



Ministry Position: Altar Server Coordinator

Date Last Reviewed: July 2019

◆ Position 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

- Maintain contact list of Altar Servers.
- Ensure any changes in the list of Altar Servers are communicated promptly to the Parish Volunteer Screening Committee.
- Collaborate with the Pastor and/or his delegate(s) to ensure that Altar Servers perform their duties.
- Prepare a schedule of servers for weekend masses and arrange for servers to assist at weddings and liturgical celebrations or services.
- Assist in the recruitment of Altar Server candidates.
- Provide training for new Altar Servers.
- Promote 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:
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◆ 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



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- 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
- 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
- Demonstrates a spirit of generosity

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

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

◆ **Participant Group**

Altar Servers

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.



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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.
- Must be able to attend the orientation session and training sessions.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Altar Server Coordinator** currently practised at, **Click here to enter Parish name.**

Pastor's Signature
(Click here to enter the
Pastor's name)

**Parish Volunteer Screening
Coordinator's Signature**
(Click here to enter the
Coordinator's name)

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department