

Altar Server Rules and Guidelines

All altar servers are required to wear clean, neat dress clothes. Father O'Connor expects everyone to **“dress”** for church. Shoes should be neat and clean. Tennis shoes are okay as long as they are neat and clean **and tied**. **Absolutely no flip-flops or open toed shoes or high heels** (this is for your safety).

Hair is to be clean and neat. Girls should have their hair off their face.

No gum chewing.

All servers are required to arrive **15 minutes** before each mass to dress and prepare the altar for mass.

If you know you will not be able to serve on a weekday or weekend mass, **you** are responsible for finding a substitute. If you are an experienced server, please call an experienced server to substitute for you. There **must always** be at least one experienced server at **every mass**.

Please call the other altar servers that are serving with you to make them aware that you will not be serving and that you have a substitute. This will avoid having just one person showing up to serve. Several times when there are two or three servers scheduled, only one person shows up to serve and this happens because you didn't call the other servers to let them know you won't be there. So please, call the other servers and let them know that you have someone else serving for you. It is important to communicate with your fellow servers so that you and others do not serve alone. It is not only difficult to serve alone, it is also inconvenient for Father O'Connor. **So please be considerate of others and Father O'Connor.**

After each **weekend** mass, please remain in your alb. All servers are required to make sure that the church is neat and clean, kneelers are up, collect bulletins and any other articles left in the pews. Make sure music and prayer books are neatly put in holders.

All servers are to make sure that the closet for the Albs and the drawers for

crosses and cinchers are kept neat. All Albs should be hung up in number order with zippers and snaps done up. Should you find an Alb that is soiled or torn, or any crosses or cinchers missing, please call Mrs. Rossi.

****Note to parents:** We are asking that the parents of servers, before you leave, please ensure that the church is cleaned, all books and bulletins put away and that the albs are hung neatly in the closet and the drawer for the crosses and cinchers is in order. Father O'Connor would greatly appreciate this.

Please remember, when you are up on the altar, you are seen and watched by all. With this in mind, please look like you want to be there. If you need to yawn, please cover your mouth. When you sneeze, please sneeze into the arm or elbow of you alb, not your hands. Also, please say all prayers and remember to have your hands folded in prayer when you are standing and kneeling at the altar.

Parents, we ask that **you** make sure that your child/children are following the Rules and Guidelines for Altar servers.