

ARCHDIOCESE OF SOUTHWARK

ROLE DESCRIPTION

MC/Co-ordinator of Altar Servers

ROLE TITLE: Parish MC/Co-ordinator of Altar Servers
RESPONSIBLE TO: Parish Priest.
ROLE PURPOSE: To work with the Alter Servers in the parish, assisting at Mass and other liturgies and recruiting and training new servers.

MAIN RESPONSIBILITIES

- To work with servers and others to ensure the availability of servers to assist at the Liturgy as required.
- To liaise with the priest and other appropriate ministers presiding at the Liturgy.
- To ensure the physical safety and well being of the children and young people serving.
- To encourage new servers and provide appropriate training.
- To ensure proper facilities are available for the servers.
- To arrange, in consultation with others, social events for servers.
- To ensure that the ministry of the servers I conducted in accordance with the Diocesan Child Protection Procedures.
- To monitor good practice and implement changes where necessary to enhance both the quality of the Liturgy and the safety of children.

PROTECTION OF CHILDREN AND VULNERABLE ADULTS

- To familiarise themselves with the National Child Protection Policies.
- To refer any concerns about a child to the CPR in the Parish.
- To be willing to participate in basic child protection training.

PERSON SPECIFICATION

- The ability to relate with respect and ease to children and adults and to enjoy working with children.
- Commitment to the essential teachings of the Catholic Church and ethos of the parish.
- An understanding of the purpose and forms of the Church's Liturgy and an openness to the diversity possible within the Liturgy.
- A willingness to give time to training of servers in a patient yet cheerful atmosphere.
- All volunteers responsible for music group must be over 18 years of age.