

13 October 16

Dear Parent,

Our parish is committed to cooperating with parents and our schools in the development of the Christian faith of all our children. Serving Mass in the church is one way that children's faith, their relationship with God and their understanding of church are enriched. I am grateful for the support of parents and teachers in helping this to happen.

The parish is also committed to safeguarding the welfare of children at all times. The parish follows all the policies and procedures required by the diocese and by the statutory authorities to safeguard children. This commitment also involves a partnership between parents, clergy, our safeguarding representative, and all the parishioners.

I invite you to consider enrolling your child from Third Class and above as an altar server in the parish. Please complete the enclosed form and return it to the school or bring it to the church should you wish to enrol your child.

There are altar servers serving at all four of our weekend Masses in the churches at Ahiohill, Enniskeane and Castletown Kenneigh. You may enrol your child to serve in either of the churches. Typically, a child is rostered to serve once a month.

A timetable for the servers will be circulated to you if you provide contact information on the enrolment page.

Vestments for altar servers are provided at the churches. They are kept in the sacristy. There is no cost to parents.

**Enrolment & Training:** New altar servers along with a parent or guardian with each one are asked to attend a short meeting at Castletown Kinneigh Church on Thursday Oct 27th at 7.30pm. The new server rota for Castletown Church will commence with the Novena of Masses for the Holy Souls, beginning on Nov 2nd.

Thank you for considering this and if you have any questions please contact either Maeve Mangan, Marian O'Neill or myself.

Sincerely,

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Fr. Tom Hayes.

# Altar Servers In Enniskeane Parish

## *Application Form*

The parish is committed to safeguarding the welfare of children at all times. The parish is following all the policies and procedures required by the diocese and by the statutory authorities to safeguard children. This commitment also involves a partnership between parents, clergy, our safeguarding representatives, and all the parishioners.

1. Altar servers are timetabled to serve on a rota basis at Mass at weekends, holydays, and at other special religious events such as Holy Week & Easter ceremonies.
2. The service of altar servers at other liturgies and Masses in church e.g. marriages and funerals, is by arrangement with parents and with their school when necessary.
3. The Altar Servers, a supervising parent, and adults attendant in the sacristy sign an attendance record at each Mass, and follow whatever other steps are required by the Safeguarding Policy of the Diocese.
4. Parents are required to accompany their child/children to the sacristy before Mass and meet them in the sacristy after Mass.
5. At least two adults are present with the altar servers at all times.
6. Parents are asked to be part of a rota of parents who remain with the altar servers while they are preparing to serve Mass and supervise them again after Mass.

*Child's Name:* \_\_\_\_\_ *Class:* \_\_\_\_\_

*Preferred church:* Ahiohill Enniskeane Castletown Kenneigh (*circle one*)

*Parent's Name: (Capital Letters):* \_\_\_\_\_

*Parent's Signature:* \_\_\_\_\_

*Address:* \_\_\_\_\_

\_\_\_\_\_

*Parent's Telephone:* \_\_\_\_\_

*Email Address:* \_\_\_\_\_

*Any medical condition which adults in the sacristy need to know about?*

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