

## **St. Charles Borromeo Altar Server Guidelines**

*“...They ought, therefore, to discharge their office with the sincere piety and decorum demanded by so exalted a ministry and rightly expected of them by God's people.*

*Consequently, they must all be deeply imbued with the spirit of the liturgy, each in his own measure, and they must be trained to perform their functions in a correct and orderly manner.” - Sacrosanctum Concilium, 29*

- Lay ministers shall exercise only one ministry during a given liturgy so as to focus solely on their responsibilities for that ministry (*Sacrosanctum Concilium*, 28)
- Altar servers shall arrive approximately 15 minutes prior to Mass and sign in on the clipboard sitting on the bookshelf next to the corner door of the worship space. If you have not arrived by 10 minutes prior to Mass, another altar server may take your spot
- Finding Substitutes: If you are unable to serve, please log in to Ministry Scheduler Pro (MSP), find the service time you are needing a substitute for, and click the “request sub” link. All available ministers will receive the notification that a substitute is needed.
  - If for any reason you do not use MSP to find your sub, you will need to contact the Director of Liturgical Ministry with the change.
- Dress Code:
  - Lay ministers should be the best dressed members of the assembly. Think business casual or “Sunday best.”
  - Modesty: Shoulders, neckline, and back should be adequately covered. Skirts/dresses should be a modest length for bowing, genuflecting, and sitting.
  - Neither men nor women shall wear any type of shorts, jeans, athletic shoes, or other athleisure clothes.
  - Boys should wear long pants, and both boys and girls should wear closed toe/heel dress shoes for serving.

### **Procedures**

1. Once you have signed in on the clipboard, proceed to the sacristy and wash your hands at the sink. You may then proceed to put on your alb, cross, and cincture.
2. You will decide in the sacristy who will serve as crucifer, book-bearer, and basket-bearer.
3. Please refer to the training video for a detailed description of each server's role.

Thank you for your service to St. Charles Borromeo in this ministry. If you have any questions, please don't hesitate to reach out.

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