



Malahide Parish

DOCUMENT: Child Protection Service

TITLE: Altar Servers

DATE: 01.06.2023

ISSUED BY: Co-Parish Priest

APPROVED BY: Parish Council

REF. NO: CPS 15

REVISION: 12

1. PURPOSE

To ensure that the training and participation of Altar Servers is organised in accordance with the requirements of the Parish Pastoral Council

2. Scope

This procedure applies to all altar servers within Sylvester's Parish.

3. RESPONSIBILITY

Implementation: Co-Parish Priest

Authority to Change: Parish Pastoral Council

4. PROCEDURE

Training:

- 4.1 Signed parental consent must be obtained from parents/guardians prior to the Training of children as Altar Servers. (See CPS 10 & Appendix 1 for sample Parental Consent Forms).
- 4.2 Parents / Guardians and Parish Child Protection officers are to be invited to attend the initial training session in order to meet with the trainers and clergy involved, and to satisfy themselves that the location is suitable and secure. The ratio as set out in **CPS 03** must be maintained.
- 4.3 Ensure that there is open door policy in operation throughout the training period and that Parents of trainee altar servers can come to the sessions without notice at any time. For training purposes there should be at least two altar servers at any one time.
- 4.4 Establish from parents/guardians whether the trainees have any specific dietary requirements or medical or special needs.
- 4.5 Arrange Garda vetting for trainers involved.



Participation (after completion of training):

- 4.6 It is preferable that there be a minimum of two Altar servers at any one time. Altar servers are never to be on their own in the Sacristy. If a child arrives early for mass and is unaccompanied, that child should wait in the front seat of the church until another Altar Server arrives or if accompanied by a parent wait with the parent in the sacristy if possible until another Altar Server arrives.
- 4.7 Altar servers and sacristans will sign in on the attendance sheet provided.
- 4.8 All internal sacristy doors will be kept open before and after services. Altar servers will leave the sacristy as soon as their duties are over.
- 4.9 Sacristans will ensure that all altar servers assist with the preparation of the altar in advance of the Mass and ensure no altar server is left alone in the sacristy. Sacristans will ensure the same methodology is used when mass is ended.
- 4.7 The Mobile Contact numbers of the Sacristans involved are to be furnished to the Parents and guardians of the Altar Servers. A schedule for Mass and practices will be sent to parents / guardians in writing (E mail / Post). Reminders may be issued verbally.
- 4.8 Altar Servers will be encouraged to participate in social events including trips to the cinema, bowling etc. These trips will be organised in conjunction with procedure CPS 08 – “Trips Away from Home”.

5 REVISION

Rev	Date	Comment
0	01/04/08	New
1	05/11/08	Procedure Review
2	07.12.09	Procedure Review
3	28.02.10	Procedure Review
4	17.03.10	Procedural Review
5	28.08.11	Procedural Review
6	07.10.13	Procedural Review
7	01.01.15	Procedural Review
8	01.01.17	Procedural Review
9	01.01.19	Procedural Review
10	24.02.21	Procedural Review
11	01.05.22	Procedural Review
12	01.06.23	Procedural Review