

## **St. Stephen the Martyr**

Anglican Church  
Serving Current River and Area

8 Apr 2023

### **Ministry Description - Head Server**

*Approved by Church Wardens November 3, 2003*

*Amended by St. Stephen's Parish Council September 10, 2015, December 12, 2016*

#### **Qualification, Knowledge, Attitudes**

The Head Server should be baptized and regularly attend St. Stephen the Martyr Anglican Church. It is helpful that the Head Server have some knowledge of Anglican worship, completed the Learning Guide to the Christian Faith in the Anglican Tradition, been confirmed and been a server.

She or he should be interested in the Christian development of children and be comfortable working with children and adults.

The candidate must complete a Police Criminal Record Check (PCRC). The PCRC sector check must be redone every three years and prior to the current one expiring. If the candidate has been a member of the parish for less than one year, he or she must provide two references who are not family members and who can comment on the person's character and suitability to work with children.

#### **Appointment**

The Incumbent appoints the Head Server for a one-year term, from September to September.

#### **Responsibility**

The role of the Head Server is to ensure that servers are prepared to perform the duties of crucifer, acolyte and server in a manner that supports the worship of the congregation and liaise with the Incumbent concerning issues with the servers. The Head Server should attend worship regularly.

The Head Server is a member of the Liturgy Committee.

#### **Specific Duties**

The duties are:

- a. recruit, train and supervise servers; and
- b. schedule servers, forwarding schedule to Reader Coordinator.

#### **Supervision/Accountability**

The Bishop through the Incumbent is responsible for the worship. The Head Server is under the direction of the Incumbent. The Liturgy Committee acts as an advisory committee to give the parish input into the conduct of worship and music.

The Incumbent and Church Wardens may discontinue the appointment as the Head Server for not carrying out the responsibilities and duties of the Head Server or inappropriate behaviour with a parishioner.