



Ministry Position: Altar Server - Adult

Date Last Reviewed: July 2019

◆ Position Overview

The Altar Server assists the members of the liturgical assembly by presenting or arranging vessels and other items used in the celebrations. Their reverent and efficient service enable other ministers to attend to their own roles while the liturgical actions unfold with calm, order and appropriate decorum. As members of the assembly who are often visible to all, the altar servers also model good liturgical participation.

◆ Activities/Responsibilities

- Assist with the preparation of the sanctuary and the proper care of sacred vessels before and after the Liturgy
- Use and care for various items used in the Liturgy (cross, candles, incense, sacramentary, etc.).
- Prepare altar or assist in doing so before the presentation of the gifts
- Assist with books and other altar accessories as needed
- Respond to special circumstances that may arise during the Liturgy
- Perform special tasks with dignity and otherwise participates fully as an exemplary member of the assembly
- Exhibit responsibility by serving when scheduled and taking part in rehearsals

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:
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◆ Skills, Experience and Qualifications

- Is a fully initiated member of the Catholic Church in good standing
- Demonstrates the necessary skills to serve the liturgical assembly as outlined
- Participates fully as a member of the liturgical assembly
- Demonstrates the appropriate knowledge of furnishings, vestments, etc.
- Has learned the ceremonial procedures of the community



◆ **Personal Traits and Qualities**

- 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
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Demonstrates a spirit of generosity

◆ **Screening Requirements**

This is a General Risk Position

Note: When a minor under 18 years old participates in this ministry, High Risk screening is required for adults over 18 years. An asterisk (*) identifies all High Risk screening requirements.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked*
- Complete a Police Information Check *
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years*
- Participant follow-ups may be conducted*

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and Altar Server training if offered.

◆ **Participant Group**

Other Altar Servers, the Priests, Deacons, Liturgical Ministers and parishioners.

◆ **Support, Supervision and Evaluation**

The Altar Server Coordinator or designate is the first level of support, supervision and evaluation. The parish priest and/or his delegate(s) also exercise this role in their work with Altar Servers.

◆ **Length of Ministry Appointment**

Click here to enter either Three or Five (3 or 5) year term with the ability to renew (*General Risk*).



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One (1) year term with the ability to renew (*High Risk*).

◆ **Benefits and Working Conditions**

- Will directly contribute to the liturgical experience at the Parish.
- Will develop team working skills and a greater knowledge of the Liturgy.
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Altar Server - Adult** currently practised at, **Click here to enter Parish name.**

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<p>Pastor's Signature (Click here to enter the Pastor's name)</p>	<p>Parish Volunteer Screening Coordinator's Signature (Click here to enter the Coordinator's name)</p>	<p>Date</p>

Prepared by: Archdiocese of Toronto, Volunteer Screening Department