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**PARISH MINISTRY - KNIGHTS OF THE ALTAR**  
Altar Server Registration Form

**MINISTRY INFORMATION:**

Dulce Nombre de Maria Cathedral-Basilica (CB) strives to make each Mass (Eucharist) a meaningful experience of faith, hope, and love to all who are present. This takes preparation and the conscious participation of all present, especially the ministers at the Mass. In their various roles, all ministers participate in making the Mass a heartfelt experience of God in our lives.

Altar servers play an important function in this. Their basic role is to (1) model reverence and respect in the house of God, (2) lead the assembly in responding to the prayers of the Mass, and (3) assist the presider and deacons with the handling and care of various items necessary at Mass. When these functions are done well, the altar servers help to create a prayerful atmosphere for the celebration of the Eucharist. The following guidelines are provided to help coordinate the important ministry of our altar servers.

**General Altar Server Guidelines**

All ministers must be registered parishioners of CB.

All adult altar servers (18 years and above) must complete the archdiocese's safe environment training (i.e. VIRTUS)

**Schedules**

- Altar servers are expected to serve one (1) Sunday Mass each week and may be assigned to assist at weddings, funerals, and other special events.
- Altar servers are asked to arrive at church early in order that they have time to prepare themselves and listen to any special instruction from the presider. Altar Servers are not to arrive earlier than one (1) hour before the start of mass and will be dismissed 10 to 15 minutes after Mass.
- An altar server who is unable to serve at his or her assigned Mass is asked to inform an altar server leader as soon as possible.
- All Servers are to attend training sessions as required.

**Conduct**

- The Mass is a sacred celebration. Altar Servers should be respectful before, during, and after service.
- No chewing gum or eating candy during Mass.
- Refrain from unnecessary talking during Mass.
- Maintain good posture and refrain from any unnecessary movement or actions during Mass.
- Work as a team with other altar servers to help ensure the Mass flows reverently.
- Be good examples of Christian virtues at all times.
- Report any inappropriate behavior such as violence, bullying, stealing or dishonesty to the pastor, rector, or an adult supervisor.

**Dress Code**

- The uniform used by Altar Servers are the property of the Cathedral-Basilica and must be (1) properly cleaned and pressed before being used for Mass and (2) returned no later than one week after their resignation or dismissal.
- Only black dress pants, black socks (above the ankles), black dress shoes are to be worn under the cassock and surplice for mass. Females may wear dresses or skirts provided that they are modest in design and length, however black socks and black shoes must still be worn.
- Maintain good hygiene. Hair styles and the use of makeup ought to be simple so as not to draw unnecessary attention to one self. Long hair must be tied back with a black hair tie.

**General Cleanup**

- Keep the sacristy clean and neat.
- Hang up clothes and return all items to the proper place after Mass.
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**MINISTRY INFORMATION (CONTINUED):**

**Pastor's Role**

With the help and support of parents and other altar server leaders, the pastor promotes a well-organized, safe and effective altar server ministry. The pastor approves and enforces all policies and guidelines of the altar servers. Changes to these guidelines will be available in the pastoral center, main sacristy and parish website. The pastor is to implement the Archdiocese of Agaña Safe Environment Program at our parish level. Please see the Safe Environment Program document available on the official Archdiocese of Agaña website.

**Knights of the Altar (Youth)**

**Age**

The Knights of the Altar is the youth component of our parish altar server ministry. Knights of the Altar are between seven (7) and seventeen (17) years of age and must have already received First Holy Communion or currently preparing to receive First Holy Communion. Youth within the altar server ministry (Knights of the Altar) who reach the age of adulthood (18 years old) are recognized for their service and encouraged to continue their ministry at the CB as an adult altar server coordinator, sacristan, lector or another appropriate ministry.

**Youth Days of Recollection and Outings**

The Cathedral-Basilica may occasionally offer a day of recollection or outing for the Knights of the Altar as a sign of appreciation for their service, faith formation, and/or team building activities. All Knights of the Altar are welcome to attend but must have the support and written permission of their parent(s) or legal guardian. CB has a standard permission form that must be completed and signed before a minor is allowed to participate. Substitute permission notes are not acceptable.

**Parents' Role**

A youth must have the support of at least one parent or legal guardian to join the Knights of the Altar. The parents of minor altar servers must be willing to give their child a ride, or otherwise arrange transportation for their child to be on time at their assigned Mass and at all practices, special events, and activities. The transportation of minors is the responsibility of parents and/or legal guardians. Parental supervision is encouraged for all altar server events, including practices, outings, and days of recollection. All CB Knights of the Altar events outside of the regular schedule of Masses and practices must have the written approval of the pastor.

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**Knight of the Altar Applicant (Please print and sign)**

*The signature of at least one (1) parent I legal guardian is required if applicant is a minor (under the age of 18 years)*

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**Parent/Legal Guardian (Please print and sign)**

Approved By:

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**Signature of Pastor/ Rector**



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**PERSONAL INFORMATION:**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Village: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

[ ] Completed VIRTUS ® Certification? (Required if over 18 years of age) Date Completed: \_\_\_\_\_

**SACRAMENTS RECEIVED:**

**Baptism** Parish: \_\_\_\_\_ Date: \_\_\_\_\_

**Holy Communion** Parish: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION (IF UNDER 18 YRS):**

Name of Father/Guardian: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name of Mother/Guardian: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**MEDICAL INFORMATION:**

Please list all allergies, medical reactions, health conditions, and any medications your child is currently taking.

\_\_\_\_\_

Medical Insurance/Provider: \_\_\_\_\_ Policy No: \_\_\_\_\_

**IN CASE OF EMERGENCY:**

Please provide the names of two (2) individuals that we may contact in the event both parents are unreachable.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Home Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Home Address: \_\_\_\_\_