**Volunteer Altar Servers Trainer**

The Archdiocese of Wellington has adopted policies, procedures and guidelines for Safeguarding to ensure all church personnel, including volunteers maintain a safe and healthy ministry environment. Our commitment to these standards requires that we are confident about the safe conduct of all our employees and volunteers who work with children, young people and adults who may be vulnerable. Alter Server Trainers are required to attend Safeguarding Training.

***The Altar Servers Trainer provides training in Altar Serving to young people who have received first Holy Communion, who have the support of their families in regular attendance at Mass and who wish to serve their parish community in this way.***

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| --- | --- | --- |
| VOLUNTEER TITLE: | Altar Servers Trainer | |
| PARISH: |  | |
| VOLUNTEER NAME: |  | |
| VOLUNTEER TENURE: | Describe the number of likely days and /or hours per week or month | |
| VOLUNTEER REPORTS TO: | Parish Priest/Delegated Person | |
|  | | |
| **Key Tasks and Responsibilities**  Assigning all or some of these tasks is at the discretion of the Parish Priest | | |
| TASKS | | EXPECTATIONS |
| * Training in all aspects of Altar serving presented in a way that is friendly, fun and educative to which young people will respond positively. | | * Children/young people will be competent in serving at the Altar during Mass, carrying the processional cross, and assisting in other activities as designated for this role. * Altar Servers will be well presented and knowledgeable about all elements of the Mass. |
| This role will comply with Wellington Archdiocese:   * Safeguarding Policy 2018 * Archdiocese of Wellington Code of Conduct for Employees and Volunteers 2019. | | Volunteers will read copies of the Wellington Archdiocese:   * Safeguarding Policy 2018 * Archdiocese of Wellington Code of Conduct for Employees and Volunteers 2019. |

CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS

Knowledge, understanding and applications of all aspects of Altar serving.

In accordance with Safeguarding Policy, manage behaviour of children and young people, appropriately.

VERIFICATION / AUTHORISATION

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Position / Title) (Name)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO BE SIGNED BY THE ROLE HOLDER:

* I have read and I understand this task description.
* I have read and understand the Safeguarding Policy 2018
* I have read, understand, and have signed the Archdiocese of Wellington Code of Conduct for Employees and Volunteers 2019.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_