

# ARCHDIOCESE OF ARMAGH



## INFORMATION AND GUIDANCE FOR ALTAR SERVERS

## **Code of Conduct for Altar Servers**

**You have chosen to be an Altar Server and you now have an important role. To ensure that you fulfill your role as well as you can, you should:**

- ✓ Always remember that you are in God's house.
- ✓ Show respect and behave well at all times.
- ✓ Speak quietly and move gently around the Sanctuary and in the Sacristy.
- ✓ Treat other children and adults with kindness and patience.
- ✓ Get to know when you are serving Mass. Let your Parents know and make sure you can attend when needed.
- ✓ Send apologies in good time if you cannot attend.
- ✓ Sign in each time you serve Mass.
- ✓ Be on time – at least 10 minutes before Mass begins.
- ✓ When you are allowed to enter the sacristy, it's important to wait outside the sacristy door until the Sacristan/Priest/Supervisor calls you in, as the Priest needs quiet time to prepare for Mass.
- ✓ Leave promptly after Mass.
- ✓ Make your own arrangements to get to and from Church safely.

**If you have any worries about your role as an altar server, please speak to your parents/guardians who will contact the Parish Priest to discuss these.**

## **Altar Servers' Prayer before Mass**

God our Father we thank you for the privilege  
of serving at your Altar.  
Help us to be reverent and attentive in your house.  
Help us to listen carefully to your Word  
and so be an example to others.

## **Altar Servers' Prayer after Mass**

We ask you Lord to remain with us throughout this day.  
To bless us and guide us always in your ways.  
Keep us close to you always.  
We ask this through Christ Our Lord. Amen

Glory be to the Father and to the Son  
and to the Holy Spirit.  
As it was in the beginning is now  
and ever shall be, world without end. Amen



# Information for Parents

The parish uses all forms of news and digital media to make our services accessible. In order to adequately do this we need to be free to take appropriate photographs and make appropriate audio and video recordings which can be broadcast, live streamed and used in the news media, on our website and in social media. All photography and recordings are organised in line with the Diocesan Safeguarding Policy. In signing this agreement, you are consenting to the taking of photographs and audio or video recording for the above purposes.

If you have any concerns regarding the safety and well-being of your child while he/she is involved in Church activities, please contact one of the Diocesan Liaison Persons below:

Name: Aidan Gordon  
Tel: Office 028 3752 5592 (NI) / 048 3752 5592 (ROI)  
Mobile 0784 1101 687 (NI) / 0044 784 1101 687 (ROI)

Name: Eleanor Kelly  
Tel: Office 028 3752 5592 (NI) / 048 3752 5592 (ROI)  
Mobile 0758 4323 138 (NI) / 0044 758 4323 138 (ROI)

## Contact Details of Others Who Can Help

### NORTHERN IRELAND

**PSNI:**  
101  
999 (emergency only)

**Southern Health & Social Care Trust (HSC):**  
0800 783 7745 (children) 028 3741 2015 (adults)  
**Regional Emergency Social Work Service (RESWS):**  
028 9504 9999

### REPUBLIC OF IRELAND

**An Garda Síochána:**  
Dundalk: 042 933 5577  
Drogheda: 041 987 4200  
Ardee: 041 685 3222

**Garda 24 Hour Free Phone Reporting Line:**  
1800 555 222  
**TUSLA (Child & Family Agency):**  
042 939 2200

*This page is to be retained by the Parish. All information will be treated in confidence.*

## Altar Server Consent Form

Parish of: \_\_\_\_\_

Name of Church(es): \_\_\_\_\_

Name of Altar Server: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and agree to adhere to the Code of Conduct detailed on page 2 of this form.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Parental Consent Form

Name of Parent/Guardian: \_\_\_\_\_

Emergency Contact Number(s): \_\_\_\_\_ / \_\_\_\_\_

Please detail below if your son/daughter has any specific medical conditions/allergies or any special requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that my son/daughter can serve as an altar server.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_