



# SAFEGUARDING IN OUR PARISHES

MC Altar Server  
Coordinator

Keep In Touch  
With Us

0151-652-9855 

[www.dioceseofshrewsbury.org](http://www.dioceseofshrewsbury.org) 

[safeguarding@dioceseofshrewsbury.org](mailto:safeguarding@dioceseofshrewsbury.org) 



# Diocesan Safeguarding ROLE DESCRIPTION

## MC Altar Server Coordinator

### ROLE PURPOSE

- To work with altar servers in the Parish, assisting at Mass, other liturgies and recruiting and training new servers.
- To be familiar with CSSA national policies and support safeguarding practices, ensuring they are followed during activities.
- To maintain appropriate boundaries and facilitate a safe and supportive environment.

### MAIN RESPONSIBILITIES

- To work with servers and others to ensure the availability to assist at the liturgy as required.
- To ensure the ministry of the servers is conducted in line with National and Diocesan safeguarding procedures.
- To arrange for parents/carers to be informed of the role of an altar server and its responsibilities.
- To prepare the venue and ensure the safety and wellbeing of the children and young people serving.
- To refer and concerns or allegations about a child, young person, or adult at risk to the Parish Priest, Parish Safeguarding Representative or the Safeguarding Office.
- To complete role relevant CSSA Learning Management System e-learning as guided by the Safeguarding Office and access regular training opportunities where available internally and externally of the diocese.

### PERSON SPECIFICATION

- The ability to relate and interact with children/young people in a respectful and confident manner.
- To enjoy working with children/young people and demonstrating commitment to the teachings of the Catholic Church and ethos of the Parish.
- Availability to assist with activity planning, preparations, and meetings.
- Volunteers for this role must be over 18 years of age.

#### DBS

This role is subject to an enhanced DBS. This role should not be taken up until the volunteer has completed the DBS process, and a letter of appointment has been received from the Safeguarding Office.

Responsible to: Parish Priest & Safeguarding Office.

# REPORTING PROCESS

If you are concerned about the welfare of a child or adult at risk, do not delay in contacting the police, using 999 if a child or adult is believed to be in immediate danger.

It is the policy of the Catholic Church in England and Wales to report all allegations of abuse to statutory authorities, regardless of whether the abuse occurred recently or in the past, or whether the accused person is living or deceased. If you are in any role within the Catholic Church in England and Wales, you must refer allegations directly to the safeguarding office for your diocese or religious congregation, or directly to the Police.

If you are a member of the public, please refer allegations directly to the police and also to the safeguarding office in your diocese. You can also contact Catholic Safeguarding Standards Agency (CSSA) by telephoning 0207 901 1920 or via email at [admin@catholicsafeguarding.org.uk](mailto:admin@catholicsafeguarding.org.uk)

## Diocesan Safeguarding Office



Curial Office, 2 Park Road South,  
Prenton, Wirral, CH43 4UX.



0151-652-9855 (Mon-Fri 9am-5pm)



[safeguarding@dioceseofshrewsbury.org](mailto:safeguarding@dioceseofshrewsbury.org)

# WORDS FROM BISHOP MARK DAVIES

“Safeguarding is a task and commitment to which every member of the Church is called. Safeguarding is part of proclaiming the Gospel, for in all our efforts to care and protect the most vulnerable we give witness to Christ. The same Jesus, the Eternal Son of God who became vulnerable and defenceless as a tiny child entrusted to Our Lady and Saint Joseph.

Today we can be grateful for so many in our Shrewsbury Diocese who serve the Church's mission in safeguarding, helping to make the home and family of the Church the safest of places for the young and the most vulnerable. We are thankful too for the invaluable network of volunteers and team of professionals at parish and diocesan level who help us all put safeguarding into practice in our communities and remind us of our shared responsibilities.

With my thanks to everyone who is part of the Church's safeguarding mission today.

*Bishop Mark Davies*



Diocese of  
Shrewsbury

