

DIOCESE OF LEEDS

PARISH OF ST FRANCIS OF ASSISI, MORLEY

Role: Co-ordinator / Supervisor of Altar Servers

Responsible to: Parish Priest or Deacon

Aim: To work with the Altar Servers in the parish, assisting at Mass and other Liturgies and training new altar servers

Main Responsibilities:

- a) To work with servers and others to ensure the availability of servers to assist at the Liturgy as required.
- b) To liaise with the priest and other appropriate ministers presiding at the Liturgy.
- c) To ensure the physical safety and well being of the children and young people serving.
- d) To encourage new servers and provide appropriate training.
- e) To ensure proper facilities are available for servers.
- f) To ensure that the responsibilities of the role are conducted in accordance with the Diocesan Child Protection Procedures.
- g) To monitor good practice and implement changes where necessary to enhance both the quality of the Liturgy and the safety of the children.

Person Specification:

- a) The ability to relate with respect and ease to children and adults and to enjoy working with children.
- b) Commitment to the essential teachings of the Roman Catholic Church and the ethos of the parish.
- c) An understanding of the purpose and forms of the Church's Liturgy and an openness to the diversity possible within the Liturgy.
- d) A willingness to give time to the training of servers in a patient yet cheerful atmosphere.
- e) All volunteers responsible for the group must be over 18 years of age. (where the senior server is below 18 years, they are to be encouraged to carry out this role, but with a responsible adult present).