

ASHBOURNE DONAGHMORE PARISH

ALTAR SERVERS ANNUAL CONSENT FORM

VALID FOR THE PERIOD OF ONE YEAR FROM

Group Leaders:

Fr Derek Darby, Lorraine Heffernan, Noreen Wilson, Jean Power.

Safeguarding Children Parish Representatives:

Lauretta Casey & Marysia Elliot.

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.

1) Activity/time: Serving and assisting at Parish Masses
(Mass times: 6pm Sat, 9am Sun, 10am Sun, 11am Sun, 12.30pm Sun)

2) Name of Child:

3) Address:

4) Telephone Number:

5) Date of Birth:

6) Email:

7) Attending School and Class Teacher:

8) Contact numbers during the duration of this activity:

Name:	Contact No:
Name:	Contact No:

9) Please give contact numbers in the event of an emergency: (if different from 8)

Name:	Contact No:
Name:	Contact No:

10) Please give details of any medical condition of which the organisers ought to be aware, and include details of any medication which has to be taken.

(This information will be treated in confidence).

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11) Please give details of any specific dietary, medical or special needs of the child:

(This information will be treated in confidence).

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12) Please indicate whether you give permission for the child to receive treatment if needed. Please tick:

YES	NO
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13) Please indicate whether you give permission for your child to be included in group photographs of Altar Servers to be displayed in the church porch/ parish website/ parish newsletter. Please tick:

YES	NO
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14) Please indicate whether you give permission for your child to be placed on a rota to be invited to serve at weddings and funerals. Please tick:

YES	NO
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15) Please mark in order of preference (1-5) the Mass time that suits you best:

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

16) If you as Parent/Guardian would be interested in becoming a server team helper on the days your child is scheduled please indicate below:

I am interested.	Not interested at the moment.
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17) ALTAR SERVERS CODE OF BEHAVIOUR:

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. Discipline issues will be handled in partnership with parents (or guardians) and recorded when appropriate.
- 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.
- Altar Servers must not accept lifts to or from activities from leaders.
- It is the responsibility of parents to be on time when dropping off or collecting children.
- The sacristan should remain in the sacristy when the servers are present, looking out for their safety with equipment and helping them to vest only by demonstration.
- On weekdays, Altar Servers should arrive and leave together.
- Practices should be arranged in cooperation with parents and schools, having the appropriate number of supervisors present.
- The stores and counting-offices should be considered out of bounds.
- 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.
- 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

18)Consent:

- We have read all the information provided concerning the programme of the above activity, and have read the above code of behaviour regarding participating in Church-related activities and we agree to abide by the above code of behaviour.
- I hereby give permission for my son/ daughter/ward to participate in the above activity.
- I also give permission for group leaders to make any necessary emergency decisions during this activity.
- I understand and agree that if I enter the Sacristy to help my child prepare for Mass that I must sign my name in the Sacristy book and adhere to all safeguarding children rules and guidelines.

Parents/Guardians Signature:

<i>Block Letters</i>	<i>Signature:</i>
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<i>Block Letters</i>	<i>Signature:</i>
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Altar Servers Signature:

<i>Block Letters</i>	<i>Signature:</i>
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Permanent Address:

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Date:

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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 strictly adhere to all Safeguarding Children Guidelines and thank you for co-operating with us in fostering a culture of safety for our children.

