

POSITION DESCRIPTION *for* Volunteer Ministry Altar Server – Child and Youth

REPORTS TO

Pastor

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.

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

TERM

- 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

SAFE ENVIRONMENT

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, you will be required to obtain or complete the following in order to participate:

- Ministry Training and Orientation
- Code of Conduct for Minors
- Ongoing Supervision and Evaluation