



PARISH	OUR LADY OF THE ANGELS
Name of Group/Ministry	Altar Server Scheduling and Training
Accountability	Parish Team
Purpose of Ministry	Train and schedule altar servers to assist at liturgical celebration
Participant Group	Altar servers: ages 9 and up
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Train new members ▪ Prepare and distribute schedules ▪ Facilitate yearly workshop ▪ Plan and attend appreciation activities
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Knowledge and understanding of the order of Mass ▪ Dependability ▪ Good communications, interpersonal and organizational skills
Time Commitment	<ul style="list-style-type: none"> ▪ Time required to prepare and distribute a schedule semi-annually ▪ One-hour training sessions 3 times a year or as required
Duration	Two years renewable
Orientation and Training	Provided by the pastor
Support	Pastor or Parish Team
Supervision	Pastor
Evaluation	Review annually
Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B, C ▪ Interview ▪ Reference checks ▪ Police records check ▪ Orientation and training ▪ Receive Parish Volunteer Guidelines, Sign Volunteer Covenant ▪ Supervisory checks and evaluations

Date approved: _____ **Dates Reviewed:** _____ / _____ / _____

Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____

SAMPLE