

Parish of St. Thomas More

Altar Server Ministry

Basic Rules

- The parish web site www.moremercy.org has special pages full of information to help you learn your duties. Please take advantage of this valuable tool.
- Please be neat and dress appropriately. Avoid wearing bright colored athletic shoes. Sandals are okay but flip-flops should not be worn. If you are a young lady with longer hair please wear it tied back.
- It is your responsibility to review the schedule and be aware of the dates you are scheduled to serve.
- In the event you are unable to serve you should make a reasonable effort to call someone on the ministry contact list to find a replacement. If you are unable to find a replacement, please call the other individuals you are scheduled with so they will be better prepared to serve without you.
- There will be an attendance book on the counter in the sacristy. Please sign-in when you arrive.
- Servers are to arrive at least 10 minutes before the time of the scheduled Mass. If you are late an alternate may be picked to take your place. Report to the dressing area, put on your Cassock and Surplice. Once dressed, check with the priest for any special instructions. You should also talk with your partners and determine which duties each of you will be responsible for.
- Your conduct during Mass is very important. Please pay close attention to what the Priest is doing during Mass. Be mindful of your posture and hand position while standing and sitting. Try to remember when you are required to bow during the Mass. Every server should be familiar with the prayers and responses that are said during Mass.
- Please make sure the Cassock and Surplice are hung neatly in the dressing area. Tell someone If you notice something wrong with one of the garments.

Your role is very important and there is a lot to remember. You will learn by observing others while they are serving. Please don't hesitate to ask questions. If you feel you need additional training ask your parents to contact us and we will be happy to schedule a session.