



**Altar Servers, please adhere to the following as you continue to serve:**

1. Please be certain you find a cassock and surplice (boys) or alb (girls) that fits you properly, especially in length, and have your parents launder and press it as needed, at least every other month. If there are no outfits that fit you properly, be certain you have been measured and we will order the necessary articles for you.
2. If you do not receive a Liturgical Schedule in the mail, please logon to our website at [www.sjb-ola.org/LiturgicalSchedule.pdf](http://www.sjb-ola.org/LiturgicalSchedule.pdf) to download a copy for your house. It is your responsibility to see when you are scheduled and to find a replacement if you are unable to serve as scheduled.
3. When on the Altar: face Father during the Sermon, with hands in prayer formation, fingers pointed upward.
4. At any time prayers are being recited, your hands should be in the proper formation, not by your side, not folded in front of you and never in your pockets.
5. **KNOW YOUR PRAYERS!** It is your responsibility as a Catholic and an Altar Server to know the Mass Prayers, including the Penitential Rite, Gloria, Nicene Creed, among others, and to actively recite them.
6. When ringing the bells, remember that the first bell (when the Holy Spirit comes forth), you should ring one hard, sharp time, as you see father raise his hands and make the sign of the cross over the Altar. As Father raises the host so it can become the Precious Body, ring the bells three steady times, about 2 seconds each, and again when Father raises the chalice of wine so it can become the Precious Blood, ring the bells three steady times, about 2 seconds each.
7. Stay alert. Stay focused on the Altar and/or on Father. Do not become distracted, as this is the primary reason why mistakes are made. If uncertain about a particular step, watch Father and take direction from him. At all times, even if you do not know exactly what to do, act as though you are in control. If you do make a mistake, Father will help you.
8. Before you get to church (and please be dressed no later than 15 minutes before Mass), say a quick prayer to Our Lord to ask for his guidance throughout Mass. The Holy Spirit will take over!

It is not easy to serve on the Altar, however, it is truly a great privilege to dedicate yourself to doing something very special for Our Lord. You have been chosen because of your love for God and we appreciate your commitment. Please keep in mind, however, that you have made a promise to serve and it is important to take your promise seriously, always doing your very best to show your love for Him.

Thank you for being a part of our Liturgical Team. God Bless you for all you do.