

St. Andrew Catholic Church

Altar Server Ministry

RULES AND GUIDELINES

(Revised August 2018)

You have been called by Our Lord to serve His people, please come prepared to do so. All duties are important and they all need to be done.

1. **Must arrive** at least **20 minutes before** Mass starts. The Captain for that Mass will assign the jobs and lead you all in prayer before Mass starts. Your punctuality will assure you a Mass responsibility and will ease the Captain's job in assigning all jobs needed for the Liturgy.
2. Cassocks and Surplices are **Sacred Vestments** thus, must be treated with such respect. They **should be worn at the ankles no longer than that, and never be dragged**. This also prevents any accidents and/or injuries. Make sure all clasps are secure. If the one that fits you is too long, you must wear a belt under the Surplice, so you can bring the Cassock to your ankles.
3. Boys- should serve with long black pants (**no jeans, no shorts**), black dressing shoes, and black long socks (no sporting shoes, nor sporting socks). No loose, raveled or dangling hems.
4. Girls: should keep their hair tied up to the back, and away from the face, preferably in a bun, braid or ponytail. No big earrings. They may wear long black pants (**no jeans, no leggings, no shorts**). No short skirts, nor short dresses or spaghetti straps. Black, flat, closed toes shoes are recommended. No "flip flops", no heels. No loose, raveled or dangling hems.
5. **Each Altar Server is responsible** to keep the **Sacred Vestments** closet organized and tidy, **always**. Hang the Cassock and Surplice **straight and neatly** on each hanger making certain to secure the clasps. **NO SACRED VESTMENTS SHOULD BE ON THE FLOOR!** Out of respect, even if it wasn't you, please pick them up.
6. Be prepared to receive Holy Communion at each Mass you serve. The Sacrament of Reconciliation is offered every Saturday at 4:30 P.M. or on weekdays by appointment during office hours.
7. Absences: All Altar Servers are responsible to find a suitable substitute for the Mass they are scheduled to serve and cannot. EVERY Mass must have a Captain and/or Lieutenant. If the Captain and/or Lieutenant needs a substitute, another Captain/Lieutenant must sub. Our Pastor policy is clear; three absences without proper substitution and you are dismissed from the Ministry. In case of a true, last minute, emergency that will prevent you from serving your scheduled Mass, please notify your scheduling coordinator immediately, post it in the Altar Servers chat and do your best to have someone covering for you.
8. Let your scheduling coordinator know about your vacations as soon as you know. He or she will take those into consideration when preparing the schedule; otherwise, you must find a substitute for those days.
9. Commitment: Please come prepared to serve at Mass every weekend, regardless the Mass you attend, and even if you are not scheduled. Report to the Altar Server's room immediately and check if they need you.
10. Whenever serving at Mass, always look at the Priest; do not get distracted with the Congregation. You can assist the Priest better if you are paying attention to what is happening on the Sanctuary, anticipate and get ready for what is coming next.
11. Sanctuary etiquette:
 - a. Remain calm, no giggling, no looking around, nor talking to your neighbor. The Mass is the Holy sacrifice, and everyone expects your best behavior.
 - b. Hands positions: must always be in praying position when you walk. If you have one of your hands busy, the other one should be resting on your heart. If sitting, your hands must rest, open palms down, on your thighs or knees.
 - c. When sitting, keep your feet together. Sit straight, never lean forward nor rest your head on the back of the chair. A good posture denotes respect and reverence.
 - d. Your eyes should follow the actions on the Sanctuary, not the congregation.
 - e. Avoid getting distracted by moving your feet, legs, looking at your nails, or biting them.
 - f. No yawning or gape openly.
 - g. Always keep in mind: You are Jesus' soldier.