

St. Michael the Archangel Parish, Schererville, IN 46375

Ministry Position Description

Name of Ministry: Altar Server Ministry
Purpose: To assist the priest and deacon in the celebration of the liturgy and other worship services
Coordinator
Coordinator/Leader Responsibilities: <ul style="list-style-type: none">• Aid in discernment for those interested• Train servers and offer continued support• Work with pastor for special liturgies• Participate in monthly Liturgy Committee planning meetings• Develop and publish quarterly schedules
Coordinator/Leader Gifts, Talents, and Sacramental Requirements: <ul style="list-style-type: none">• Practicing Catholic in good standing with the Church• Virtus trained• Ability to support and encourage ministry in children & young adults• Knowledgeable and able to work with priests and deacons
Coordinator/Leader Training/Time Commitments: <ul style="list-style-type: none">• Prepare and conduct discernment and training of new servers, experienced servers and senior servers annually (1 ½ - 2 hrs. each)• Conduct trainings for special liturgies (1 hr. each)• Develop and arrange social activities• Keep attendance records and reward system (weekly)• Prepare and distribute quarterly schedule• Attend monthly Liturgy Committee planning meetings (1 ½ + hrs.)
Ministers
Ministry Roles/Responsibilities: <ul style="list-style-type: none">• Assist the priests and deacons in the celebration of the liturgy• A desire to serve Special Liturgies, Evening Prayer, Stations of the Cross and other prayer times• Arrive at church early, well-dressed and prepared• Stay attentive and participate• Attend special trainings as needed• Be willing to substitute and secure substitutes as needed
Ministry Gifts, Talents, and Sacramental Requirements: <ul style="list-style-type: none">• Baptized and have received First Holy Communion• Desire to serve• Responsible• Supported by parents in ministry• Communicate with Altar Server Ministry Team regarding questions and comments
Ministry Training/Time Commitments: <ul style="list-style-type: none">• 1 hour discernment• 1 ½ hour initial training• Continued training as needed

Submitted by: Linda M. Hansen Coordinator/Leader Date: 5/12/09

Form approved by Pastoral Council and ratified by Pastor 3/30/2009