



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.

Other specifics:

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 and/or his designate.
- Participant follow-ups will be conducted.

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

Parish Volunteer Screening Committee

Pastor or Designate

Date

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

