



Diocese of Westminster

SAFEGUARDING SERVICE

- Role:** Parish Altar Servers
- Responsible to:** The Parish Priest or his delegate
- Aim:** To work with the Altar Servers in the parish, assisting at Mass and other Liturgies.

Main Responsibilities:

- (a) To liaise with the priest and other appropriate ministers presiding at the Liturgy.
- (b) Lighting and extinguishing the altar candles
- (c) Bearing the cross in entrance procession
- (d) Bearing the candles in entrance procession
- (e) Assisting with holy water, water, wine and offertory gifts at Mass
- (f) To encourage new servers and provide assistance when required
- (g) To help ensure the physical safety and wellbeing of the children and young people serving.
- (h) To help ensure that the ministry of the servers is conducted in accordance with the nationally agreed Safeguarding Procedures.

Person Specification:

- (a) The ability to relate with respect and ease to children and adults, and to enjoy working with children.
- (b) Commitment to the essential teachings of the Roman Catholic Church, and the Parish.
- (c) All volunteers responsible for the group must be over 18 years of age. (Where the Senior Server is below 18 years, they are to be encouraged to carry out this role, but with a responsible adult present).

Protection of Children and Adults at Risk:

- (a) To familiarise themselves with National Safeguarding Policies.
- (b) To refer any concerns about a child or adult at risk to the Safeguarding Representative in the Parish.
- (c) To be willing to participate in basic safeguarding training.