

PRE-MASS GUIDELINES FOR ST. WILLIAM ALTAR SERVER MINISTRY

Arrive 15 minutes early or you may be replaced. SIGN IN

Ensure your appearance is neat. Long hair must be tied back. Appropriate shoes should be worn; no flip flops and shoes should have backs/straps; sneakers are acceptable but they must be white or black and no colors are allowed.

Dress in vestments (cassock no shorter than ankle length}. At end of mass return vestments to proper hangers and hang in correct place in closet.

Determine assignments (if only 2 servers both carry candles}.

Remember while serving to PRAY and SING (use prayer card/missal at seat}, Bow to the Priest, Deacon or altar, when appropriate.

When standing or moving and not carrying anything hands should be in the prayer position, hands together, fingers pointing up, elbows tucked in (not like chicken wings).

When two servers are doing a task they must move together, side by side and at right angles, no shortcuts on the altar.

Being REVERENT at ALL times means NOT TALKING AMONGST YOURSELVES when you are on the altar UNLESS IT IS AN EMERGENCY

Note: If you cannot complete your scheduled service you are required to phone other servers to get a substitute. Roster of names is on our website www.stwill.net under ministry schedules.