



HOLY TRINITY CATHOLIC CHURCH

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All are welcome at Holy Trinity Catholic Church where the blessings of the Father, Son, and Holy Spirit are celebrated in the Mass and shared in our community of Atwater Village

Welcome to the Holy Trinity Altar Servers! Thank you for answering God's call to serve at Our Lord's most Holy Altar. The Altar Server assists so that the liturgy can be conducted with grace and reverence. Servers enhance the quality of the celebration for the whole assembly by giving the Priest and Deacon freedom of movement, by ensuring that all requisites for the celebration are available at the appropriate moment, and by being an active participant in the sacrifice of the Holy Mass.

Dress

- Saturday evening and Sunday Masses require that you dress appropriate to the occasion when you are on the schedule to serve.
- Please wear all black shoes. No open toe shoes, flip flops, or tennis shoes
- No shorts or jeans.
- Gentlemen will dress in a polo, or button up shirt, long black pants/slacks with black shoes.
- Ladies are asked to wear a modest dress (shoulders should be covered), long skirt, or pants/slacks with nice black dress shoes.

Before Mass

- Arrive at least 15 minutes prior to all Masses. If you are late a substitute may be asked to serve in your place and you will lose the points for that Mass.
- Go to the restroom if needed
- Turn off and put away all cell phones! No texting or talking on the phone is allowed in the Church or Altar Server room.
- Sign in to the Attendance Book when you arrive.
- Maintain a quiet reverent tone in the Altar Server Room at all times
- Vest in alb that fits.
- Please get in the habit of preparing for the special service you will doing at Our Lord's Altar by praying.
- Ask the Priest or Deacon if there is anything special going on during the Mass with which you will need to help
- Be prepared when the Priest arrives for the entrance procession.

During Mass

- Participate! Sing and respond.
- Walk slowly and reverently.
- Always bow slowly and reverently when you walk in front of the Altar, unless you are carrying something in which case you will pause reverently
- Keep hands folded reverently when you are not carrying something
- Sit up straight
- No laughing or talking unnecessarily.
- Be alert- the Priest or Deacon may signal/motion to you that they need something

Please note — the congregation can see everything you do. Set a good example while serving!

Miscellaneous Notes

- It is your responsibility to know when you are scheduled to serve each month.
- A copy of the schedule will be sent home in the Family envelope on the first week of the month and will also be emailed.
- The Altar Server schedule is completed about the middle of each month for the next month and we can schedule you around vacations, custody weekends, or other special needs. Please notify Ms. Lloyd via email or by bringing a note to the office. Once the schedule is made, you are responsible for getting a substitute if you are unable to serve.
- If you cannot serve when you are scheduled you are responsible for obtaining a substitute within 24 hours of your time to serve. ***Do not call the church or school office!*** Contact someone off the Altar Server Directory provided to you. Please remember that the priests are counting on you – if you are not there and do not arrange for a substitute, it causes a problem.



ALTAR SERVER POINTS & PROCEDURES

Objective: To recognize and reward servers for their time and commitment to enhancing our weekend and special liturgies.

How the program works: Servers can earn service points during 2017-18 school year for serving masses and special liturgies. The following is a list of how points are earned:

- +2 Points for regular scheduled Saturday/Sunday Mass
- +1 Point for School Mass
- +2 Points for volunteering at a Mass (Provided there are less than 4 regular servers 10 minutes before Sunday Mass)
- +3 Points for serving at a Wedding or Funeral (as requested by Fr. Ricky)
- +4 Points for serving at a Holy Day Mass or other special celebration (as requested by Fr. Ricky)
- +2 Points for one-sided substitution (this happens when one server serves for another but does not trade one of their Masses in the process)
- +1 Point for attendance at all scheduled meetings (These will be announced in advance)
- 3 Points for missing your assigned mass without providing a substitute
- 2 Points for failing to show up to substitute once you have agreed to it

Servers lose points by not serving mass when they are scheduled. When your team is scheduled, you have an obligation to come and serve. If you are prevented by some special reason, you must provide a substitute. **You will be penalized 2 points for missing that mass.**

If you missed your assigned mass and don't provide a substitute, you will not be given points for serving another mass that weekend.

You will earn your points only if you sign in correctly! ALWAYS sign in as soon as you arrive at Church.

Any server missing three (3) consecutive masses will have a phone call made to his/her parents. Three (3) more absences after that and you will be dismissed.

All servers in are expected to earn a minimum of 35 points for the year. Those that have at least 35 points at the end of May will be invited to our end-of-year celebration with Fr. Ricky. Awards for faithful service will be presented at that time.

SERVING AS AN ALTAR SERVER IS BOTH AN HONOR AND A RESPONSIBILITY. SERVERS LEARN VERY VALUABLE LESSONS FOR LIFE BY PRACTICING RESPONSIBLE BEHAVIOR.