

## ALTAR SERVER TRAINING

1. Arrival should be 15-20 minutes prior to Mass.
2. Dress in robe (length should be to ankle) and add cincher (always check for notes from Sister and server schedules). If you are unavailable to serve the Mass you are on the schedule for, it is up to you to find a replacement. If you do not show up or find a replacement then we do not have proper coverage.
3. Make sure Missalettes are up at seats so you can follow along and be prepared for the next order of the Mass. Be sure the bells are near kneeling cushions.
4. Candles should be lit 5 minutes before Mass begins (not any sooner). If you cannot reach to light the candles please ask an usher to help you.
5. Candles should be lit and extinguished with candle **snuffer ONLY**. **DO NOT BLOW OUT CANDLES.**
6. When processing into Mass and processing for the presentation of the gifts, walk slow. (If you are past halfway up the aisle before second verse of song SLOW down.)
7. If you are carrying the crucifix carry it as high as you can without stretching. If you are just processing in then hands should be folded, and hands should be folded when you are on the altar and not doing anything else. There should be no talking at all with each other.
8. When entering or leaving the altar please use hand rail and **DO NOT WALK ON CUSHIONS.**
9. **ALWAYS** bow passing the altar, both in front and behind (no matter how many times you must pass it.)
10. When you are to bring the water, bowl and towel, make sure you are standing AT THE EDGE OF THE ALTAR, (close enough that you could touch it). Then the person holding the towel should put it over their forearm extended slightly for Father to be able to take it from you. Keep your arm extended so he can replace the towel back on your arm.

11. **TO RECEIVE COMMUNION STEP OVER TO THE OTHER SIDE OF THE RAIL AND RECEIVE FROM THE EUCHARISTIC MINISTER, THEN MOVE TO YOUR LEFT TO RECEIVE FROM THE CUP.** After you have received Communion **PLEASE REMAIN KNEELING** until Father and the Eucharistic Ministers go back to the altar with the vessels.
12. **ONCE FATHER HAS RETURNED TO THE ALTAR TO CLEAN THE VESSELS, COME AND STAND DIRECTLY** behind the minister so you can take the vessels back to the table. THIS IS YOUR JOB.
13. Always watch Father to see if he is in need of your assistance.
14. Always bow to Father when you are walking away from him after giving him the bread and wine and after the washing of his hands.
15. When processing out at the end of Mass, come back around and replace the crucifix and extinguish the candles using the snuffer, and to bow to Jesus in the Tabernacle.
16. Return your robe and cincher to the altar server's room and **PLEASE MAKE SURE YOU HANG BOTH UP IN THE CLOSET.** If you cannot reach, there is a stool to stand on or ask one of the taller servers to help you. **PLEASE DO NOT THROW** the robes on the stools or floor when finished using them.

This is a very important way to serve God and to be witnesses to our faith. If the other servers do their duties incorrectly, remind them of the proper way Father Thom would like them to do it.