAHSTOWN PARISH

An opportunity has arisen for a Sacristan/Caretaker within Hannahstown Parish, Hannahstown Hill, Belfast, BT17 0LT.

The responsibilities will include:

- Lead responsibility for the maintenance of the sacristy, ensuring that, with volunteers and others, the sanctuary is set up for Mass, other services, baptisms, and funerals, ensuring all the requisite books and sacramental vessels etc. are in place.
- Responsible for all Parish grounds and buildings.
- Ensuring the Churches and Parish grounds are opened and closed at the appropriate time, are maintained to the highest standard and that all who use them can do so safely and securely.

The terms are based on a permanent appointment requiring 16 hours attendance each week, work pattern to be agreed**.** Availability to work flexible hours is required from the post holder, from time to time.

Rate of Pay - £12.71 gross per hour.

Full details relating to the vacancy can be found on the Diocesan website at: **http://www.downandconnor.org** clicking on the tab: JOB VACANCIES and on the Community NI website, where terms and conditions relating to the role can also be accessed by way of a Role Profile and Employment Application form. Application packs can also be obtained from Hannahstown Parish Office.

We welcome applications from anyone who feels they meet the criteria and are interested in playing an active part in the Parish.

Closing date for applications will be 12.00 noon on Thursday 29th October 2026

Down and Connor Diocesan Trust is an Equal Opportunities Employer