

Church of Saint John the Evangelist, Hamilton

Ministry Description

Ministry Area	Worship	Position	Acolyte
Nature of Ministry	<p>As a member of the Worship Team, you will assist the clergy with practical matters in public worship.</p> <p>The purpose of your ministry is to equip and facilitate people in their worship of God.</p> <p>This ministry involves set up of all that is required for worship, assistance to the clergy leading the service, various responsibilities described by the roles of server, torchbearer, or crucifer.</p>		
Outline of Responsibilities	<ol style="list-style-type: none"> 1. Arrive thirty minutes before the start time of the liturgy to set up all of the elements required for the worship service. 2. Vest as appropriate to the service of the day. 3. Lighting and extinguishing of candles. 4. Serve the clergy at the altar. 5. The crucifer will lead any processions with the cross. 6. The torchbearer will accompany the crucifer in any processions. 7. Assist with the ablutions, cleaning of all the sacred vessels, and restoration of the sacristy to order for the next service. 		
A Person Well-Suited	<p>Will be comfortable working in a people and task-oriented, structured environment.</p> <p>Will be a growing Christian.</p> <p>Spiritual gifts that may apply to this ministry include: helps/service, hospitality.</p>		
Time Commitment	Approximately three hours per month.	Length of Term	A one-year commitment is requested.
Participation Group	Working closely with other acolytes, the sacristan, and clergy. Acolytes will have some interaction with worshippers.		
Support, Supervision and Training	<p>Direct supervision of this ministry is by the rector and/or sacristan.</p> <p>Acolytes with experience may give some supervision to junior acolytes in training.</p> <p>Training is provided by rector and/or sacristan.</p>		
Boundaries and Limitations	<p>Youth may be members of the acolyte team; because of their age children are always vulnerable to various forms of abuse. Strict adherence to the diocesan Policy for Working with Vulnerable Persons protects those who are vulnerable and those who work with them.</p> <p>This ministry description outlines the limits of this ministry responsibility.</p>		
Benefits to Volunteer	<p>The volunteer will grow in their own faith as they participate in worship and serve at the altar, equipping and facilitating others in their life of worship.</p> <p>The volunteer will enjoy a closer relationship with other acolytes, the sacristan, and the clergy.</p> <p>The volunteer will play a key role in the worship life of the parish.</p> <p>The volunteer will be part of a wonderful team that is integral to the worship life of the parish.</p>		

Risk Assessment		
Risk Type	Description	Assessment
Participation and Supervision	The entire worship community. Supervised by sacristan, rector, and other clergy. Little supervisory responsibility.	Medium
Setting	The church proper, chapel, and sacristy. Mostly in public settings when multiple people are in the church. Very occasional group meetings.	Low
Nature of Relationship	Serving in mostly a public setting.	Low
Degree of Authority	Low perception of authority.	Low
Physical Safety	There are few risks to physical safety.	Low
Financial	Acolytes may occasionally have access to the offerings pouch between the time of the offering collection and their deposit in the safe.	High
Privileged Information	Acolytes may occasionally be party to conversations that clergy have with worshippers.	Medium
Damaged Reputation	There is a low risk of accusation and damaged reputation.	Low
Key-Holder	None.	Low
Risk Level Assessed	Low	

Screening Requirements	
✓ Training is required.	Training is offered, but not required.
✓ Interview is required.	References are required.
Police Records Check (PRC) is required.	PRC with vulnerable sector screening required.
✓ Volunteer Registration Form completed. (Must be completed if interview, PRC, and/or references are required.)	✓ Signed statement regarding ministry description required.
✓ Signed statement regarding confidentiality required.	✓ Key-holder agreement required.
✓ Signed statement regarding policy on ministry with vulnerable persons required.	

By signing below, I acknowledge that I have read and agree to assume the duties, responsibilities and expectations as set out in this Ministry Description.

Full name (please print)

Signature

Date