



## **Sacristan (Marija Annunzjata – Balzan Parish)**

The ideal candidate must:

- have the knowledge required for the preparation of the liturgical celebrations (including the necessary liturgical books, vessels, vestments and other items used during liturgical celebrations);
- be able to communicate both in the Maltese and English languages;
- have good interpersonal and communication skills;
- be able to work in a team, as well as on one's own initiative; and
- possess a valid driving licence.

The successful candidate, who will report to the Parish Priest, will be responsible for the smooth running of the everyday activities at the Balzan Parish. This includes: the daily running of the Church; the preparation of the altar and the sanctuary for mass and the different liturgical celebrations; the preparation of the Church and the provision of assistance required in connection with celebrations such as funerals, weddings, baptism, feasts and other celebrations; welcoming groups visiting the Parish; carrying out of ordinary repairs and maintenance, as well as the overall upkeep of the Church.

Interested persons are to submit the following to [hr@maltadiocese.org](mailto:hr@maltadiocese.org) by not later than 12<sup>th</sup> December 2021:

- A letter of application
- A detailed copy of their CV
- A scanned copy of certificates
- Recent police conduct
- Names and emails of two referees