

# ASHBOURNE-DONAGHMORE PARISH

## ALTAR SERVERS ANNUAL CONSENT FORM (Ref. S4.11)

VALID FOR THE PERIOD OF ONE YEAR FROM

*January 2018*

**Name of Group:** Altar Serving

**Group Leaders:** Fr Derek Darby, Fr. Ciarán Clarke,  
Lorraine Heffernan, Noreen Wilson, Aileen Mather.

**Location:** Church of the Immaculate Conception, Ashbourne; St. Patrick’s Church, Donaghmore

**Activity/Time:**  
Serving at Parish Masses: 6pm Sat, 9am Sun, 10am Sun, 11am Sun, 12.30pm Sun;  
Serving at other Liturgical Services with prior agreement from parents/guardians;  
Participation in the annual Altar Server outing. In conjunction with the consent and information given on this form, a specific Altar Server Outing Consent Form will be circulated prior to the trip.

**Safeguarding Children Parish Representatives:** Kate Rainsford & Mary Deignan.  
**Parish Office:** 01 8353149

Altar servers assist the priest at weekend Masses, special celebrations, weddings and funerals. This ministry provides an opportunity for young people to serve God and their parish family. It allows them to play an intricate role in the Mass itself.

Boys and Girls serve at Mass on a regular scheduled basis. Altar Servers assist the priests and ministers, and set an example for all people, especially the young, during our liturgies.

Boys and Girls who have received their **First Holy Communion** are eligible to serve.

If you wish to become an Altar Server, please complete the form below and return it to the Parish Office. This form must be completed annually in order to comply with our Diocesan & Parish Safeguarding Policies.

### DETAILS OF CHILD

**Name of Child:** .....

**Address:** .....  
.....  
.....

**Date of Birth:** .....

**Gender (circle as appropriate)**                      **Male**                      **Female**

**Attending School:** .....

**EMERGENCY CONTACT INFORMATION**

Please provide contact numbers in the event of an emergency:

**Name:** ..... **Contact No:** .....

**Name:** ..... **Contact No:** .....

**Other relevant information**

Please mention any medical conditions, special needs or dietary requirements.

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*Please note that the organisers cannot administer any medication without specific written consent from the parents. Should your child require medication or intimate care, please discuss this with the organisers who will work with you to establish how your child can be accommodated, according to relevant policies and procedures.*

**CHILD’S CONSENT**

I ..... (*insert child’s name- block capitals*) would like to participate as an Altar Server in the above named activities in Ashbourne-Donaghmore Parish.

- I understand that photographs may be taken during group activities, and I give my permission for these to be used in any hard copy/online publications by Ashbourne-Donaghmore Parish.
- I understand that videos (which may include webcam) may be taken during the group activities, and I give my permission for these to be used in and hard copy/online publications by Ashbourne-Donaghmore Parish.
- I understand that during group activities I will be appropriately supervised at all times.
- I have read the attached code of behaviour regarding participating in Church-related activities and I and agree to abide by the code of behaviour.

**Signed:**..... (*Child*)

**Date:**.....

**GUARDIAN CONTACT INFORMATION AND CONSENT**

**Name:** (block capitals) .....

**Daytime Phone Number:** .....

**Mobile number:** .....

**Email:** .....

- I agree to allow the above-named child to participate as an Altar Server in the above named activities in Ashbourne-Donaghmore Parish, in accordance with the permission granted by ..... (*insert name of child*) above. I understand that there will be suitable supervision while the children are in the care of the organisers.
- I have read the attached code of behaviour regarding participating in Church-related activities and I and the above-named child agree to abide by the code of behaviour.
- I understand and agree that if I enter the Sacristy to help the above-named child prepare for Mass that I must sign my name in the Sacristy book and adhere to all safeguarding children rules and guidelines.

**Signed:** ..... **Date:**.....

**Relationship to child:**.....

**In cases of a medical emergency**

In the event of illness or an accident, I give permission for medical treatment to be administered to my child, where considered necessary, by a suitably qualified medical practitioner and/or hospital. I understand that every effort will be made to contact me as soon as possible. In an emergency I can be contacted at the telephone numbers provided on the previous page:

**Signed:** ..... **Date:**.....

**Relationship to child:**.....

**MISCELLEANOUS**

**Please mark in order of preference (1-5) the Mass time that suits you best:**

<b>6pm Sat</b>	<b>9am Sun</b>	<b>10am Sun</b>	<b>11am Sun</b>	<b>12.30pm Sun</b>
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(If equal preference put same number in each box)

**Data Protection: This form will be held on file in accordance with the data protection policy of the Diocese of Meath. The data entered will be used only for the purposes indicated on the form. It may be accessed only by those with responsibility for managing files.**

**If you as Parent/Guardian would be interested in helping the Altar Server Team please indicate below:**

<b>I am interested.</b>	<b>Not interested at the moment.</b>
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**ALTAR SERVERS CODE OF BEHAVIOUR**

**(Ref. S4.9)**

For the attention of Parents, Guardians and Children:

- Our parish expects that children will act respectfully of themselves, their supervisors and fellow participants.
- Participants must accept the ground rules of activities which supervisors will clearly explain to them.
- Children will not have access to the use of email or the internet when participating in our parish programmes.
- Breaches of discipline and disruptive behaviour, including bullying, will be dealt with in a manner that is fair and transparent, by more than one member of Church personnel.
- Children and their parents will be advised of the consequences for breaching the Code of Behaviour
- A three stage process will be followed where there are breaches of the Code of Behaviour: the first stage will be a verbal warning; a second stage will involve informing the child's parents; third stage – if the behaviour continues – the child will be asked to leave the group. The child, parents and group leaders will be involved in the consultation.
- Children or their parents who are dissatisfied with any aspect of activities or services can follow a complaints procedure, namely to inform the leader of the programme or, when appropriate, to contact one of our Parish Safeguarding Representatives through the parish office.
- The parish only accepts liability or responsibility for an incident or accident caused by the negligence or breach of statutory duty of the parish, its staff and volunteers
- It is the responsibility of parents to be on time when dropping off or collecting children.
- All participants must keep to the code of behaviour for this activity, otherwise they may be asked not to continue their participation.
- Any concerns regarding the welfare and safety of children participating in parish activities should be brought immediately to the attention of the Parish Safeguarding Representative, the Designated person or the statutory authorities.

Altar Servers must:

1. Be present half an hour before the start of Mass.
2. Sign the Sacristy Register indicating the Mass they are serving.
3. Make sure that your appearance is neat and respectful. Hair should be tied up simply with no elaborate accessories and no make-up or nail varnish should be worn.
4. Choose an alb that reaches down to the ankles.
5. Wear approved footwear for serving.
6. Listen to the instructions of the priest and sacristan at all times.
7. When serving Mass, are reminded they still take part in the Mass:
  - Join in with the prayers and responses
  - Listen to the readings
  - No talking or laughing
  - Stand upright with both feet firmly on the floor

**PLEASE NOTE:**

**A completed consent form MUST be returned PRIOR to any child serving. If a consent form is not returned the child will NOT be allowed to serve even if they are on a roster.**

**It is now required that all parishes have consent forms completed on an annual basis. We strive to adhere to all Safeguarding Children Guidelines and thank you for co-operating with us in fostering a culture of safety for our children.**