

REQUIREMENTS & RESPONSIBILITIES OF ALTAR SERVICE

Requirements for Altar Servers:

- **Complete mandatory altar server training (Practicum)**
 - The Wedding and Funeral Mass Practicum Workshop is optional for servers, but mandatory if server wants to serve weddings and/or funerals.
- **Altar Servers are asked to be in attendance at the following events:**
 - New Server Installation Mass – (Date TBD)
 - Parish May Procession – (Date TBD)
 - Parish Forty Hours Closing Ceremony – (Date TBD)

Responsibilities and Obligations of Altar Servers:

- **Attend Scheduled Mass; arrive 15 minutes prior to start.**
 - Sign-in next to your name or the name of the person whose place you are taking.
- **Altar servers should be reverent and attentive and participate fully in the Mass, reciting responses and prayers, and singing hymns.**
- **You must check your schedule every quarter and make a note of the dates and times you are scheduled to serve.**
 - The server schedule will be posted on the *Ministry Scheduler Program* web site. You will be given access to the site through a user name and password that will be set up for you.
 - On that site, you will have a personal profile page on which you can see the dates that you are scheduled to serve, as well as request a sub for dates that you need off.
 - You will receive reminders from the scheduler program close to your date of service.
 - Before each quarter, you will be given the opportunity to update your profile with your availability dates for the next quarter.
 - The altar server schedule will also be posted on the parish website:
www.simonandjude.org
- **If you are unable to serve a Mass for legitimate reasons, make sure you find a Substitute in advance.**
 - Don't wait until the last minute to request a sub or call someone.
 - In the spirit of charity, offer to substitute if you are available when someone asks. The day will come when you will need a substitute.
- **The way you dress reflects your reverence for God and others at Mass. Always wear your Sunday's best to serve:**
 - Wear appropriate dress pants, shirt, skirt or dress – no t-shirts, or shirts with logos or large prints that can be seen under your robe.
 - No jeans, shorts, gym pants or short skirts/dresses.
 - Dress shoes are appropriate. No flip-flops, backless shoes, high heels, or sneakers on the altar. Uggs® boots are OK.
 - Hair should be neatly combed and cut. Hair should not be covering your eyes.
 - Hair should not be dyed in a distractingly colorful fashion. No heavy make-up.
 - *Please no chewing gum or candy.*
- **Bad language or unchristian behaviors will not be tolerated.**