



Position title:	Altar Server	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	Adult Altar Servers may supervise child Altar Servers.	Other key relationships:	Deacon, Sacristan, Master of Ceremonies
Position Purpose:	<ul style="list-style-type: none"> The role of the Altar Server, along with other ministers, is to assist the Presiding Priest to lead the community in prayer and worship. It is preferable Altar Servers reflect the cultural diversity of the parish community. Altar Servers can be female or male. 		
Qualifications and experience:	<ul style="list-style-type: none"> There are no age limits, but young servers need to be old enough to understand and carry out their tasks with confidence. Generally no experience is required, altar servers will be provided with on-the-job training, however servers for Palm Sunday and the Paschal Triduum should be more experienced. 		
Training:	<ul style="list-style-type: none"> All volunteers must complete the Safeguarding Essentials online training module on an annual basis. Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> This is a volunteer role. Expected commitment is hours a week/month. Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. 		

Skills and attributes:
<ul style="list-style-type: none"> Commitment to the safety of children, young people and vulnerable people Motivated to work within the Catholic Church environment and a strong commitment to its values Commitment to ongoing personal faith formation Honesty and integrity Reliability Responsibility Willingness to work collaboratively as part of a team Planned and organised Willingness to participate in learning opportunities e.g. induction, training and development



- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy

Key Results Areas:	Key Duties:
Serves in mass	<ul style="list-style-type: none"> • Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation. • To assist the Presiding Priest during the liturgy. • May be asked to server as candle-bearer, cross-bearer, icon-bearer, thurifer or altar assistant. • Maintains open communication with Priest in relation to any changes to the liturgy. • Notifies coordinator within a reasonable time of likely absences or leave requests.
Training	<ul style="list-style-type: none"> • If requested, assists in training new Altar Servers.