

ST. LEO THE GREAT CATHOLIC PARISH

THE MINISTRY OF ALTAR SERVERS

COORDINATORS

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|-----------------------|-------|----------------|--|
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GOAL

1. Our goal is to have altar servers to serve at every Sunday and weekday mass and at various liturgical celebrations, devotions at St. Leo the Great Catholic Church.
2. All servers are expected to sever Sunday Mass at least twice a month.

MSP (MINISTRY SCHEDULE PRO) SIGN-UP

1. The family can sign up as soon as the calendar is available on MSP.
2. No more than 6 servers serving at one mass. Therefore,
 - a. The first six servers who sign-up first are to serve.
 - b. Those who do not sign up can serve if there are less than six servers signed up for that mass.
 - c. Sign up not later than Wednesday of that week.
 - d. Note: After Wednesday, we will hand pick altar servers (who haven't signed up) for open position(s), SO PLEASE CHECK YOUR MSP ACCOUNT BEFORE THE WEEKEND.**

REQUIREMENTS:

1. Age Requirement: Finish Second Grade until finishing high school.
2. Sacraments:
 - a. Candidates have to receive the First Penance in order to begin the training to be altar servers.
 - b. Altar servers are expected to go to receive Holy Communion at the mass they serve. Therefore, they are expected to go confession regularly with a priest. How often:
 - In general: Monthly or any another month confession is strongly encouraged.
 - As soon as possible after committing a mortal sin.
3. Disposition:
 - a. Altar Servers need to be able to dedicate their full attention to the task at hand.
 - b. They should be willing to learn the various gestures, vessels, and vestments that are proper to their function as an Altar Server.
 - c. A proper disposition also includes the desire to be anonymous.
 - d. The goal of a server is never to be noticed – to serve the priest and the People of God without needing thanks or recognition.

DRESS CODE

1. We dress to honor our Lord.
 - a. Altar Servers are like angels.
 - b. They serve hoping never to be noticed.
2. Therefore, unless they are in school uniform, the following are the expectations of how all servers will dress.
 - a. Do dress in your best if you are scheduled to serve.

ST. LEO THE GREAT CATHOLIC PARISH

THE MINISTRY OF ALTAR SERVERS

- b. Black shoes are required.
 - Do wear dark dress shoes.
 - Sneakers, sandals, and crocks ARE NOT APPROPRIATE for serving Liturgies.
 - NO HIGH HEELS OR WEDGES are allowed.
- c. Long pants. Note:
 - No shorts and skirts are allowed.
 - No bright colors that will show through the white albs.
 - Shirts or blouses shouldn't have logos or symbols on them.
- d. Do make sure you are well groomed.
 - Hair is properly cut and combed and pulled back if long.
 - Hands are to be clean, and nails groomed (No bright nail polish – preferably none at all).
- e. DO NOT bring your cell phone to sacristy.

GENERAL RESPONSIBILITY

BEFORE MASS

1. Arrive at the Sacristy 15 minutes sharp before mass.
 - a. Do not arrive too early.
 - b. In case you arrive at the church early, remain with your family to pray until 15 minutes sharp before mass to go to the sacristy.
 - c. Do not bring your cell phone to the sacristy. Leave it at home or with your parents.
2. Vest immediately upon arrival.
 - a. Know what your position requires.
 - b. Help sacristan to light the candles.
 - c. Bring out bell and kneelers, holy communion patens, lavabo and finger tower.
3. Five (05) minutes before mass begins: Pray with priest and other liturgical ministers.

DURING MASS

1. Altar servers are not to go inside sacristy during mass unless it is an emergency.
2. Therefore, you must be prudent regarding food and drink you have before mass.
 - a. Don't go to church too hungry or too thirsty. You may pass out or have to go inside to drink water.
 - b. Yet don't eat and drink too full which may force you to use the bathroom during mass.

AFTER MASS

1. Wait for the choir to finish the recessional hymn before you begin helping to take things down.
2. Follow the instruction of the sacristan, deacon/father.
3. Snuff the candles.
4. Bring in: kneelers, Holy Communion patens, water and wine cruets, lavabo and finger towers.
5. Bring the Roman Missal and wooden stand to Credence Table.
6. Hang your Alb and cincture, or cassock and surplice up when you divest after Mass.
7. Pray in thanksgiving to God before you leave.