

*Altar Servers*

# **Upon This Rock**

*I Will Build My  
Church*

# Altar Server Guidelines

Altar Servers may be children and adults. There are different levels of Altar Servers, from Assistant Altar Servers, who are just learning, to Master of Ceremonies, who assist at special ceremonies such as Confirmation.

## Four levels of service as an altar server:

1. Assistant Server
2. Altar Server I - candle bearer
3. Altar Server II - cross bearer
4. Master of Ceremonies

**What do altar servers do?** Altar servers assist the priest and the deacon at Mass and help the congregation to pray by paying attention to the Mass and carrying out their duties with solemnity and reverence.

## Assistant Altar Servers:

- Must be in fifth grade
- Must be regularly attending Religious Education Classes
- Have received First Communion
- Go to Mass every Sunday
- Be able to sit still
- Actively participate in Mass by singing and following along in the songbook
- Be able to follow directions
- Must serve as often as possible in order to learn how to serve Mass (preferably every time you go to Mass)

**What do you wear?** • White Surplus/Black Cassock; wooden cross. Must wear shoes to serve (no sneakers or sandals)

## How do you behave/ Act as a server?

\*\*In general, pay attention to what is going on in the sanctuary!! Do not fiddle with your hair, alb, cincture or other things. Do not bounce your knees or wiggle your feet. Never hurry!! Always open the hymnal to sing with the congregation and sing. Read all prayers with congregation.

- Keep your schedule in a prominent place or mark your calendars so you won't forget when you are scheduled.
- Before Mass
- Get to Mass 20 minutes early.
  - Wear shoes and clothing that are appropriate for serving to every Mass in case you are asked to step in for someone absent or not there on time.
  - Go to the kitchen and put on your alb (robe), belt, and chain.
  - Go to the vestibule and wait.
  - The first Altar Server who is at the vestibule rings the bells.
  - For the procession, one server will carry the crucifix and be responsible for the Missal (level 2).

- When you reach the altar, the cross bearer bows his/her head and immediately places the processional cross in the stand. Do not stop at the step of the Sanctuary.

## **Mass begins....**

- Throughout Mass pay attention and participate. Use the hymnal for all songs and for the Confiteor, and creed even if you have these memorized. Remember to stand, sit, kneel up straight. and don't fidget. When seated always keep your hands flat on your lap. Keep in mind you are serving everyone in the church, 11 not just the priest. The main job of an Altar Server is to help the people pray! Any movement you make attracts attention, so make sure your movements don't distract anyone from prayer

### **Liturgy of the Word**

- The cross bearer will get the Missal (red Book) from the wooden stand, and stand in front of Father. Hold the book conveniently for him to read - he will adjust the height as needed, unless you are not tall enough for Father to read the Missal.
- When the Opening Prayer is finished and Father has closed the Missal, replace the book on the wooden stand and sit
- Sit during the readings with your hands flat on your lap, stand for the Gospel, and then sit again for the homily. Stand for the Creed. Use the inside front cover of the hymnal to say the creed. Use the book even if you have it memorized to be an example for the congregation.
- When the Alleluia begins, candle bearers go to the processional candles on the altar, genuflect, get the processional candles from the Altar and stand in back of the altar facing the congregation. Process with Father to the Ambo. Stand on each side of the Ambo. Do not leave until after Father reads the Gospel and he places the Gospel book on the stand. Then the candle bearers' process to the back Altar and place the candles on the altar. If there is incense at the Mass, the cross bearer will get the incensor and boat and bring it to Father when he has processed with the Book of Gospels and is at the ambo.

### **Liturgy of the Eucharist**

- When the Universal Prayers are finished and the Ushers start the collection, two people will come up to the altar and put a white altar cloth on it, unless the altar cloth is already on.
- The candle bearers bring the chalices, paten, cruet of water, pall and purificators to Father, and he will place them on the altar. Do not put the chalices on the altar yourself. Then both servers go to the candles on the back altar, genuflect, get the candles, and walk together to the gift table where they wait for the people who will be bringing up the gifts. When the priest stands in front of the altar, they lead the offertory procession to the altar.
- Walking together you will lead the procession of gifts to the back altar. Place the candles on the back altar. Genuflect. Then go on each side of Father to receive the gifts with him. Go to the altar and wait for Father to take the gifts from you. **DO NOT PLACE THEM ON THE ALTAR YOURSELF.** Wait for Father to give you the cruet of water and the flagon. Then go to the credence table for the finger bowl and towel. Put the flagon on the credence table.
- Both servers (candle bearers) then go to the altar with the cruet, bowl, and finger towel. One server holds the water and bowl and the other neatly holds the finger towel over own arm. After Father quietly prays a few prayers, he will come and hold his hands over the finger bowl, pour some water gently over his hands. When he is finished, Father will bow, and servers are to

return the bow. Both servers go to the credence table and replace the cruet, small bowl, and towel. 12 Liturgy of the Eucharist

- Each server returns to his/her side of the altar in front of the server chair and kneels facing the Altar up straight with your hands folded chest high (not sitting on legs or leaning on chair) during the Eucharistic prayers. **THIS IS THE ONLY TIME YOU WILL KNEEL**

- Cross bearer or the first to arrive, rings the bells 3 quick rings when Father elevates the consecrated host and again when he elevates the consecrated wine. Do not touch the bells until you are ready to ring them. When you arrive before Mass, be sure to check that the bells are in the right place for you so since you may not move them until you pick them up to ring them.

- Assume the Orant stance (hold hands out to the side with palms up) and stand during Our Father. Hold hands like Father. During the Sign of Peace, go give the Sign of Peace to the other servers, and Father, then return to your chair.

- At the sign of the peace, do not leave the sanctuary to give the sign of peace to your family.

- During communion, the Cross bearer needs to remove the Missal (Red Book) from the Altar and put it back on the wooden stand. Everything should be removed from the altar and placed on the credence table. The cross bearer returns to his/her chair, sings the Communion Hymn, and **STANDS FOR THE REMAINDER** of Communion until Father sits.

- Stand to receive communion. Stand straight and reverently.

- After communion is finished and the Tabernacle is closed, all servers will sit when the priest sits.

### **Concluding Rites**

- When Father stands and says, "Let us pray", stand, and the cross bearer brings the Missal (red book) to Father, again holding it in front of him as high as he wants it. When he is finished, replace the book on the wooden stand.

- After the final blessing, as the closing hymn begins, cross bearer will get the processional cross. Wait in front of the altar at the bottom of the steps.

- Candle bearers will get the candles and stand a few feet in front of the cross bearer, at the front step. Servers will make a simple bow when the priest genuflects or bows, and then the cross bearer will lead the recession slowly down the center aisle. The Assistants genuflect with Father.

- Stay in position, near Father until most of the church is cleared, then go to the Sacristy and replace the cross in the holder. Replace your alb, belt, stole, and chain place neatly in their proper places.

## *Guidelines to Help You During Mass.*

- Standing - If you are not holding anything, put your palms together with your fingers pointed up and your thumbs touching your chest or have your hands reverently folded. If you are holding something, hold it in your right hand or with both hands if needed. Stand up straight.
- Kneeling - Keep your hands folded the same as if you are standing. Do not lean back on your shoes.
- Sitting - Sit with your hands flat on your knees or fold your hands in your lap.
- Bowing - There are two kinds of bows: a bow of the head and a profound bow (from the waist)
  1. When passing in front of the altar during Mass - profound bow.
  2. When carrying the processional cross, bow head.
  3. During the Creed at the words, "and by the Holy Spirit was incarnate of the Virgin Mary and became man." — profound bow
  4. When giving something or receiving something back from Father or the deacon - bow of the head.
  5. When the name of Jesus - bow of the head.
  6. Before receiving Communion - bow of the head.
- Walking in procession – Walk slowly. Use the Hymnal and sing with the Congregation.
- Hold the Roman Missal for Father : hold it high so that father can read from it.
- Ring the hand bells during the Consecration Ring (when Father elevates the Host and the Chalice), 3 short rings with a short but definite pause between (not rung during Advent or Lent, or if there is no Gloria) Know what and where the credence table is: The credence table is where all items used during the Mass are set up before Mass starts.
  
- Genuflecting – You may, on occasion be required to Genuflect during Mass, such as when there is a visiting Bishops or other clergy. When you genuflect, touch your right knee to the floor while keeping your back straight. Keep your hands together when to genuflect at Mass:
  1. When entering and leaving the sanctuary at the beginning and end of Mass.
  2. Anytime you pass in front of the tabernacle outside of Mass.

### Know what the basic parts of the Mass and basic prayers:

1. Liturgy of the Word - This is the part of the Mass where we listen to the Word of God and hear Father explain the readings in the homily.
2. Liturgy of the Eucharist - This is the part of the Mass where the bread and wine are transformed into the Body and Blood of Christ and we receive Him in the Eucharist. Be able to give at least a one-sentence description of the Eucharist: "The Holy Eucharist is the sacrament which contains the Body, Blood, Soul and Divinity of our Lord Jesus Christ under the appearances of bread and wine."
3. Make the sign of the Cross reverently and properly
4. Know the Our Father, Hail Mary, and the Glory Be and the CREED

**\*\* What to Do as an Altar Server If you cannot serve when you are scheduled, you must get your own replacement ahead of time. It is your responsibility to contact others on the altar server roster to get a replacement. Please DO NOT be a NO SHOW!!!**

## Altar Server level I: Candle Bearer

- Know everything an assistant altar server does
- Be able to carry the processional candles
- Be able to prepare the Altar.

**Attire:** • White Surplus/Black Cassock; Silver/gold cross. Must wear shoes to serve  
(no sneakers or sandals)

Know the names and purposes of the following articles used at Mass: (see Attachment A)

- Lavabo bowl and towel - The lavabo bowl (lavabo is Latin for wash) is used by Father to begin the Liturgy of the Eucharist. He will dry his hands with the towel. One server will hold the bowl and cruet and will pour water from a cruet over Father's hands. The other server will hold the towel.

- Processional candles - Processional candles are carried by servers in the opening and closing processions, Gospel, and communion procession; they are placed in stands on the back altar during Mass.

- Purificator - The purificator is a cloth used to clean the chalice. Know what the different vestments are called and used for: (see Attachment A)

- Alb - (alba means white) the alb is the white garment normally worn by all serving at the altar. • Cincture - a rope tied around the waist over the alb.

- Stole - a long rectangle of cloth in the liturgical color of the day worn under the chasuble or dalmatic. A priest wears it over both shoulders and a deacon wears it over one shoulder.

- Chasuble - the large vestment that goes over Father's head. This vestment matches the color of the day.

- Cope - a special cape-like vestment that a priest wears when doing Benediction.

- Humeral Veil - a rectangular piece of cloth about 8 feet long and 18 inches wide, draped over the shoulders and down the front. At the ends there are sometimes pockets in the back for hands to go into so that the wearer can hold items without touching them with the hands. Know the names and functions of the different parts of the chalice "dressing":

- Paten - a small gold plate that goes on top the purificator on the chalice. This plate holds the large host used by Father at Mass.

- Pall - A stiff square of white cloth that goes over the paten. It is used to cover the chalice once the wine has been poured in it to keep anything from falling in.

- Corporal - A large square of white cloth that goes under the chalices and ciboria on the altar. It is used to catch any bits of the host that fall during Mass.

- Purificator - A white rectangle of fabric used for cleaning the chalice. It goes between the chalice and paten.

- Chalice - The large gold cup used to consecrate the wine at Mass. Other chalices may be placed on the altar if Communion under both kinds is being distributed to the congregation.

### Learn the Fruits of Holy Communion:

- Brings us closer to Christ
- Gives us grace to avoid sin
- Washes away venial sin
- Brings us into unity with the whole Church
- Commits us to helping the poor

## **Altar Servers Level II - Cross Bearer**

- Must know all previous listed duties
- Carry Processional Cross
- Assist at the Altar with cruets, lavabo dish, chalice, paten, and prepare Altar for Mass • Carry Holy Water for Asperses blessings.
- Be able to carry processional cross, use the thurible, and hold the Roman Missal.
- Use the hymnal for all songs and for the Confiteor, and creed even if you have these memorized.

**Attire:** • Wear white alb with hood.

Know the names and purposes of the following articles used at Mass: (see Attachment A)

- **Missal** - The Missal contains all of the prayers for the Mass. At the beginning and end of Mass, one server will hold the Missal for Father at his chair so he can read the prayers. The Missal is also placed on the altar during the Liturgy of the Eucharist.
- **Cruets** - Cruets are small glass bottles that hold wine and water.
- **Flagon** - the flagon is used on Sundays to hold the wine before it is poured into separate chalices. It is brought up during the Offertory.
- **Ciborium** - the ciborium is a dish with a lid that contains hosts. Sometimes it looks like a chalice.
- **Processional crucifix** - The processional crucifix is carried by a server during the opening and closing procession. The processional crucifix is put on the right side of the sanctuary during Mass.
- **Chalice** - The Chalice is where the wine mixed with water becomes the Body and Blood of Christ during the Consecration. The chalice is a gold cup that is brought to the altar during the Liturgy of the Eucharist. On Sundays, several chalices are usually prepared so more people can receive the Precious Blood.

## **Know the different colors for the liturgical seasons:**

- Green - used during ordinary time.
- Violet / Purple - used during Advent and Lent.
- White - used during Easter and Christmas seasons, on feasts of Jesus, Mary, and saints who were not martyrs. Can also be used at Masses for the dead.
- Red - Palm Sunday, Good Friday, Pentecost, Apostles, Evangelists and martyrs.
- Gold and Silver can be worn on special feasts such as Easter and Christmas.

## **Know the parts of the Mass:**

- Entrance Procession or Processional- the ceremony at the beginning of Mass where Father and the Deacon enter the Sanctuary.
- Penitential Rite - the part of the Mass where we reflect on God's abundant mercy.
- Gloria - the hymn following the penitential rite praising God. • Collect (opening prayer) - the first prayer of the Mass that changes every week.
- 1st and 2nd Reading - readings from the Old Testament and parts of the New Testament, except the Gospel. • Responsorial Psalm - the hymn that comes between the 1st and 2nd reading.
- Gospel- the reading from the Bible that tells about the life of Christ. • Homily - the part of the Mass where Father explains the readings.
- Creed (Credo) - the part of the Mass where we all say what we believe about God and the Church. • Universal Prayers - the part of the Mass where we pray for those in need.
- The Offertory - the part of the Mass where the gifts are brought to the altar. • Eucharistic Prayer and Consecration - the part of the Mass where the bread and wine become the Body and Blood of Christ. • Communion - the part of the Mass where we receive Christ in the appearance of bread and wine. • Closing Prayer - the final prayer of the Mass.
- Recessional - the procession that occurs after the end of Mass when everyone leaves the Sanctuary.

- Know the following prayers: Act of Contrition Apostles Creed Prayer before Meals
  - **The following things are incensed during Mass:** the altar cross, the altar, Book of Gospels, the priest, the Paschal Candle, the offerings for the Mass, and the people.
  - Incense will be used at the start of Mass, the Gospel reading, and offeratory. Always use three swings when incensing, except when incensing the altar.
- Altar Servers II's who meet these requirements will be taught to:
- Use a thurible
  - Carry the processional cross
  - Master of Ceremonies
  - Train level Assistant, 1 & 2 servers.
  - Mentor younger altar servers.
  - Serve for high feast days (Christmas, Easter, Confirmation)
  - Know how to assist at a Mass with the Bishop. • Know how to assist at Benediction. •
  - Assist at Altar Server training
  - Become a reader.
  - Use the hymnal for all songs and for the Confiteor, and creed even if you have these memorized. Being a

**Master of Ceremonies is an honor and a privilege. Only those who have attained the highest level of knowledge, respect and maturity will be granted the status of Master of Ceremonies. It is your job to recruit new Altar Servers, train and supervise beginning Altar Servers, and insure all Altar Servers are prepared to serve the liturgy with reverence. You must be prepared to be a shining example of Catholic life and serve the liturgy with grace and reverence. You will assist the director of Altar Servers and our parish priest**



### Appendix: A Guide to Items Used in Mass

1. **Missal** Contains the opening prayer, prayer over the gifts, prayer after communion, and solemn blessings, Eucharistic prayers and prefaces for all of the Masses, including special occasions.
2. **Book of Gospels** This book contains the Gospel readings for each Sunday of the three year cycle, plus all solemnities, feasts, and ritual Masses that are celebrated throughout the liturgical year. It is carried in the procession by the first Lector or the Deacon.
3. **Lectionary** Contains the 1st and 2nd scripture readings for Mass. It is on the ambo, on top of the Universal Prayers binder.
4. **Hymnal** Contains all the parts of the Mass for a specific season in the liturgical year, including instructions on when to stand, sit, or kneel.
5. **Chalice** (CHALis) The large cup used at Mass used to hold the wine which becomes the Blood of Christ. Communion Cups Chalice like vessels used at communion when the people receive from the cup. They are kept on the Credence Table and brought to the Altar at communion time.
6. **Ciborium** (si-BORE-ee-um) A vessel used to hold the Hosts which will be used for Communion. They are also used to reserve the Blessed Sacrament in the tabernacle. Sometimes they have a lid.
7. **Corporal** A white linen cloth on which are placed the vessels containing the bread and wine during Mass which will become the Body and Blood of Christ
8. **Decantor or Flagon** (FLAG-un) The bottle or pitcher like vessel used to hold the wine which will be consecrated at mass for the communion of the people. It is brought forth with the gifts.
9. **Pall** (PAHL) The stiff, square, white cover that is placed over the paten when it is on the chalice. Paten (PAT-en) A saucer-like disk which holds the bread which becomes the Body of Christ.
10. **Purificator** A white cloth used to cleanse the chalice. It resembles a napkin. 19 Censor & Boat The Censor, also known as the
11. **Thurible**, is used at solemn occasion to incense the bread and wine after the offertory, the priest, and congregation. The Boat holds the incense until it is place in the censor by the celebrant.
12. **Tabernacle** The shrine or receptacle either round or rectangular that serves as a place for the exclusive reservation of the Blessed Sacrament. It should be of solid material, opaque, secure and inviolable, fitting the architecture of the church in a preeminent place.
13. **Monstrance** A sacred vessel designed to expose the consecrated Host to the congregation either for adoration in church or carrying in procession, particularly on the Solemnity of the Body and Blood of Christ.
14. **Sanctuary Lamp** An oil lamp or wax candle that burns near the tabernacle. It is always lit whenever the Blessed Sacrament is reserved in churches or chapels as a sign of honor shown to the Lord.
15. **Alb** A long white garment which can be used by all liturgical ministers. It is a reminder of the baptismal garment worn when the new Christian "Put on Christ."
16. **Cincture** A long cord used for fastening albs at the waist. It holds the loosefitting type of alb in place and is used to adjust it to proper length. It is usually white, although the liturgical color of the day may be used.
17. **Chasuble** (CHAZ-uhbuhl) The sleeveless outer garment, slipped over the head, hanging down from the shoulders covering the alb and stole of the priest. It is the proper Mass vestment for the main celebrant and its color varies according to the feast.
18. **Priest Stole** A long cloth "scarf." According to the manner in which it worn it is the mark of the Office of the priest or deacon. A priest wears it around the neck, letting it hang down in front. Deacon Stole A long cloth "scarf." According to the manner in which it worn it is the mark of the Office of the priest or deacon. A deacon wears it over his left shoulder, fastening it at his right side.
19. **Cope** (KOPE) A cape-like garment which is put over the shoulders and hangs to the ankles, it is open in the front and worn by a priest or deacon in processions at Benediction and in other services.
20. **Liturgical Colors for Chasuble and Stoles Green** - Worn during "Ordinary Time." Ordinary does not mean ordinary in the sense of common or normal. Ordinary means counting, as in the 15th Sunday in Ordinary Time. Red - Worn on Passion (Palm) Sunday, Good Friday, Pentecost Sunday, and on the Feast Days of Martyrs including the Apostles and Evangelists. White - Worn during the Christmas, Easter seasons and celebrations of Mary, the Angels, Saints who were not martyrs, All Saints, Birth of John the Baptist, Chair of Peter, Conversion of Paul, St. John the Evangelist and is the preferred color for Masses for the dead.. Rose - Worn on the 3rd Sunday of Advent (Gaudete Sunday) and the 4th Sunday of Lent (Laetare Sunday). Black - Was traditionally worn at Masses for the dead. Now the preferred color is White or Violet. Violet - Worn during Advent and Lent or at Masses for the dead

Serving When There Are Only 2 Servers When there are only 2 altar servers, the candle bearer will do his normal tasks; the cross bearer will not carry the processional cross in or out; he/she will do his normal assisting of Father and setting the Missal on the altar for Communion. Otherwise, he/she will assist the candle bearer at the reading of the Gospel and in preparing for Communion. For your information, when only 2 servers are present, the sacristan should ask one of the greeters to process in with the processional cross. The 2 servers will process in with the 2 altar candles. One of the servers will sit on the side near Father and fulfill the duties of the Cross Bearer (Altar Server 2). The other will sit where the candle bearers (Altar Server 1's) sit. Both altar servers will get the altar candles and process with Father at the Gospel reading. After the Cross Bearer places the Missal on the altar to prepare for Communion, he/she will go across to the other side to help bring over the sacred vessels Father will need for Communion with the Candle Bearer. Then both will get the altar candles and go to the back of the church to lead the people bring up the offerings and gifts. Both will fulfill the normal Candle Bearer tasks in helping Father to prepare for Communion. After assisting to wash Father's hands, the Cross Bearer will walk across behind father to the normal Cross Bearer's place. He/she will ring the bells at the appropriate time. During the distribution of Communion, both altar servers will get one of the altar candles and stand beside the person distributing the Precious Body. As the final hymn starts, both altar servers will get the altar candles and stand at the front pew. They will leave as normal with Father.

#### 14 Altar Server Instructions for Benediction

After the opening hymn Once the Blessed Sacrament has been exposed, the cross bearer gets the censor and the boat (incense holder), and bring them to Father. When the server brings the censor and boat to the presider, he/she hands the boat to the presider, then lifts the top of the censor by the chain (if you touch anywhere other than the top of the chain, it will be hot), and raise the censor so that the presider can put incense in it. The presider will then take the censor, and hand the boat back to server. The server kneels next to Father while he incenses the Blessed Sacrament. The server then takes the censor from the presider, and returns both the censor and the boat to the stand, and kneels in place. There will be some readings, time of silence, hymns, and maybe a short homily. At the same time, the candle bearer gets the Humeral Veil, and stands waiting for the presider to motion to bring it to him. The server brings the veil to the presider and places it on Father's shoulders, then kneels next to him. After the presider has blessed the assembly with the Blessed Sacrament, he hands the veil back to the candle bearer. The server takes the veil into the sacristy, and places it neatly on the vesting table. When the presider stands all of the servers go to the front of the altar, and then process out in the usual manner, during the recessional hymn.

#### 15 Basic Expectations for All Teller County Catholic Community Altar Servers

When deciding whether to become an altar server, please discern prayerfully. Altar serving requires sacrifice on the part of the server and his/her family. You may not always be serving at the Mass that you usually attend. To server at the altar is a privilege and an honor that carries with it some basic requirements and expectations. When you choose to be an altar server, you are representing both Teller County Catholic Community and your fellow servers even when you are not vested. Please keep this in mind in the way you dress, talk and behave both in and out of church. The following are to be observed by all servers at Our Lady of the Woods.

1. Always arrive 20 minutes or more before Mass starts if you are serving. If you arrive less than 10 minutes before Mas, you will not be able to serve that Mass.
2. If you are a server, always dress as if you were going to serve when you go to church, including black dress shoes, in case you are needed to serve.
3. If you arrive at church and are not on the schedule, check with the sacristan to make sure that you are not needed.
4. If you are not going to be able to serve on a particular Sunday, YOU are responsible for finding a replacement as soon as possible. If you do not find a replacement and do not contact the Sacristan on three occasions, you will be taken off the schedule and have to go through server training again.
5. Follow the dress code for servers: Pants - brown, black, gray, navy, or tan dress pants with a belt. (no jeans or shorts) Socks black, dark blue, or brown solid color dress socks. Shoes - black dress shoes - no athletic shoes or sandals. Shirts - solid color dress shirt with a collar (preferably white). Jewelry - no earring or any other piercing. Hair - nicely combed and cleaned.
6. Go to Confession at least every other month. If you need to go to confession, try to go on the Saturday before you serve so you will be able to receive Holy Communion at Mass.
7. To be given more responsibilities at Mass, you demonstrate to Father that you are following all directions for the current level of service.
8. Family must be registered at Our Lady of the Woods or St. Peter or St. Victor and be participating members. By signing below, I understand the rules for serving at Mass and promise to follow them. Server

Parent \_\_\_\_\_

Date \_\_\_\_\_ Church copy (please sign and turn this into the Head of the Altar Servers) 16 Basic Expectations for All Teller County Catholic Community Altar Servers When deciding whether to become an altar server, please discern prayerfully. Altar serving requires sacrifice on the part of the server and his/her family. You may not always be serving at the Mass that you usually attend. To server at the altar is a privilege and an honor that carries with it some basic requirements and expectations. When you choose to be an altar server, you are representing both Teller County Catholic Community and your fellow servers even when you are not vested. Please keep this in mind in the way you dress, talk and behave both in and out of church. The following are to be observed by all servers at Our Lady of the Woods. 1. Always arrive 20 minutes or more before Mass starts if you are serving. If you arrive less than 10 minutes before Mas, you will not be able to serve that Mass. 2. If you are a server, always dress as if you were going to serve when you go to church, including black dress shoes, in case you are needed to serve. 3. If you arrive at church and are not on the schedule, check with the sacristan to make sure that you are not needed. 4. If you are not going to be able to serve on a particular Sunday, YOU are responsible for finding a replacement as soon as possible. If you do not find a replacement and do not contact the Sacristan on three occasions, you will be taken off the schedule and have to go through server training again. 5. Follow the dress code for servers: Pants - brown, black, gray, navy, or tan dress pants with a belt. (no jeans or shorts) Socks black, dark blue, or brown solid color dress socks. Shoes - black dress shoes - no athletic shoes or sandals. Shirts - solid color dress shirt with a collar (preferably white). Jewelry - no earring or any other piercing. Hair - nicely combed and cleaned. 6. Go to Confession at least every other month. If you need to go to confession, try to go on the Saturday before you serve so you will be able to receive Holy Communion at Mass. 7. To be given more responsibilities at Mass, you demonstrate to Father that you are following all directions for the current level of service. 8. Family must be registered at Our Lady of the Woods or St. Peter or St. Victor and be participating members. By signing below, I understand the rules for serving at Mass and promise to follow them. Server \_\_\_\_\_ Parent \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ Parent Copy

Assistant Altar Servers: • Must be in fourth grade • Must be regularly attending Religious Education Classes • Have received First Communion • Go to Mass every Sunday • Be able to sit still • Actively participate in Mass by singing and following along in the songbook • Be able to follow directions • Pass a test on the following information • Must serve as often as possible in order to learn how to serve Mass (preferably every time you go to Mass)

