

Our Lady of Victory Parish ✦ Davenport, Iowa

**Altar Server**  
Position Description

**Purpose of Position**

To serve God and the parish by helping the community worship and celebrate.

**Responsibilities**

- Arrive for Mass in time to be properly dressed, light the altar candles, and put all supplies in place.
- Fully participate in the Mass.
- Remain alert and do each task with reverence.
- Complete tasks after Mass as directed.
- Arrange for your own substitute, if one is needed.

**Qualifications**

- A spirit of reverence.
- Dependable and punctual.
- Able to work on a team.
- Girls and boys in fourth grade and above are invited to this ministry.

**Amount of Time Required**

Approximately 1½ hours per week (including Mass time).

**When Ministry Is Performed**

- Before/during/after one of the weekend or Holy Day Masses.
- Altar Servers are assigned for all the Sundays of a month during your preferred Mass time.
- Stations of the Cross, funerals and other extra liturgies as requested and available.

**Training Provided**

- Beginning Altar Server training session.
- Periodic enrichment and renewal sessions.  
(A sincere effort to attend scheduled enrichment and renewal sessions is expected).
- Handouts, phone calls, and updates as needed.

**Responsible To**

- Altar Server Coordinator: Helen White  
9285 New Liberty Rd., Walcott 52773  
Phone: 391-3791
- Other members of your serving team.
- Presiding priest.

**Support Provided**

- Printed schedule and complete roster of all Altar Servers
- Timely communications from Altar Server Coordinator about extraordinary needs.

**Position Reviewed:** June 1999