



Liturgical Commission

Altar Server Coordinator Position Description

Reports To:

Liturgical Commission Chair

Ministry Purpose / Objective:

To prepare the altar for the celebration of the liturgy and assist the Presider during the liturgy.

General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
 - Quarterly Stewardship Bulletin Report
 - Annual Stewardship Report
 - Prepare documentation for this ministry's budget
 - Ministry Strengths and Areas of Growth
 - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

Responsibilities of Altar Server Coordinator:

- Conducts training for all new Altar Servers according to the guidelines set forth by the Liturgical Commission.
- Maintains appropriate robe presentation: clean, pressed, etc.
- Maintains accurate and up to date contact information for all ministry members
- Communicates new or changed procedures to all Altar Servers.
- Updates list of Altar Servers for activity status changes to be submitted for quarterly calendar.
- Collaborates with Pastor on issues concerning continuing Altar Server absences.
- Serves as a member of the Liturgical Commission.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

Meetings:

- All Commission meetings.
- Training/Update Sessions.
- Annual formation session for all lay ministers.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Administration.
- Email Correspondence.
- Planning / Implementing Changes

Average Time (may vary):

1 hours/month

½ hour/month

Varies

Expected Length of Commitment:

Two years, and may be extended by one year with a maximum term of three years.

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- Has received the Sacraments of Initiation: Baptism, Eucharist, and Confirmation.
- Complete and return the Diocese of Raleigh Application for Volunteers, submit to a criminal background check, and attend Safe Environment Training.
- Familiarity with the liturgy.
- Rapport with children.

Altar Server Coordinator Resource(s): Assistant Coordinator

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



Liturgical Commission Altar Server Coordinator Task List

General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- Maintains altar servers' robes on a regular basis. Informs Director of Liturgy if any robes are in need of repair or replacement.
- Ensures altar servers are present for funerals and other special liturgies.
- Advises servers of needs for special liturgies.
- Reviews and revises ministry guidelines yearly.
- Evaluates the ministry yearly, (What worked well? What didn't work well? What needs to be done differently).
- Conduct training sessions as needed with potential Altar Servers and parents.
- Cleans Altar Servers robes on a regular basis.
- Advise servers of special needs during special times.
- Advise parish secretary of changes to Altar Servers list and times of requested serving.