



Diocese of Westminster

SAFEGUARDING SERVICE

- Role:** Parish M.C./Co-ordinators of 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, and recruiting and training new servers.

Main Responsibilities:

- (a) To work with servers and others to ensure the availability of servers to assist at the Liturgy as required.
- (b) To liaise with the priest and other appropriate ministers presiding at the Liturgy.
- (c) To ensure the physical safety and wellbeing of the children and young people serving.
- (d) To encourage new servers and provide appropriate training.
- (e) To ensure proper facilities are available for the servers.
- (f) To arrange, in consultation with others, social events for servers.
- (g) To ensure that the ministry of the servers is conducted in accordance with the nationally agreed Safeguarding Procedures.
- (h) To monitor good practice and implement changes where necessary to enhance both the quality of the liturgy and the safety of children.

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) An understanding of the purpose and forms of the Church's Liturgy and an openness to the diversity possible within the Liturgy.
- (d) A willingness to give time to the training of servers in a patient yet cheerful atmosphere.
- (e) 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.