

Altar Server Coordinator

➤ Overview

The Coordinator for Altar Servers supervises, manages, trains & arranges altar servers to fulfill their ministry. The coordinator has a significant impact on the spiritual growth of young people as they express their faith in assuming duties as Altar Servers.

➤ Activities/Responsibilities

- Maintains contact list of Altar Servers.
- Ensures any changes in the list of Altar Servers are communicated promptly to the Parish Volunteer Screening Committee.
- Collaborates with the Pastor and/or his delegate(s) to ensure that Altar Servers perform their duties.
- To prepare a schedule of servers for weekend masses and arrange for servers to assist at weddings and liturgical celebrations or services.
- To assist in the recruitment of Altar Server candidates.
- Provides training for new Altar Servers.
- Promotes a safe environment both for training and the practice of the ministry.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

➤ Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 18 years of age.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Has detailed knowledge of the Liturgy and the duties of the Altar Server.
- Has an ability to relate and communicate effectively with others, especially children and youth.
- Has time and flexibility to attend various masses in order to develop support with Altar Servers and to monitor and encourage them.
- Has the ability to delegate and follow up.
- Must be flexible and tactful in relating to youth and their parents.
- In cases of emergency, knows contacts and/or procedures.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Welcomes opportunities to keep growing in understanding and appreciation of the Liturgical Rites, which they help the community to celebrate.
- Has a spirit of generosity.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

➤ **Orientation and Training**

Standard parish orientation program and Altar Server Coordinator training if provided.

➤ **Participant Group**

Altar Servers

➤ **Support, Supervision, and Evaluation**

The Pastor and/or his delegate(s) is/are the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

_____ year term.

➤ **Benefits and Working Conditions**

Will directly contribute to the liturgical experience at the Parish.

Will further develop leadership skills.

Will enhance personal growth of faith and better understanding of parish Liturgy.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Must be able to attend the orientation session and training sessions.

➤ **Screening Recommendations**

This is a High risk position.

Completion of a Volunteer Information Form is required.

An interview and personal reference checks are required.

A criminal record check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Altar Server Coordinator currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto