Archdiocese of Liverpool

MC/Altar Server Coordinator

Safeguarding Information

This role is subject to an enhanced DBS with a check against child workforce with a check against the child barred list. This role should not be taken up until the volunteer has completed the DBS process, and a letter of appointment has been received from the Safeguarding Section.

Responsible to

Parish priest, parish safeguarding representative for the parish or leader for that group.

Role purpose

To work with altar servers in the parish, assisting at Mass and other liturgies; and recruiting and training new servers.

Main responsibilities

1. To work with servers and others to ensure the availability of servers to assist at the liturgy as required.
2. To liaise with the priest and other appropriate ministers presiding at the liturgy.
3. To ensure the physical safety and well-being of the children and young people serving.
4. To encourage new servers and provide appropriate training in a patient yet cheerful atmosphere.
5. To ensure appropriate facilities are available for the servers.
6. To arrange, in consultation with others, social events for servers.
7. To ensure that the ministry of the servers is conducted in accordance with the archdiocesan safeguarding procedures.
8. To monitor good practice and implement changes where necessary to enhance both the quality of the liturgy and the safety of the children.
9. To access regular training opportunities to keep you informed of developments in your role.

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 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) All volunteers responsible for the group must be over 18 years of age.