



## Archdiocese of Regina

### ALTAR SERVER – ADULT

#### Overview

The Altar Server assists the members of the liturgical assembly by presenting or arranging vessels and other items used in the celebrations. Their reverent and efficient service enables other ministers to attend to their own roles while the liturgical actions unfold with calm, order and appropriate decorum. As members of the assembly who are often visible to all, the Altar Servers also model good liturgical participation.

#### Activities/Responsibilities

- Assists with the preparation of the sanctuary and sacred vessels before the Liturgy and their proper care afterward.
- Uses and cares for various items used in the Liturgy (cross, candles, incense, Roman Missal, etc.).
- Prepares altar or assists in doing so before the presentation of the gifts.
- Assists with books and other altar accessories as needed.
- Responds to special circumstances that may arise during the Liturgy.
- Performs special tasks with dignity and otherwise participates fully as an exemplary member of the assembly.
- Exhibits responsibility by serving when scheduled and taking part in rehearsals.

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**

- Has been baptized.
- Has the necessary skill to serve the liturgical assembly as outlined here.
- Participates fully as a member of the liturgical assembly.
- Has the appropriate knowledge of furnishings, vestments, etc.
- Has learned the ceremonial procedures of the community.

### **Personal Traits and Qualities**

*(The following description may be of assistance to those considering this position)*

- 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 help the community to celebrate.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Has a spirit of generosity.

### **Orientation and Training**

- Standard parish orientation program and altar server training as offered.

### **Participant Group**

- Other Altar Servers, the Priests, Deacons, Liturgical Ministers and parishioners.

### **Support, Supervision, and Evaluation**

- The Altar Server Coordinator or \_\_\_\_\_ is the first level of support, supervision and evaluation. The parish priest and/or his delegate(s) also exercise this role in their work with Altar Servers.

### **Length of Ministry**

- \_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly contribute to the liturgical experience at the Parish.
- Will develop team working skills and a greater knowledge of the Liturgy.

- This is a volunteer position requiring a time commitment of \_\_\_ hours per week or \_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations**

- This is a General Security position (provided the Adult Altar Servers do not regularly serve with those under 18).
- Completion of a Volunteer Information Form is required.
- Training and orientation are required.
- There will be supervision by the Pastor.
- Participant follow-ups will be conducted.

**This ministry position description accurately reflects the Ministry of Altar Server - Adult currently practiced at \_\_\_\_\_.**  
(Parish Name)

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

*Prepared by the Archdiocese of Regina  
Adapted from the Archdiocese of Toronto*