

SAFETY IN THE SACRISTY

An Altar Servers Guide

Please read carefully.

*If there is anything you do not understand please ask
Fr Jim, Deacon Vincent, George Bailey or Carol Lawler to explain it to you.*

The Official Adults who are in charge during mass are:

Fr Jim and Fr Frank

Deacons Vincent Calder, John Scanlon and Mike Belt

The Sacristan at St Paul's Sr Greta

The Sacristan at St Lawrence Mrs Pat O'Rourke

Safeguarding Officer George Bailey

Safeguarding Officer Carol Lawler

Senior Adult Altar Server Francesca Fudge

On rare occasions The Bishop will be present, if he brings an MC he automatically takes charge of all Altar Servers but will be assisted by the senior server present on the day.

You are being supervised if one of the Official Adults is in the room with you.

*Altar Servers also have an order of seniority based solely on the length of time they have served in **this** parish. The list is posted in the sacristy.*

The most senior server present will be in charge of the junior members.

When you turn eighteen you become an Adult Altar Server

GOLDEN RULES

At all times I must be happy and safe.

If I do not feel happy or safe I must tell an Official Adult **now**.

I must be ready to tell my parents if I need to.

I should know who is in charge today.

I must only obey the Official Adults on the list above.

If I find myself unsupervised I will go and pray on the sanctuary.

I know what to say if a stranger asks me to do something.

*"I am very sorry but I can only do what the **Official Adults** tell me to do"*

I will not close the sacristy door.

I will give and expect to receive respect from every member of the church community.

I have read and understood the Codes of Conduct displayed in the Sacristy.

I will always use positive language about others.

I expect and deserve to serve God in happiness and safety.