ALTAR SERVER GUIDELINES

Altar Service is an important ministry. You have been called to serve God and His Church as a disciple of Christ. Serving at the Eucharistic liturgy is a privilege and an opportunity to take an active role in the life of the Church. We are thankful that you are sharing your talents in service to celebrate the sacred liturgy.

As an altar server you called to be a disciple of Christ by:
1. Demonstrating the proper respect and reverence during the liturgy.
   • Wear proper altar server attire that is clean and crisp.
   • Know your server part in the Mass.
2. Helping the mass run smoothly.
   • Be alert and attentive during the entire Mass.
   • Be flexible to changes that might take place with the priest and deacons.
3. Inspiring other worshippers.
   • Move with thought and care so your actions show reverence and purpose.
   • Hold hands in prayerful posture.
   • Kneel at the appropriate times with a straight back and shoulders down.
   • Participate in Mass by singing and reciting the prayers.

Remember mistakes happen and that is OK, we are not looking for perfection – JUST DO YOUR BEST FOR EACH MASS YOU SERVE!

Attire
1. Please make sure that your outside attire reflects your respect and reverence of our most sacred space that you are entering.
   • The Cassock has a collar which makes it hard to wear collared shirt, but many servers do opt to wear either a short or long sleeve shirt collared shirt. They then fold down the collar. You may opt to wear a short or long sleeve plain t-shirt if you would prefer.
     o Please no tank tops, graphic t-shirts, or sweatshirts.
   • The preferred bottom would be slacks (pants).
     o Please no jeans, sweatpants, leggings, or shorts.
   • The preferred shoes would be closed-toed with socks.
     o Please no boots (of any kind), open-toed shoes, gym shoes, sandals, or flip flops.
   • Please make sure that your hair is combed.
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Arrival
1. Please arrive at the Church at least 20 minutes prior to the liturgy you are assigned to serve.
2. Please genuflect if you cross in front of the tabernacle or as you are entering the sanctuary to go to the altar server sacristy on the right side of the altar.
3. Please check your name on the list and initial next to it.
   a. Be sure to use the correct list, as that is the only way of keeping attendance.
4. Please dress in the cassock and surplice and ensure that the sacristy is clean and tidy.
5. If you see that there are not enough servers for a liturgy, please come up and help. There should be a minimum of 3 servers at each Weekend Mass time.

Schedule
   a. The schedule is posted a month in advance on line and the link is emailed to the families.
2. Please know when you are scheduled to serve and arrive on-time
   a. Please mark your calendars accordingly as it is your responsibility to know when you are scheduled to serve.
   b. All assignments are made on a rotational basis. Every server will be scheduled for 7:00AM mass at some point.
3. If for some reason you are unable to serve at your scheduled liturgy, please find a substitute. All families work well together, and everyone helps where they can to swap or cover when a server has a conflict in schedules.
   a. Please use the REPLY ALL feature in Sharon Dillon’s schedule email requesting a substitute or swap for your scheduled day and mass time.
   b. Once a sub has found, please email Sharon Dillon know that a swap/substitute was made/ found. Please include all details of dates, mass times, and server names for Sharon Dillon’s records.
   c. Please try to accommodate other servers when contacted for swaps/substitutes