



VOLUNTEER AGREEMENT & TASK DESCRIPTION

ALTAR SERVERS TRAINER

The Catholic Diocese of Auckland has implemented National safeguarding standards for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing (Police Vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (0-18 years) and vulnerable persons.

VOLUNTEER TITLE:	Altar Servers Trainer
PARISH:	
VOLUNTEER NAME:	
VOLUNTEER TENURE:	Days per week: Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> No. of hours per week: _____
VOLUNTEER REPORTS TO:	PARISH PRIEST/PARISH SECRETARY/ PARISH PASTORAL COUNCIL/PARISH LITURGY COMMITTEE
MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE/PRIMARY OBJECTIVE This role 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.	
TASKS	EXPECTATIONS
Training in all aspects of Altar serving presented in a way that offers friendship, fun and learning, 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.

<p>This role will comply with the National Safeguarding Guidelines:</p> <ul style="list-style-type: none"> • Safeguarding Policy • Code of Conduct for Employees & Volunteers • Safeguarding Training 	<p>Volunteers will receive copies of:</p> <ul style="list-style-type: none"> • Risk Assessment – Altar Servers Trainer • National Safeguarding Policy • Code of Conduct for Employees & Volunteers
<p>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.</p>	
<p>TO BE SIGNED BY THE ROLE HOLDER:</p> <p>I have read and I understand this task description</p> <p>I have received copies of and had the following explained to me and I understand the expectations:</p> <p> <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Safeguarding Training </p> <p> <input type="checkbox"/> Safeguarding Policy </p> <p> <input type="checkbox"/> Code of Conduct for Employees & Volunteers </p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>	
<p>VERIFICATION / AUTHORISATION (completed by Parish)</p> <p>Approved by: _____ (Position / Title) (Name)</p> <p>Date: _____</p> <p>Police Vetting: Date Returned: Result:</p> <p>NZ Police Vetting Report attached <input type="checkbox"/></p> <p>Safeguarding Training undertaken <input type="checkbox"/> Date: _____</p>	