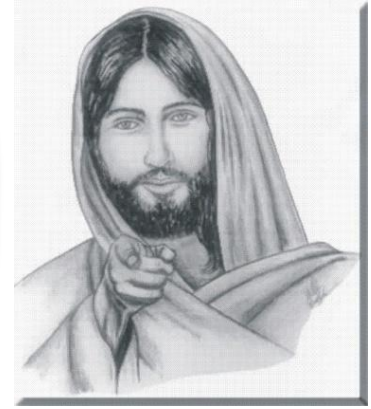




Our Lady of the Lakes
Parish

Jesus Wants You!



And We Need You !! ~ Come Join Our Team ~

All boys and girls of Our Lady of the Lakes Parish ages 10 thru high school who have already received their First Holy Communion are invited to join our altar server team. Practices will be scheduled at both churches as needed.

To register, fill out this form, put it in an envelope marked "new altar server sign-up", and either put it in the collection basket at Mass, drop it off at the parish office, or give it to Joe Smagala. You can also register online at www.ollakes.org.

For more information about becoming an altar server, please contact Joe Smagala.
cell phone / text: 724-713-1455 e-mail: jsmagala@ollakes.org

Name: _____ Date: _____

Address: _____



ALTAR SERVER
A JOB SO BIG ONLY A KID CAN DO IT

Age: _____

Grade: _____

Phone: _____

Please select: cell _____ landline _____

E-mail: _____



Parent / Guardian Signature: _____

Parents and Altar Servers, PLEASE READ, PRINT, and KEEP the following for future reference.

Dear Parents and Altar Servers:

Let me begin by saying “thank you” for answering God’s call to serve Him at the altar. The role of altar server is an ancient and important one in the Church, and it is one that requires commitment ***not only on the part of the child, but the parents as well.*** The priest and worshipping community depend on the altar server’s presence and assistance for a reverent and orderly celebration of Holy Mass. No priest should ever have to celebrate Mass without an altar server to assist him. (At our parish, adult altar servers perform these duties at weekday Masses.)

Because the altar servers have certain duties to perform before Mass begins, it is very important for them to arrive at church on time. The altar servers should be in the sacristy and dressed in their albs ***at least ten minutes before the scheduled time for Mass to begin.*** Altar servers should have their faces and hands washed, and their hair neatly combed.

On average, altar servers should expect to have at least one serving assignment per month, possibly more. ***Altar Servers are expected to be available to serve at either Transfiguration or St. Victor Churches.*** Schedules cover a three-month time period, and are prepared four times a year. Schedules are e-mailed to all the altar servers, and are also posted on the parish websites and in the sacristy at each church. Paper copies of the schedules are made available for anyone who does not have e-mail or Internet access.

Any altar server who is unable to serve as scheduled must try to arrange for a substitute. Updated telephone and e-mail directories are distributed with the schedules whenever changes to them have been made, and are also always available on the parish website and on the parish mobile app. ***Do not call the rectory or parish office to arrange a substitute.*** You may text or e-mail me and I will forward the request to all the altar servers to see who might be available.

A few weeks before each new set of schedules is prepared, I will e-mail everyone asking if you have any scheduling requests. I will always do my best to schedule everyone according to their needs and requests. Please keep in mind that the more flexible you are (including availability to serve at either church), the more serving assignments I’ll be able to give you.

Whenever a wedding is scheduled, altar server volunteers will be requested approximately 4 to 6 weeks in advance of the wedding. The first two volunteers to accept will be assigned to serve the wedding. Volunteers ***must*** be available to attend the wedding rehearsal in order to serve the wedding. All wedding serving assignments will be handled in cooperation with the parish Marriage Ceremony coordinator.

Funerals are normally served by adult altar servers who are assigned by the Funeral Ministry coordinator, but children may serve funerals if requested by the family of the deceased.

In closing, let me say that it is a tremendous honor to be an altar server. During Mass, you are closer to Jesus than anyone except the priest. God has chosen you for a very important job, and the way in which you perform your duties before, during, and after Mass shows everyone your love for Jesus and His Church. Thank you and God bless you for answering His call to serve at the altar.

Joe Smagala

Cell: 724-713-1455

E-Mail: jsmagala@ollakes.org

“Ten Commandments” for Altar Servers

1) **Be on time**

Altar servers are expected to be at church and dressed in their albs **at least ten minutes before the scheduled time for the start of Mass.**

2) **Choose an alb that fits properly**

Make sure that your alb is neither too long nor too short. You can easily trip on the hem of an alb that is too long.

3) **Wear the proper color cincture**

The cincture (cord) that you wear should be the same color as the priest’s vestments. (except on the 3rd Sunday of Advent and the 4th Sunday of Lent, when the priest wears pink vestments; on those two days, altar servers will wear purple cinctures if pink cinctures are not available).

4) **Duties Before Mass**

Candles should be lighted **at least five minutes before Mass starts.** Because lighting the candles is one of your official duties as an altar server, do not go up to light the candles until you are “in uniform” --- **after you have put on your alb.**

5) **Fold your hands**

During Mass, **keep your hands folded at all times,** except when you are seated or carrying something. **Do not extend your hands** during the “Our Father”, or the prayers that follow it.

6) **Show proper reverence at all times**

Whenever you pass in front of the tabernacle:

If you are not carrying anything, **face the tabernacle and genuflect on your right knee,** (or bow if the priest bows instead of genuflecting). Do not make the sign of the cross;

If you are carrying something, face the tabernacle and bow.

7) **Take your time**

Don’t rush, especially if you are not sure of what to do next. Taking your time gives you a chance to think about what you are supposed to do. And besides, everything looks much better when you take your time.

8) **Work together as a team**

Except when you are serving alone, you will rarely be doing anything at Mass without your serving partner. Working as a team and doing things together presents a much more reverent and dignified appearance. **Walk together, genuflect together, bow together** --- it all adds to the beauty, dignity and reverence of the Mass.

9) **Pray and sing**

Whenever you aren’t performing any other duties, especially when you are at the chairs, use your Mass books if they are available. Respond to the prayers and join in the singing.

10) **Duties After Mass**

Before removing your alb, put out the candles and help bring the vessels from the credence table back to the sacristy. Don’t forget to bow or genuflect when passing in front of the tabernacle. These are all part of your duties as an altar server. **After everything else is done, then it’s time to remove your alb.**

Above all, be happy and have fun. Serving Mass is a great honor. During Mass, you are closer to Jesus than anyone in the church except the priest. You have been selected to do a very important job, and the way in which you perform your duties at Mass is a visible sign to everyone of your love for Jesus.

St. John Berchmans, patron saint of altar servers, pray for us.