

## MINISTRY ROLE DESCRIPTION

**Program:** Eucharist

➤ **Position:** Altar Server Coordinator

**Purpose of Position:** To coordinate the overall program for altar servers

**Responsibilities:**

- Assist the priest in training new altar servers
- Set up schedule for altar servers for Sunday Mass and special holidays (eg. Christmas, Triduum)
- Arrange for altar servers' appreciation outings 2 -3 times per year (eg. swimming, bowling)

**Abilities/Skills/Gifts Needed:**

- Love of children, ability to work with them and direct them
- Good organizational skills
- Good communication skills
- Appreciation for watching children grow in faith
- Faith role model

**Length of Commitment:** September to August (renewable)

**Amount of Time Required:** 3 – 4 meetings annually for about 1 hour. May have additional meetings to set Christmas & Easter season schedules. 2 -3 days per year to organize outings

**When Ministry is Performed:** Based on your schedule and the Pastor's schedule for meeting

**Orientation & Preparation:** By existing altar server coordinator, by priest and by secretary.

**Resources:** See "Guidelines for Volunteer Minister"

**Ministry Leader:**

**Supervision and Support:** Pastor – Telephone #

**Benefits:** Helping children grow in faith and demonstrating how to become a good Christian participating in preparing for Eucharistic Celebration, learning more about the Mass.

---

Volunteer Minister's Signature

---

Date