



2023

Sacred Heart Church

SACRED HEART VOLUNTEERS

Altar Server Volunteer (Child & Youth)

sacredheartcalgary.ca/ministries

Position Description *for*

Altar Server Volunteer (Child & Youth)

Reports to

Pastor and Altar Server Coordinator

Overview

The mass is the central prayer and liturgical activity of the Catholic faith community. Altar Servers assist the assembly by presenting/arranging items used in liturgical celebrations. They reverently and efficiently enable other ministers to attend to their own roles. Since they are visible to all, the Altar Server also models good liturgical participation.

- This ____ year (renewable) term requires ____ hours per week/month
- First level support and supervision is from the Pastor and others overseeing liturgy
- Participates with other altar servers, priests, deacons, liturgical ministers and parishioners

Responsibilities

- Assists with preparation of the sanctuary and sacred vessels before and after liturgies
- Takes care of items used in liturgies, including cross, candles, incense, sacramentary, etc.
- Assists in preparing the altar before the presentation of the gifts
- Exhibits responsibility by serving when scheduled and taking part in rehearsals
- Responds to special circumstances that may arise during liturgies
- Performs tasks with dignity and participates fully as an exemplary member of the assembly

Qualifications

- Must be ____ years of age or older OR in at least grade ____ (Gr 2 usually)
- Baptized member of the Catholic Church and has received First Communion
- Has learned to participate fully as a member of the liturgical assembly
- Has the maturity to exercise his/her ministry with proper behaviour and attention
- Wants to grow in appreciation of the rites which they help the community to celebrate



What are my next steps?

How do I get involved?

When interacting with vulnerable persons it is necessary to register our intent to volunteer and to educate ourselves on the issues of vulnerability and creating a safe environment.

Our duty to care is an act of generosity. All volunteer roles within the Diocese undergo an assessment to determine level of trust and/or risk associated with the role based on a number of factors. This position has been assessed at 'Low' risk.

In support of the Safe Environment Program, here are the protocols you are asked to follow to prepare for service at Sacred Heart Church, aligned to the Roman Catholic Diocese of Calgary:



Register your intent to serve

- Complete the **Altar Server Information Form**.
- Complete the Diocese of Calgary **Code of Conduct** and Accountability for Children with you parents.
- **Send** your completed forms to volunteer@sacredheartcalgary.ca.



Respond to the invitation to serve in a particular ministry

- Sign and date your assigned role description from the pastor.
- Attend the prayer meetings and training with your ministry group.
- Identify your availability and commit to fulfilling your assigned tasks.



Maintain your Service file

- Update your training as requested.
- Email volunteer@sacredheartcalgary.ca to enquire about your status.



Sacred Heart of Jesus Prayer

by St. Margaret Mary Alacoque

*Lord Jesus,
let my heart never rest until it finds You,
who are its center, its love, and its happiness.
By the wound in Your heart
pardon the sins that I have committed
whether out of malice or out of evil desires. Place my
weak heart in Your own divine Heart,
continually under Your protection and guidance, so
that I may persevere in doing good and in fleeing evil
until my last breath.*

Amen.

Contact

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**SACRED HEART CHURCH
VOLUNTEER PACKAGE**