

# Parish of St. Thomas More

## Altar Server Ministry

### Basic Rules

- The parish web site has special pages full of information to help you learn your duties. Please take advantage of this valuable tool.
- Please be neat and dress appropriately. Avoid wearing shirts with logos or other symbols that may show through the alb you wear. Sandals are okay but flip-flops should not be worn. If you are a young lady with longer hair please wear it tied back.
- It is your responsibility to review the schedule and be aware of the dates you are scheduled to serve.
- In the event you are unable to serve you should make a reasonable effort to call someone on the list to find a replacement. Try not to wait until the last minute. If you are unable to find a replacement, please call the other individuals you are scheduled with so they will be better prepared to serve without you.
- There will be an attendance book on the counter in the sacristy. Please sign-in next to your name on the day you serve. If you are replacing someone cross out their name and write in yours.
- Servers are to arrive at least 10 minutes before the time of the scheduled Mass. If you are late an alternate may be picked to take your place. Report to the sacristy, put on your Alb and check with the priest for any special instructions. You should also talk with your partners and determine which duties each of you will be responsible for.
- Your conduct during Mass is very important. Please pay close attention to what the Priest is doing during Mass. Be mindful of your posture and hand position while standing and sitting. Try to remember the times you are required to bow during the Mass. Every server should be familiar with the prayers and responses that are said during Mass.
- Please make sure the albs are hung neatly in the closet. Tell someone If you notice something wrong with one of the garments.
- Lastly, **stay calm**. If you are not sure what to do simple ask the priest or deacon for direction.

Your role is very important and there is a lot to remember. You will learn by observing others while they are serving. Please don't hesitate to ask questions. If you feel you need additional training ask your parents to contact us and we will be happy to schedule a session.