**Role Description: Server**

Serving at the altar is a privilege and forms part of an act of worship in which all can take part. Under the general direction of the clergy, the Server undertakes the overall preparation of liturgical celebrations, ensuring all books, elements and other components required to celebrate the Eucharist or fulfil the worship liturgy are in place/in order. Servers usually form part of a team that serve at the altar, that can be made up of roles including Head Server (or MC), a Crucifer (carrying the Cross), general Servers, Acolytes/Taperers (carrying the candles), a Thurifer (swinging the Thurible, the metal ball containing burning incense), a Boat Boy/Girl (a junior server carrying the ‘boat’ of incense to burn in the Thurible), and other Assistant/Junior Servers learning the pattern of a Server.

**Duties/Responsibilities**

* Ensuring the smooth conduct of liturgy and worship, including the Eucharist
* To arrive in good time before a service such that they can be vested and the altar be prepared at least 5 minutes before the service is due to start
* Perform the actions required at the altar by the liturgy or by request from the clergy (e.g. lighting/extinguishing candles, reading, leading prayer, ringing of bells, receiving the offertory, etc.)
* Undertake the training and supervision of any Assistant/Junior Servers present

**Responsible to (named contact for support and resolution of any difficulties):**

[Head Server]/[The Incumbent].

**Checks Required Prior to Appointment**

* If responsible for the supervision of Junior Servers (under 18 years old), Servers must have an Enhanced DBS check with the Child workforce. If this is regular (weekly) or would involve assisting a child with vesting/robing then this is Regulated Activity that also requires a check of the Barred List.
* At least two references must have been received indicating that they have no concerns regarding the applicant’s conduct around children or vulnerable adults.

**Safeguarding Responsibilities**

In co-operation with the incumbent and the Parish Safeguarding Representative, to:

* Implement safe working practices as laid down in Diocesan or Parish guidance
* Risk assess all activities
* Listen to other volunteers
* Protect yourself when working with children or vulnerable adults
* Tell the Parish Safeguarding Representative or the Incumbent of any safeguarding concerns, however minor

**Safeguarding ‘Dos & Don’ts’**

*Protecting others and protecting yourself*

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| --- | --- |
| **Do** | **Don’t** |
| * Report all concerns about the safety or well-being of an individual to:-   + the Parish Safeguarding Representative   + the Diocesan Safeguarding Team   + the Police (where there is an immediate risk of harm to a person) * Keep a written record of all incidents or disclosures (signed and dated) | * Operate alone in a room with a child/young person, particularly when vesting/robing; try to have another adult present or keep a door open so you are in line of sight with another adult * Offer confidentiality when you have a duty to report all concerns for safety * Investigate disclosures; simply get clarification of details and report the information shared |