

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Altar Server
Accountability	Altar Server Coordinator and Parish Priest
Purpose of Ministry	Assist the ordained ministers at liturgical celebrations
Participant Group	Youth of ages eight to twenty (8-16) who have made the Sacrament of First Communion
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ To provide these functions: ▪ Cross Bearer / Book Bearer / Acolyte / Candle Bearer ▪ Thurifer / Incense / Mitre and Crosier Bearer ▪ Present the bread, wine, and water to the priest during the preparation of the gifts ▪ Assist priest when he receives the gifts from the people, ▪ Wash the hands of the priest ▪ Assist the priest celebrant and deacon as necessary
Other Requirements	<ul style="list-style-type: none"> ▪ Must attend training sessions ▪ Should be available for the mass scheduled for
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Registered, practicing member of the parish ▪ Attentive, respectful and prayerful ▪ Ability to follow directions and to be quiet during celebrations ▪ Should be committed
Time Commitment	<ul style="list-style-type: none"> ▪ Initial 2-hour Saturday training session ▪ ½ hour before Sunday Masses ▪ Occasional extra sessions for special liturgies
Duration	Not applicable
Orientation and Training	<ul style="list-style-type: none"> ▪ A training session with Sacristan and Altar Server Coordinator is arranged ▪ By observation and serving with senior altar serves ▪ An <i>Altar Server's Handbook</i> is provided to the Altar Servers
Location of the Ministry Activities	Church Altar, Lower Sacristy, Upper Sacristy Parish Hall Field Trips
Support	Sacristan, Altar Server Coordinator, Senior Altar Servers, Parish Priest
Supervision	Altar Server Coordinator and Parish Priest
Evaluation	Periodically, get input from the Altar Server Coordinator
Position Level	GENERAL TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete form A (for youth) ▪ Orientation and training as required