Our Lady of Pentecost
Balwyn, Camberwell, Deepdene, Surrey Hills and Wattle Park

# Ministry Role Description
# Altar Server

**Purpose:**
The role of the Altar Server is to assist the Presiding Priest and Deacon to lead the community in prayer and worship during the celebration of Sunday Mass and other liturgical ceremonies

**Responsible to:**
Parish Priest and Altar Server Leader

**Role Description:**
The Altar Server is a member of the assembly who assists clergy, sacristans, other servers and liturgical ministers to ensure the smooth running of the liturgy.

**Duties:**
The Altar Server will:

- Arrive at least 15 minutes before the commencement of the Mass.
- Notify the Sacristan so their name can be included in the Attendance Register.
- Assist the Sacristan in preparing the place of worship.
- Maintain open communication with the Priest in relation to any changes to the liturgy.
- Be placed on a roster to serve regularly and notify the Altar Server Leader of likely absences or arrange a swap with another server.

*Duties may vary in each Church.*

**During the Liturgy:**
The Altar Server will:

- Have a good understanding of the flow of the Mass.
- During the Introductory Rites and the Liturgy of the Word, carry the cross and processional candles in the entrance and at the Gospel and hold the Missal for the presider,
- During the Liturgy of the Eucharist, prepare the altar, ensuring that the sacred vessels, cruets, various linens and Missal are all ready for use at their appropriate time and assist the priest at the altar.

**Conditions:**

- This is a volunteer role.
- The anticipated commitment includes being rostered for Masses on a weekly, fortnightly or monthly basis as required
- Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check.

**Training required:**

- All altar servers will be provided with training prior to commencing in the role and other training/formation as required.

**Qualifications and experience:**

- Young people in Year 4 and above who have celebrated the Sacrament of the Eucharist are invited to join this ministry.
- There are no age limits, but young servers need to be old enough to understand and carry out their tasks with confidence.
- No prior experience is required, as altar servers will be provided with training prior to commencing in the role and will be rostered on with experienced servers for on-the-job training.

**Skills and attributes:**

- Reliable and responsible.
- Willingness to work collaboratively as part of a team
- Willingness to participate in learning opportunities e.g. induction, training and development.
- Respects confidentiality and privacy.
- Able to communicate effectively and respectfully with others.

**Benefits to this position:**

Those who commit to this ministry have the special privilege of serving the parish community and contributing to the smooth running of our liturgies.