



Archdiocese of Regina

ALTAR SERVER COORDINATOR

Overview

The Coordinator for Altar Servers supervises, manages, trains and arranges altar servers to fulfill their ministry. The coordinator has a significant impact on the spiritual growth of the parish by helping parishioners of every age to model good liturgical participation.

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.
- Prepares a schedule of servers for weekend masses and arrange for servers to assist at weddings and liturgical celebrations or services.
- Assists 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.

<p>Other specifics:</p> <hr/> <hr/> <hr/> <hr/>
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Skills, Experience, and Qualifications

- Is a baptized member of the Catholic Church.
- Must be at least 18 years of age.
- Is known in the parish community, participates in parish life and is of good character.
- Has attended the parish for at least 2 years.
- 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 rapport 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

(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.
- 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

- ____ 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
 or ____ hours per month.
 Must be able to attend the orientation session and training sessions.

Screening Recommendations

This is a High security 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 by the Pastor.
 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 the Archdiocese of Regina
 Adapted from the Archdiocese of Toronto*