

**Needed: Volunteer Altar Server Ministry Coordinator (Team Preferred)**  
**Time Commitment: Approx. 4–8 hours per month (varies by season)**

**Job Description**

Christ Our Redeemer Catholic Parish is seeking dedicated volunteers to serve as Altar Server Ministry Coordinators. This ministry plays a vital role in forming our young people in reverence, responsibility, and love for the Sacred Liturgy. We are looking for individuals who feel called to support our parish youth and assist in ensuring the beauty and dignity of our liturgies.

Because this ministry involves ongoing coordination, communication with families, and supervision of minors, the parish strongly prefers a team approach, ideally:

- **A parent or parents of altar servers.**
- **A husband-and-wife team, or**
- **Two qualified adults committed to serving together.**

A team provides greater flexibility, shared responsibilities, continuity of coverage, and a more welcoming presence for families. Single applicants will also be considered, provided additional adult support is available.

The Altar Server Ministry Coordinator(s) support the pastor and clergy by:

- Training and mentoring altar servers
- Ensuring servers are scheduled, prepared, and supported
- Upholding the reverence and proper liturgical practice of the parish
- Fostering a positive, encouraging environment for youth in ministry

**Key Responsibilities**      The Coordinator(s) will:

**Training & Formation**

- Provide initial and ongoing training for new and returning altar servers
- Teach proper liturgical procedures, reverence, and server responsibilities
- Conduct rehearsals for special liturgies (Holy Week, Confirmation, Bishop's visit, etc.)
- Promote spiritual growth and a sense of ministry among the servers

**Administration & Scheduling**

- Maintain an accurate roster of all altar servers and parent contacts
- Prepare and distribute monthly and seasonal schedules
- Coordinate coverage for weekend Masses, Holy Days, funerals, and weddings as assigned
- Ensure practices and trainings are placed on the parish calendar

**Supervision & Support**

- Ensure Safe Environment standards are followed at all times
- Provide oversight before, during, and after liturgies as needed
- Communicate expectations clearly with parents and guardians
- Address concerns, absences, or behavioral issues appropriately

### **Liturgical Preparation**

- Oversee the upkeep and organization of albs, and server items
- Ensure servers understand their roles according to diocesan and parish liturgical norms
- Collaborate with clergy and sacristans to prepare servers for special rites

### **Qualifications**

Candidates should:

- Be fully initiated practicing Catholics in good standing
- Demonstrate maturity, reliability, and a spirit of service
- Have positive rapport with children and families
- Possess good communication and organizational skills
- Be comfortable teaching and leading youth
- Understand (or be willing to learn) basic liturgical norms and practices

A background in liturgical ministry or previous experience with altar servers is helpful but not required; training will be provided.

### **Safe Environment Requirements**

Because this ministry involves direct contact with minors, all coordinators must:

- Complete diocesan Safe Environment training prior to serving
- Pass a diocesan background check (and renew as required)
- Follow all parish and diocesan policies regarding the protection of minors

### **Time Commitment**

- **Approx. 4–8 hours per month (varies by season)**
- Attendance at major liturgies, trainings, and annual formation events

### **How to Apply**

Individuals or couples who feel called to this ministry are invited to contact:

**Michele McCormak, Faith Life Coordinator**  
[faithlife@cor.ptdiocese.org](mailto:faithlife@cor.ptdiocese.org)

**Dcn. Jim Altar Server Advisor**  
[murrayj@clergy.ptdiocese.org](mailto:murrayj@clergy.ptdiocese.org)

We welcome a conversation to explore this ministry, answer questions, and discuss how your gifts can support our parish liturgical life.