



2023

Sacred Heart Church

SACRED HEART VOLUNTEERS

*Altar Servers
Coordinator*

sacredheartcalgary.ca/ministries

Position Description for

Altar Servers Coordinator

Reports to

Pastor and Volunteer Coordinator

Overview

The mass is the central prayer and liturgical activity of the Catholic faith community. The Altar Server Coordinator prepares, oversees, schedules, or otherwise assists in preparing altar servers for their ministry of enhancing and enriching the mass and other liturgies. This role impacts the spiritual growth of young people as they express their faith in service.

- This ____ year (renewable) term requires ____ hours per week/month
- First level support and supervision is from the Pastor and/or Pastoral Team
- Orientation and training provided by previous coordinator

Responsibilities

- Maintains contact list of Altar Servers and notifies PVSC promptly of changes.
- Collaborates with the Pastor or his delegate to ensure duties are performed satisfactorily
- Schedules servers for weekend masses and special liturgical celebrations
- Assists in the recruitment and training of Altar Server candidates
- Promotes a safe environment both for training and the practice of the ministry

Qualifications

- Must be 18 years of age with one year volunteering in the parish
- Is a fully initiated Catholic who actively participates in parish worship
- Has detailed knowledge of the Liturgy and the duties of the Altar Server
- Has a reputation in the community for honesty, trustworthiness and enthusiasm
- Communicates well and tactfully with children, youth and their parents
- Has the ability to work independently and as part of a team
- Willing to attend various masses to monitor and encourage Servers in their ministry
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum



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 'High' 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 **Volunteer Information Form**.
- Complete an **interview** with the Volunteers Coordinator (with References).
- Complete the 4 online modules under **Praesidium Academy** (Meet Sam, It Happened to Me, Keeping Your Church Safe, Policies: Roman Catholic Diocese of Calgary),
- Complete the Diocese of Calgary **Code of Conduct and Accountability for Volunteers**.
- Send your completed forms to volunteer@sacredheartcalgary.ca.

Respond to the invitation to serve in a particular ministry

- Obtain your **Police Information Check (PIC)**.
- Complete the **Confidentiality Agreement**.
- Sign and date your assigned role description from the pastor.
- Complete the **extra 3 modules on Praesidium** as requested: Duty to Report Mandated Reporter, Preventing Bullying, Social Media Safety
- Attend the prayer meetings and training with your ministry group.
- Identify your availability and commit to fulfilling your assigned tasks.

Maintain your Service file

- Renew your Police Information Certificate every 5 years.
- Renew your Praesidium Academy Courses every 2 years.
- 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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[@sacredheartcalgary](https://www.facebook.com/sacredheartcalgary) 

**SACRED HEART CHURCH
VOLUNTEER PACKAGE**