



Employment Opportunity

HEAD SACRISTAN

Saint Michael's Cathedral Basilica

200 Church Street, Toronto M5B 1Z2

Regular Full-Time (35 hours per week)

Replacement Position

Target Hiring Salary: \$53,000 to \$57,000 per annum

Overview:

Saint Michael's Cathedral Basilica is seeking a dedicated and organized **Head Sacristan** to oversee the preparation and coordination of all regular and special liturgical celebrations within the Cathedral and its chapels. The Head Sacristan supports the dignified and orderly celebration of the Church's liturgy through the preparation of sacred spaces, coordination and supervision of sacristy personnel, maintenance of liturgical supplies, and collaboration with clergy and Cathedral staff.

This is a full-time position (35 hours per week) involving daytime and evening shifts, primarily on weekends, and overtime on holidays, as required by the liturgical schedule.

Reporting Relationship: Reports to the Rector and works collaboratively with clergy, the Archbishop's Master of Ceremonies, Operations Manager, Cathedral staff, and volunteers.

Responsibilities:

- Prepare the sacristy and sanctuary for all regularly scheduled Masses, Novena Devotions, Exposition of the Blessed Sacrament, Baptisms, Weddings, Funerals, other liturgical celebrations, including setting out vestments, liturgical books, Eucharistic vessels, and other required items.
- Assist the Archbishop's Master of Ceremonies with Archdiocesan and other special liturgical celebrations.
- Train, supervise, and schedule sacristy personnel.
- Coordinate with clergy and other Cathedral staff to support the smooth preparation and execution of liturgical celebrations.
- Ensure liturgical preparations are carried out in accordance with Roman Catholic liturgical practices and Cathedral standards.
- Maintain inventory of sanctuary candles, altar wine, hosts, linens, vestments, sacred vessels, and other liturgical supplies, and place orders within an established budget.
- Maintain the sacristy, sanctuary, and related liturgical areas in a clean, orderly, and well-organized condition.
- Coordinate flower arrangements for the Cathedral and chapels.
- Work with Cathedral security staff regarding disruptive visitors, emergency situations, or other issues that may arise during liturgical celebrations.
- Assist members of the public and visitors to the Cathedral as required.
- Care for, clean, and properly store vestments, sacred vessels, and other liturgical items.
- Ensure funds received during collections are handled securely in accordance with Cathedral procedures.
- Perform other duties as assigned by the Rector, clergy, and Operations Manager.

Qualifications:

- Fully initiated member of the Roman Catholic Church.
- Strong interpersonal, communication, and organizational skills.
- Demonstrated leadership and supervisory experience in a paid or volunteer capacity.
- Ability to work independently while also collaborating effectively as part of a team.
- Strong attention to detail and the ability to manage multiple priorities.
- Demonstrated maturity and the ability to remain calm under pressure while responding professionally to stressful or unexpected situations.
- Proven ability to handle sensitive information with confidentiality and good judgment.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, and Teams).
- Flexibility to work weekends, evenings, holidays, and extended hours as required by the liturgical schedule.
- Must be legally eligible to work in Canada.
- A criminal background check will be required of the successful applicant.

Requirements:

- Knowledge of Roman Catholic liturgical and devotional practices.
- Experience serving as a sacristan or in a liturgical ministry role.
- Familiarity with the preparation and care of liturgical vestments, sacred vessels, linens, and sacred spaces.
- Ability to perform the physical requirements of the role, including prolonged standing, walking throughout the Cathedral, climbing stairs, and lifting and carrying liturgical supplies as required.

Benefits:

This role is eligible for:

- 15 days of annual vacation upon hire.
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program).
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match.
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness.
- Reimbursement for professional designation/membership fees and continuing education.
- Paid annual retreat days and moving days.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **hr@stmichaelscathedral.com**. Deadline for receipt of applications is **July 31, 2026**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.