

**ST. JOSEPH-ON-CARROLLTON-MANOR
GUIDELINES FOR ALTAR SERVER PARENTS**

The altar servers are a very important part of St. Joseph's Liturgical Ministry. Thank you for encouraging your child(ren) to take part in this ministry. You, as the parent of one or more altar servers, can ensure their success by assisting with the following:

SCHEDULE:

- Please make sure that you check the schedule and know when your child is scheduled to serve.
- The schedule and Altar Server Guidelines/Instructions are located on the Church website as well as in the 3 ring binder marked "Liturgical Ministry Guidelines/Checklists", located in the sacristies or in the 2nd drawer of the credenza.
- If your child cannot serve on a particular day, please arrange for a substitute as soon as possible. Ask the substitute's parent to remind the altar server to let the Mass Coordinator know that he/she is substituting at that Mass.
- If your child is substituting for someone else, please tell your child to let the Mass Coordinator know.

PRIOR TO MASS:

- If your child is new to altar service, please go over the altar server guidelines with your child. Have them carefully observe other altar servers at Mass and review with your child until your child is comfortable in performing his/her duties.
- Please make sure that your child is wearing the proper attire to serve at the Mass. That includes the wearing of appropriate shoes (no sneakers, open toe-shoes, or high heels) and clothing (including no distracting jewelry, etc).
- All altar servers should arrive 15 minutes before Mass begins and inform the Mass Coordinator when they arrive that they are serving at that Mass.
- Upon arrival, your child should immediately dress for that Mass. If your child is new to altar service, please assist them in putting on the alb, rope belt cincture, and wooden cross. Sometimes it is difficult for the newly-appointed altar servers to select the correct size alb. The alb should fit so that the bottom of the alb is ankle-length without too much material being pulled up around the waist. If the sleeves are too long they may be rolled neatly up.

DURING MASS:

- Please observe your child during Mass to make sure that he/she is participating in the liturgy and is following altar server procedures.

AFTER MASS:

- If your child is new to altar service, please assist your child in hanging up the alb and putting the cross and rope belt cinctures in their proper location.

Thank you so much for supporting your child and St. Joseph's in this ministry!