

St. Theresa of Lisieux Catholic Church

Stansted Mountfitchet



Role Description:

Ministry of Altar Serving – Principal Altar Server

Nota Bene:

- *The Parish Priest will appoint the Principal Altar Server.*
- *The role of Principal Altar Server is subject to Safer Recruitment processes.*
- *A minimum of two references must be obtained. Neither can be by the clergy in the Parish or a relative. One reference must be outside of the parish. One reference must be able to specifically refer to the job role description. All referees must be over the age of 18.*
- *The Principal Altar Server may not commence their ministry until the volunteer has attended training as an Principal 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 in a mentored situation 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.*

Aims: 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 Parish or Diocesan 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. This means being available for 30 minutes prior to the commencement of Mass. If you are aware that a visiting priest will be celebrating Mass you may need to be available earlier.
- (c) To maintain appropriate boundaries and personal space at all times.
- (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, and always, the Parish Priest and Safeguarding Representative), social events for servers.
- (h) To ensure that the ministry of servers is conducted in accordance with the CSSA and Diocesan agreed Safeguarding Procedures.
- (i) To promote, follow and support all Health and Safety guidance and conduct a visual risk assessment throughout the Mass/liturgy/service/training session.
- (j) 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

- (k) To meet regularly with the Parish Priest or other appointed person to discuss your ministry.
- (l) To attend regular Lead Altar Server training.
- (m) To attend regular Safeguarding Training as a ‘trusted’ adult within the Parish Community.
- (n) To always wear your parish ID when ministering and be prepared to show this when requested.

Person Specification:

- (a) To be over the age of 18 years or
- (b) To have attained the age of 16 years if working with a supervising mentor.
- (c) The ability to relate with respect and ease to children, young people and adults, and to enjoy working with children, young people and adults.
- (d) To have a commitment to the essential teachings of the Roman Catholic Church, and the mission and ethos of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet.
- (e) To have an understanding of the purpose and forms of the Church’s Liturgy and an openness to the diversity within the Liturgy.
- (f) To be willing to give time to the training of servers in a patient yet cheerful atmosphere.
- (g) To model good safeguarding practices at all times both in and out of the church.
- (h) To understand and follow all safeguarding guidance training.
- (i) To understand and follow all instructions of the Parish Priest and Diocese.
- (j) To attend and complete regular safeguarding training.
- (k) To attend and complete updated training in Principal Altar Servring
- (l) To work within the parameters of GDPR.

Protection of Children and Adults at Risk:

- (a) To be familiar with National (CSSA) and Diocesan 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 Parish Safeguarding Representative and/or to the Diocesan Safeguarding Office. If you believe a person is in immediate danger of harm dial 999 and report it to the police. At the earliest opportunity advise the Parish Safeguarding Representative and/or the Diocesan Safeguarding Co-ordinator that you have made a referral.
- (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 at all times both within the Church and without.
- (e) To have completed the online Educare module(s) as directed by the Parish Safeguarding Representative and training led by the PSR.

Safeguarding Do’s and Don’ts

Protecting others and protecting yourself

Do	Do not
Report all concerns about the safety or wellbeing of an individual to : ✓ The Parish Safeguarding Representative <i>If unavailable -</i> ✓ The Diocesan Safeguarding Co-ordinator	Offer confidentiality (you have a duty to report all concerns).

<ul style="list-style-type: none"> ✓ Statutory Agencies if required and you are unable to contact the Diocesan Safeguarding Team regarding serious concerns. ✓ The Police (where there is an immediate risk of harm to an individual). 	
Ensure the immediate health, well-being and safety of the person – dial 999 if necessary.	Promise total confidentiality. Explain that the information the person has given you will be treated with great care and shared with specific professionals who need to know.
Listen, reassure. Do not put words into the person’s mouth.	Pass judgement or make promises about what will happen next.
Be calm and reassuring.	Interrogate the person or investigate disclosures. Your role is to seek clarification of details and report the information shared to the Parish Safeguarding Representative/Diocesan Safeguarding Co-ordinator.
Take into account the person’s age and level of understanding. Their culture and use of language.	Be alone with the person or move them to an isolated position.
Be clear about what you are going to do next and when	Work in isolation. The Parish and Diocesan Safeguarding Team are there to support you.
Tell the person you will need to contact the Parish Safeguarding Representative or Diocesan Safeguarding Co-ordinator. Contact them as soon as possible.	Do not contact the person about whom the allegation or concerns are being raised to tell them about the information. You could be putting a child or vulnerable adult in serious danger.
Make careful notes including dates and times of the incident/disclosure and keep them securely.	Compromise your own safety or integrity.

If you are unsure of any of the above, speak to the Parish Safeguarding Representative at the earliest opportunity.

Mandatory Training Requirements for this role:

CSSA: **Level 3 Safeguarding for volunteers in the Catholic Church – DBS with barred list:** <https://training.catholicsafeguarding.org.uk/> This short training course is to be completed prior to appointment.

Parish Representative: **Safeguarding: as a Parish MC and Lead Altar Server** (to be completed prior to appointment)
Safeguarding: as a ‘trusted adult,’ (to be completed prior to appointment)
Concerns and Disclosures
General Safeguarding

If you would like to find out more about other aspects of Safeguarding, EDUCARE offers other modules. When you have completed any training, please inform the Parish Safeguarding Representative and send them a certificate of completion – email or hard copy – for your training record.

Helpful websites to support your role:

<https://catholicsafeguarding.org.uk/>

<https://www.dioceseofbrentwood.net/departments/safeguarding/>

<https://www.sttheresastansted.org/about-us/safeguarding/>

<https://www.educare.co.uk/ppc/safeguarding-training>

<https://learning.nspcc.org.uk/safeguarding-child-protection/>

Self Audit:

Question	Tick
Have I read and understood the role sheet description for my ministry?	
Do I meet all requirements of the Person Specification?	
Am I confident that I can undertake the main responsibilities of my role?	
Have I completed all required safeguarding training?	
Do I attend regular role training?	
Do I attend regular Safeguarding training?	
Do I feel confident in how I should conduct myself both when serving and when around others?	
Do I feel confident in my response if a disclosure is made to me?	
Do I have my ID?	
Do I have the Parish Safeguarding Representative and Diocesan Safeguarding Co-ordinator contacts to hand?	
Are there any questions you would like to ask the PSR? Please list:	