

[To be printed on Parish letterhead]

VOLUNTEER MINISTRY JOB DESCRIPTION

Position: Altar Server, Servers Guild of [parish name] (Junior, Senior, Team Lead, Head Server)

Nature of the Position

The position of Altar-Server or Server is open to all youth of the parish, male or female, of at least 8 years of age. The Altar Server assists the clergy with a variety of worship tasks during the Worship service.

Responsibilities

The Altar Server may perform a variety of tasks during any given service as required by the priest or Head Server. However, below are the 5 primary roles a Server may fill:

- **Crucifer:** The crucifer carries the processional cross to lead the procession into and out of the church, the Gospel procession, and any other time a procession may take place. They have the responsibility of leading the candles, choir and clergy.
- **Taper Bearers:** Carry the candles behind the processional cross are called taper bearers. There are always two candles behind the cross in procession and they follow the crucifer and lead the choir.
- **Gospel Bearer:** Carries the Gospel book or Bible in the procession. They also hold the book open for the Priest or Deacon while the Gospel lesson is being read.
- **Banner Bearer:** This Server has the responsibility to carry the parish banner or any other banner during a procession.
- **Service at the Altar:** This involves helping the priest set the table for communion, washing the priest's hands, and receiving the gifts.

Skills and Experience

No skills or experience are required. All new members will be trained.

Boundaries and Limitations

Servers will adhere to the Code of Conduct of the parish and will follow directions as given by their team lead, the head server, priest, etc.

Support, Supervision & Training

- All new Servers are required to attend an initial "new Server training" to familiarize them with the roles of the Server. After that time they work closely with their assigned Team Lead and fellow Servers to assist in completing their tasks as required. Ongoing training and coaching is provided to all Servers to assist in their continued development.
- Servers are supervised and report to their respective Team Lead who, in turn, report to the Head Altar Server. They are also trained, supervised and supported by the clergy.

Participation Group

Servers will work with other servers, Head Server, as well as with the Clergy during the service.

Screening Requirements

Code of Conduct for the parish, with parental acknowledgment if under the age of 18.

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Risk Assessment Review

RISK	DESCRIPTION	RATING
Participant	Youth of the parish	Low
Setting	Church during services	Low
Activity	Assisting at the service by carrying out one of the 5 roles listed above	Low
Supervision	Head server and Chair of worship	Low
Nature of Relationship	Ongoing-as per schedule	Low
Degree of Authority	None	Low
Physical Safety	Minimal risk to physical safety	Low
Financial	None	Low
Privileged Information	No access	Low
Damaged Reputation	No risk of damage to reputation	Low

Risk Assessment Consensus=LOW

Length of Term

There is not a set length of term once a Server has been installed by a member of the clergy. Service milestones can be achieved. All active Servers are eligible for the following service awards:

- 3 years of service, red ribbon and medallion
- 6 years of service, maroon ribbon and cross
- 10 years of service, Terra Sancta pin
- Team Lead (as appointed), red ribbon and cross. Team Leads may be appointed by the Head Server after 3 years of continuous service.

Benefits to the Volunteer

An opportunity to become familiar with the “workings” of the worship service and to play an active role in it. This position is eligible for community service hours for high school students as required by the boards of education.