

**ST. PATRICK'S CHURCH**  
Volunteer Ministry Position Description  
**Altar Server 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 individuals as they express their faith in service.

**Activities/Responsibilities (list may be adapted as locally appropriate)**

- 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

**\*The Two Adult Rule should be exercised when interacting with Altar Servers under 18 years of age.**

**Skills, Experience, Personal Traits and 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 adults, 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

**Screening Checklist for this High Risk Position at St. Patrick's Church**

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- Interview
- Three personal reference checks
- A Vulnerable Sector Police Information Check
- Training and orientation; Completion of on-line training for the vulnerable.
- Supervision, periodic evaluations and participant follow-ups to be conducted

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Parish Volunteer Screening Coordinator

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Pastor

Date \_\_\_\_\_

RC Bishop of Calgary- Rev. February, 2013