

DIOCESE OF CHARLOTTETOWN
Altar Servers Coordinator

Overview

The Coordinator for Altar Servers supervises, manages, trains & arranges altar servers to fulfill their ministry. The coordinator has a significant impact on the spiritual growth of young people as they express their faith in assuming duties as Altar Servers.

Activities/Responsibilities

- Maintains contact list of Altar Servers and reports new servers to the screening committee.
- Collaborates with Pastor/delegate(s) to ensure that Altar Servers perform their duties.
- Prepares a schedule of servers for weekend masses and arranges for servers to assist at other liturgical celebrations.
- Assists in the recruitment of Altar Server candidates and provides training.
- Promotes a safe environment both for training and the practice of the ministry.

Skills, Experience and Personal Qualities

- Is a fully initiated adult member of the Catholic Church in good standing.
- Has been registered with the parish for at least 2 years/recommended by former parish.
- Has adequate knowledge of Liturgy and the duties of the Altar Server.
- Has an ability to relate effectively with children, youth and their parents.
- Desires to serve the community and to commit time and talents to this ministry.
- Ministers in a prayerful, reverent manner, comfortable with being accountable, maintains confidentiality and is sensitive to the observance of proper boundaries.

Screening Recommendations

This is a **High risk** position, needing completion of a Volunteer Information Form, an interview with personal reference checks, and a Vulnerable Sector Criminal Record Check is required.

This ministry position description generally reflects the Ministry of Altar Server Coordinator currently practiced at _____ Parish.

Parish Volunteer Screening Committee

Pastor

Date