

Altar Server Coordinator Ministry Role Descriptor

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

Name of ministry and role(s)	Altar Server Coordinator
Groups served by this ministry	Young children, youth coordinators and adult coordinators
Length of term	Three years (renewable)
Purpose of the role(s)	<ul style="list-style-type: none"> • Coordinate the activities of all altar servers in the parish including altar server training • Prepare altar servers to perform their duties within the liturgy of the mass and sacraments
Activities and responsibilities	<p>Conduct and/or Coordinate all Altar Server training (basic, advanced, Tridium, etc):</p> <ul style="list-style-type: none"> • Produce and Monitor the Altar Server Attendance Sheet and Sign-up Sheets for all Special Masses (e.g., Christmas, New Year, First Communion) • Consult with all Altar Server Mass Coordinators on various matters such as any liturgical problems, potential candidates for special masses (Tridium) or sacraments (Baptisms) • Monitor the cleanliness of albs and stoles and arrange for home cleaning as needed • Ensure all upcoming events are communicated to all altar servers • Manage the general Altar Server Fund • Attend Parish Liturgical Committee meetings • Arrange and Conduct the Year End Altar Server Party
Constraints	<ul style="list-style-type: none"> • All interactions with the altar servers will only be in public venues (i.e., in the church, party bowling, etc) with a minimum of two adults in attendance.
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"> • Past experience serving as an altar server or coordinating altar servers is an asset. or • Past experience coordinating or working with any youth orientated group or club. or • A parent willing to undergo basic altar server training.
Personal traits desired	<ul style="list-style-type: none"> • Able to calmly interact with children, parents and other ministers of the liturgy
Orientation and training	<ul style="list-style-type: none"> • In-house training provided potentially by any of the following: Parish Priest, past or current Altar Server Parish Coordinator, Senior Sacristan. • A training manual is available in addition to the archive of electronic material.

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	<ul style="list-style-type: none"> • Receive a copy of this ministry role descriptor • Responsible Ministry training and handout
Support, supervision and evaluation	<ul style="list-style-type: none"> • The Altar Server Parish Coordinator is under the direct support, supervision and evaluation of the clergy.
Working conditions	<ul style="list-style-type: none"> • During training sessions, physically bowing, kneeling, standing, walking and using various objects such as a censor are required. • The work takes place in confined spaces of the sacristy or the open area of the sanctuary and the church.
Benefits to role participants	<ul style="list-style-type: none"> • A degree of satisfaction comes from encouraging the youth of our parish to actively participate in the mass. • The cost of participating in any social activities of the altar servers (e.g., year end party, splitting of the palms) is covered by the general Altar Server Fund
Level of sensitivity (<i>check one</i>)	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"> 1. Completion of a volunteer information form is required. 2. Personal reference checks are required. 3. An interview and a police record check are required. 4. Training and orientation are required. 5. There will be supervision and periodic evaluation, as needed.