

Diocese of Hamilton

<p align="center">Name of Group/Ministry</p>	<p align="center">Liturgy, Sacristy, Altar Server Scheduling and Training Committee</p>
<p>Accountability</p>	<p>Pastor, Sacristan, Parish Team</p>
<p>Purpose of Ministry</p>	<p>To prepare and evaluate all liturgical celebrations in the parish. To clean and prepare the church and chapel for liturgical celebrations. Train and schedule Altar servers to assist in liturgical celebrations</p>
<p>Participant Group</p>	<p>Adults, Parish, Alter Servers ages 9 and up</p>
<p>Activities and Responsibility</p>	<p>To prepare and evaluate all liturgical celebrations in the parish to ensure all that is required for liturgical celebrations is on hand. To prepare and clean the church and chapel for liturgical celebrations and assist with decorating the church for special celebrations. Train new members, prepare and distribute schedules, facilitate yearly workshops, comply with the reporting abuse procedures as outlined in the Screening in Faith Volunteer Guidelines</p>
<p>Skills and Qualifications</p>	<p>Good communication, interpersonal skills, organization skills, Dependability Baptized, practising Catholics, Knowledge of the liturgy. Leadership Skills with ability to delegate Knowledge and understanding of the order of the Mass. Knowledge and understanding of the “Child and Family Service Act”</p>
<p>Time Commitment Duration</p>	<p>Approximately six meetings a year Two hours each week and other times when required. Time to prepare and distribute schedules One hour training sessions when needed Two years</p>
<p>Orientation Training</p>	<p>Pastor, Parish Team and the sacristan</p>

Support and Enrichment	Parish Team Pastor
Risk Assessment Screening Procedure	High Risk Provide a position description form Fill out Diocese of Hamilton Volunteer Information Form Interview Parish Registration Reference checks Vulnerable Sector Check

Date Approved:

Date Received:

Ministry Leader: _____

Parish Screening Committee: _____

Pastor: _____