

## Altar Server—Child/Youth Ministry Role Descriptor

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

Name of ministry and role(s)	Altar server—Child/Youth
Groups served by this ministry	The parish
Length of term	3 years (renewable)
Purpose of the role(s)	Assist ordained ministers at liturgical celebrations.
Activities and responsibilities	<ul style="list-style-type: none"> <li>• Assists with the preparation of the sanctuary and sacred vessels before the liturgy and their proper care afterward.</li> <li>• Uses and cares for various items used in the liturgy (cross, candles, incense, sacramentary, etc.).</li> <li>• Prepares altar or assists in doing so before the presentation of the gifts.</li> <li>• Assists with books and other altar accessories as needed.</li> <li>• Performs special tasks with dignity and otherwise participates fully as an exemplary member of the assembly.</li> <li>• Exhibits responsibility by serving when scheduled and taking part in rehearsals.</li> </ul>
Constraints	<ul style="list-style-type: none"> <li>• Must be between the ages of 8 and 16.</li> </ul>
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"> <li>• Is a baptized member of the Catholic Church and is already a participant in the Eucharist (i.e. has made their First Communion).</li> <li>• Has learned to participate fully as a member of the liturgical assembly.</li> </ul>
Personal traits desired	<ul style="list-style-type: none"> <li>• Sufficient maturity to focus on the liturgy and exercise her/his ministry with proper behavior and attention.</li> <li>• Ability to follow directions and to be quiet during celebrations.</li> </ul>
Orientation and training	<ul style="list-style-type: none"> <li>• Attend altar server training as provided by the clergy, sacristan or altar server coordinator.</li> <li>• Receive a copy of this ministry role descriptor.</li> <li>• Responsible Ministry training and handout.</li> </ul>
Support, supervision and evaluation	<ul style="list-style-type: none"> <li>• Provided by the clergy, sacristan or altar server coordinator.</li> </ul>
Working conditions	<ul style="list-style-type: none"> <li>• Standing, sitting and kneeling in the sacristy and church.</li> </ul>
Benefits to role participants	<ul style="list-style-type: none"> <li>• Satisfaction of service to God and parish.</li> <li>• Directly contribute to the liturgical experience at the parish.</li> <li>• Develop team-working skills and a greater knowledge of the liturgy.</li> </ul>

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Level of sensitivity ( <i>check one</i> )	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures  (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"><li>1. Completion of a volunteer information form is required.</li><li>2. Training and orientation are required.</li><li>3. There will be supervision and opportunity to give and receive feedback..</li></ol>