Example Role Outline: Server

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* The promotion of social justice, social responsibility and respect for others
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

*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.*

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| **Role** | Server |
| **Responsible to** | Head Server/The Incumbent |
| **Key Responsibilities of the Role (tasks to be undertaken)** | |
| CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)   |  | | --- | | *As a volunteer:*   * 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.   *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. | |  | |  | | |
| |  | | --- | | **Any arrangements for induction, training & support** | |  | | |
| As a church officer, the server role requires safeguarding training to be completed up to and including Foundation level   |  | | --- | |  | |  | |  | |  | | |
| |  | | --- | | **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)* | | |
| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY  For example:   |  | | --- | | Report to ……… | |  | | |
| |  | | --- | | **Role to be reviewed** *(insert date)* | |  |
| **The role is eligible for a criminal record (DBS) check which is renewable every three years** *(insert yes / no)* | No  (unless supervising or teaching Junior Servers under 18 years of age) |
| **Level of criminal record (DBS) check which is required for this role** | To be assessed if supervising or teaching under 18s. |