

## Altar Server Instructions

- ✚ Monthly schedules will be e-mailed to servers and posted on this website.
- ✚ As an Altar Server you are a very important part of the Mass. The priest and the congregation rely on your presence. Therefore, you must be committed to serving when you are scheduled. If you have a scheduling conflict, you must inform the Coordinator and attempt to arrange for another Altar Server to serve in your place. Copies of the Altar Server roster with phone numbers and e-mails will be made available by the Coordinator upon request.
- ✚ Dress and wear your hair neatly. Wear clean shoes, pants and a light colored shirt that will not show through the white alb.
- ✚ Arrive 10 to 15 minutes prior to Mass and sign in.
- ✚ Choose an alb from the Vestry that fits. An alb of proper length should brush the tops of your shoes, but not be so long that you could trip. Make sure the cincture you choose is the correct Liturgical color and tied properly—not too tight, not too loose.
- ✚ As you process with Father in church, fold your hands in front of you in respect. If you carry the cross, hold it so the cross is raised slightly above your head, and carry it reverently. During Mass all Altar Servers stand, sit and move in unison.
- ✚ Remember you are very visible at Mass—so please be a wonderful witness for the congregation! Be prayerful: participate in the prayers, responses and song. Be attentive, sit up straight and watch Father during Mass. After Mass, process out reverently.
- ✚ After Mass, hang your alb neatly in the Vestry on the hanger which properly identifies its size, and don't forget to hang up the cincture as well.