

Altar Server—Adult Ministry Role Descriptor

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

| | |
|---|---|
| Name of ministry and role(s) | Altar server—Adult |
| Groups served by this ministry | The parish |
| Length of term | 1 year (renewable) |
| Purpose of the role(s) | Assist ordained ministers at liturgical celebrations. |
| Activities and responsibilities | <ul style="list-style-type: none"> • 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, sacramentary, etc.). • Prepares altar or assists in doing so before the presentation of the gifts. • Assists with books and other altar accessories as needed. • Performs special tasks with dignity and otherwise participates fully as an exemplary member of the assembly. • Serves when scheduled and takes part in rehearsals. • Exercises the ministry in a manner which is exemplary to the prayer and participation of the assembly. • Has a spirit of generosity. |
| Constraints | <ul style="list-style-type: none"> • This role is open to those aged 17 and over |
| Descriptor scope (<i>check one</i>) | <input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare |
| Skills, experience and qualifications desired | <ul style="list-style-type: none"> • Is a baptized member of the Catholic Church and a participant in the Eucharist. |
| Personal traits desired | <ul style="list-style-type: none"> • Ability to follow directions. |
| Orientation and training | <ul style="list-style-type: none"> • Attend altar server training as provided by the clergy, sacristan or altar server coordinator. • Receive a copy of this ministry role descriptor. • Responsible Ministry training and handout. |
| Support, supervision and evaluation | <ul style="list-style-type: none"> • Provided by the clergy, sacristan or altar server coordinator. |
| Working conditions | <ul style="list-style-type: none"> • Standing, sitting and kneeling in the sacristy and church. |
| Benefits to role participants | <ul style="list-style-type: none"> • Satisfaction of service to God and parish. • Directly contribute to the liturgical experience at the parish. • Develop team-working skills and a greater knowledge of the liturgy. |
| Level of sensitivity (<i>check one</i>) | <input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High |

**Altar Server—Adult
Ministry Role Descriptor**

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Screening measures

(Per the parish 'Responsible Ministry Program' document.)

1. Completion of a volunteer information form is required.
2. Training and orientation are required.
3. There will be supervision and periodic evaluation, as needed.
4. Personal reference checks are required.
5. An interview and a police record check are required.