**ALTAR SERVERS’ TRAINER / COORDINATOR**

The Catholic Diocese of Christchurch adheres to the Church National Safeguarding Guidelines. These include guidelines for volunteers in Church ministries to maintain a safe and healthy ministry environment. Our commitment to these guidelines requires that we have safe recruitment practices including conducting background reference checks (police vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (those aged up to 18 years) and vulnerable adults. The role of an Altar Server’s Trainer/Coordinator is a Police Vetted role. This role will commence on completion of the police vetting process, which can take up to 6 weeks.

**MINISTRY TITLE: Altar Servers’ Trainer / Coordinator**

**MAIN PURPOSE & OBJECTIVE OF MINISTRY ROLE:**

This role provides training in Altar Serving to young people who have received First Holy Communion, who have the support of their families in regular attendance at Mass and who wish to serve their parish community in this way.

**TASKS**

* Training in all aspects of Altar serving, including giving young people an appreciation and a sense of participation in the Mass.
* Offer appropriate training to provide basic information about the Catholic Church, the Mass and how to carry out specific tasks whilst observing others serving at the Altar.
* Facilitate Altar Servers meetings for inductions and refresher training sessions scheduled as necessary.
* Conduct Altar Server training sessions ensuring children / young people will be competent in serving at the Altar during Mass as well as general instructions around preparation before, during and after Mass as well as being well presented for Mass.
* Manage the roster of Altar Servers for Masses if there is not another volunteer responsible for this.
* Communicate relevant information with parent / caregivers.
* All tasks operate in collaboration with the priest of the parish.

**EXPECTATIONS OF ROLE**

* Undertake formation prior to beginning this ministry and attend ongoing formation including how to operate this ministry.
* Undertake preparation if required before special Masses, such as, First Holy Communion, Confirmation, etc.
* Undertake safeguarding training by way of workshops or online training related to this ministry.
* Attend regular meetings as agreed with your parish leader, who will support you in this role.
* Seek advice on any matters related to this ministry if you are unsure.

**VOLUNTEER SAFEGUARDING AGREEMENT**

Our parish / community is committed to safeguarding and protecting all children, young persons and adults who may be vulnerable, as well as all volunteers in Church roles.

**This role will comply with the National Safeguarding Guidelines and Safeguarding Policy:**

* Police Vetting Process completed prior to commencing ministry
* Code of Conduct for Employees & Volunteers - Signed by Volunteer
* Volunteer Agreement - Signed by Volunteer
* Safeguarding Training Workshops and relevant online training if appropriate