

ALTAR SERVER LEADER

Purpose:

The role of the Altar Server Leader is to assist with preparing, training and supporting altar servers to fulfill their role in assisting the Presiding Priest and Deacon to lead the community in prayer and worship during the celebration of Sunday Mass and other liturgical ceremonies.

Responsible to:

Parish Priest and Pastoral Associate

Role Description:

The Altar Server Leader assists the altar servers to perform their role assisting clergy, sacristans and liturgical ministers to ensure the smooth running of the liturgy.

Duties:

The Altar Server leader will:

- Assist the Parish Priest and Pastoral Associate with training new altar servers.
- Provide support for new altar servers during Mass.
- Maintain a list of altar servers, including contact details of parents/guardians.
- Communicate with parents/guardians about their child's involvement in the ministry.
- Prepare a roster of altar servers to serve regularly at weekend Masses and arrange for servers to assist at other liturgical celebrations as required.
- Assist the Parish Priest and Pastoral Associate in the recruitment of new altar servers.
- Promote a safe environment both for training and in the practice of the ministry.
- Maintain open communication with the Parish Priest in relation to any changes to the liturgy.

Duties may vary from parish to parish.

Conditions:

- This is a volunteer role.
- The anticipated commitment is to be available to support altar servers at weekend Masses and to assist with training new servers as required.
- Leaders are required to:
- hold a current Victorian Working with Children Check or Victorian Institute of Teaching (VIT) registration with the parish registered as a volunteer organisation. This check remains current for five years;
- apply for a Police Record Check or provide a recent Police Record Check (cost will be covered by the Parish).

- read and sign the Safeguarding Code of Conduct. Once signed, it will remain current for three years;
- Complete the Safeguarding Essentials online training module. Once completed, it will remain current for three years.

Training required:

- All leaders must complete a safeguarding training module as required.
- Initial induction training prior to commencing in the role and other training/formation as required.

Qualifications and experience:

- No prior experience is required, as leaders will be provided with training prior to commencing in the role.
- Be familiar with the Order of the Mass.
- Practices the Catholic faith through regular attendance at Mass.

Skills and attributes:

- Respects the cultural, gender and age diversity of the parish.
- Committed to the safety of children, young people and vulnerable people.
- Committed to ongoing personal faith formation.
- Reliable and responsible.
- Willingness to work collaboratively as part of a team
- Willingness to participate in learning opportunities e.g. induction, training and development.
- Respects confidentiality and privacy.
- Able to communicate effectively and respectfully with others.

Benefits to this position:

Those who commit to this ministry have the special privilege of serving the parish community and contributing to the smooth running of our liturgies.