

**St. Theresa of Lisieux Catholic Church
Stansted Mountfitchet**



Role: Parish MC/Lead Altar Server

Nota Bene:

- *The Parish Priest will appoint the MC/Lead Altar Server.*
- *The role of MC/Lead Altar Server is subject to Safer Recruitment processes.*
- *The MC/Lead Altar Server may not commence their ministry until the volunteer has attended training as an MC/Lead Altar Server and safeguarding training has been completed.*
- *All volunteers responsible for the group must be over the age of 18 years. Where the Senior Server is below 18 years, they are to be encouraged to carry out this role, but with a responsible adult present.*
- *Once these actions have been completed satisfactorily, the Parish Safeguarding Representative will inform the Parish Priest so that the volunteer may be formally appointed to the role.*

Aim: To work with Altar Servers in the Parish, assisting at Mass and other Liturgies.
To support the training of altar servers.
To support recruitment of altar servers.
To lead and support altar serving, as appropriate, in other significant events.

Responsible to: The Parish Priest

Main Responsibilities:

- (a) To work with servers and others to ensure the availability of servers to assist at the Mass and Liturgies as required.
- (b) To liaise with the priest and other appropriate ministers presiding at the Mass or Liturgy.
- (c) To maintain appropriate boundaries and personal space.
- (d) To ensure the physical safety and well-being of the children and young people serving.
- (e) To encourage new servers and provide a safe and secure training environment.
- (f) To ensure proper facilities are available for the servers.
- (g) To arrange, in consultation with others (minimally the Parish Priest and Safeguarding Representative), social events for servers.
- (h) To ensure that the ministry of servers is conducted in accordance with the nationally agreed Safeguarding Procedures.
- (i) To monitor good practice and implement changes where necessary to enhance both the quality of the Mass and liturgy and the safety of the children and vulnerable adults
- (j) To attend regular MC/Lead Altar Server training.
- (k) To attend regular Safeguarding Training as a 'trusted' adult within the Parish Community.

Person Specification:

- (a) The ability to relate with respect and ease to children and adults, and to enjoy working with children.
- (b) To have a commitment to the essential teachings of the Roman Catholic Church, and the ethos of the Parish.
- (c) To have an understanding of the purpose and forms of the Church's Liturgy and an openness to the diversity within the Liturgy.
- (d) To be willing to give time to the training of servers in a patient yet cheerful atmosphere.
- (e) To understand and follow all safeguarding guidance training.
- (f) To understand and follow all instructions of the Parish Priest and Diocese.
- (g) To attend and complete regular safeguarding training.
- (h) To attend and complete updated training in MC/Lead Altar Server.

Protection of Children and Adults at Risk:

- (a) To familiarise themselves with National Safeguarding Policies.
(<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>)
- (b) To immediately refer any concerns about a young person or adult to the Safeguarding Representative in the Parish and/or to the Safeguarding Office. You must make a note of this as directed in your safeguarding training.
- (c) To participate in regular basic safeguarding training.
- (d) As a member and 'trusted' adult of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet, maintain appropriate boundaries and model good Catholic practices and Safeguarding principles.
- (e) To have completed the online Educare module(s) as directed by the Parish Safeguarding Representative.

If you are unsure of any of the above, speak to the Parish Safeguarding Representative immediately.

Mandatory Training Requirements:

**Educare Modules- Safeguarding Children
Safeguarding Adults
Domestic Abuse Children and Young People**

**Parish Representative: Safeguarding as an extraordinary minister of the Eucharist
Safeguarding as a 'trusted adult,'**