



Liturgical Commission

Altar Server Member Position Description

Reports To:

Altar Server Coordinator

Ministry Purpose / Objective:

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

General Responsibilities of All Ministry Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Altar Server Members:

- Works with the coordinator and follows the same guidelines.
- Prepares the altar.
- Assists the Presider at liturgy.
- Is familiar with current guidelines and procedures that are expected of altar servers.
- Maintains open communication with coordinator for any changes to contact information or questions concerning the process.
- Notifies coordinator within reasonable time of any schedule conflicts.

Special Activities:

- Attends an initial orientation/training session.
- Any meetings at discretion of coordinator.

Meetings:

- Attend annual ministry meeting.
- Attends additional meetings as necessary according to coordinator.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Ministry Participation

Average Time (may vary):

1¼ hours/liturg

Expected Length of Commitment:

At least one year.

Qualifications Required:

- At least nine years (or enrolled in 4th grade) through adult age.
- Must be at least 48 inches tall.
- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Punctual and reliable.
- Attentive to directions.
- Familiar with liturgy or willingness to learn.