

# MINISTRY OF ALTAR SERVING

## ST. JOHN ALTAR SERVER GUIDELINES

THE PRIMARY ROLE OF THE ALTAR SERVER IS TO ASSIST THE PRIEST IN THE CELEBRATION OF MASS AND ALL OTHER SPECIAL LITURGIES. THIS IS DONE THROUGH SPECIFIC ACTIONS AND BY SETTING AN EXAMPLE TO THE CONGREGATION BY ACTIVE PARTICIPATION IN THE LITURGY (HYMNS, PRAYERS, RESPONSES, ETC.), BY BEING ALERT, SITTING QUIETLY, STANDING TALL, KNEELING UPRIGHT WITH HANDS IN THE PRAYING POSITION, EYES ON THE PRIEST AND READERS, GENUFLECT OR BOW WHEN PASSING THE TABERNACLE.

**BE IN SACRISTY 20 MINUTES BEFORE MASS AND ALL OTHER LITURGIES  
IF YOU ARE NOT SIGNED IN AND READY BY TEN MINUTES BEFORE THE FIRST BELL WE  
WILL NEED TO REPLACE YOU  
WHEN UNABLE TO SERVE AT YOUR SCHEDULED MASS TIME YOU ARE RESPONSIBLE  
TO GET A REPLACEMENT.**

### **DRESS APPROPRIATELY**

WHATEVER YOU WEAR UNDERNEATH AN ALB WILL SHOW THROUGH. WEAR WHITE OR SOLID COLORS.

COLLARED SHIRTS/BLOUSES (NO SLEEVELESS), DRESS SLACKS/KHAKIS, POLO SHIRTS, DRESS SHOES/CLEAN TENNIS SHOES, (FOR SAFETY REASONS NO FLIPFLOPS OR SANDALS, HIGH/STACKED HEELS FOR GIRLS ARE NOT ACCEPTABLE,

FOR YOUNG LADIES WEARING DRESSES OR SKIRTS, HEMLINE TO BE NO MORE THAN 2 INCHES ABOVE KNEE

IN SUMMER DRESS/CARGO SHORTS MAY BE WORN BUT MUST NOT BE MORE THAN 2 INCHES ABOVE THE KNEE. **NO SHORT SHORTS**

LIGHT CANDLES – CHECK CREDANCE TABLE – ROMAN MISSAL – SONG BOOKS - KNOW WHERE EVERYTHING IS IN THE SACRISTY

WHEN INSTRUCTED PROCEED UP SIDE AISLE TO VESTING ROOM FOR CROSS & CANDLES AND FOR ANY FURTHER INSTRUCTIONS FROM THE PRIEST  
STAND TOGETHER IN THE GATHERING SPACE

AFTER MASS: WALK QUIETLY BACK TO SACRISTY DOWN MIDDLE AISLE (**DO NOT RUN**), PUT OUT CANDLES – CLEAR OFF CREDANCE TABLE – ASK IF ANTHING ELSE NEEDS TO BE DONE

THERE WILL BE AN ADULT IN THE SACRISTY DURING ALL MASSES AND OTHER LITURGIES

TRAINERS: BARB GRUNEWALD- LINDA FARICY – JIM SPANIOLA  
TRISH MCKEE, MARTHA KOENIGSKNECHT, RICH STOOLMAKER

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