

## Things to Remember!

- \* Dress appropriately (*No shorts; No t-shirts*) Servers should normally be vested. This is within the tradition of the Church and prevents difficulties regarding appropriate dress for these Ministers. All servers should wear the same liturgical vesture.<sup>1</sup>
- \* Arrive 15 mins. before mass begins
- \* Check the belt color in the book or look at the altar cloth.
- \* Check the Credence Table, candles, song books, book stand, books.
- \* Ten minutes before Mass starts, light the candles. Come to the back of the church outside the vestibule, line up and, wait for Father's instructions to begin.

<sup>1</sup> "In the diocese of the United States of America, acolytes, altar servers, lectors, and other lay minister may wear an alb or other suitable vesture or other appropriate and dignified clothing." (GIRM 337)

## Immaculate Conception Church

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Immaculate Conception Church  
Ministry of Altar Servers  
Coordinator: Sherrie Alcos  
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Email: iccewa@rcchawaii.org

Sunday: 7:00 a.m., 9:30 a.m., 5:00 p.m.  
Monday— Wednesday: 8:00 a.m. (No Mass on Thursdays)  
First Friday Adoration 7:00 a.m.— Mass begins at 8:00 a.m.  
Saturdays: Sacrament of Reconciliation 4:00 p.m. - 4:30 p.m.  
Mass begins at 5:00 p.m.

# Ministry Of Altar Servers



*"So should it be with you. When you have done all you have been commanded, say, 'we are unprofitable servants; we have done what we were obliged to do.'"*  
Luke 17:10

**Immaculate Conception Church Ewa**

## To Become an Altar Server

Servers should be mature enough to understand their responsibilities and to carry them out well and with appropriate reverence. They should have already received Holy Communion for the first time and normally receive the Eucharist whenever they participate in the liturgy. If you desire to become an Altar Server you may inform the parish office.

Servers should receive proper formation before they begin to function.



Servers should also receive appropriate guidance on maintaining proper decorum and attire when serving Mass and other functions.

Since the role of Server is integral to the normal celebration of the Mass, at least one Server should assist the priest. On Sundays and other more important occasions, two or more Servers should be employed to carry out the various functions normally entrusted to these Ministers.

Servers carry the cross, the processional candles, hold the book for the priest celebrant when he is not at the altar, carry the incense and censer, present the bread, wine, and water to the priest during the preparation of the gifts or assist the priest celebrant and deacon as necessary. When appropriate, a Server may also ring a bell as a signal to the faithful.

Servers respond to the prayers and dialogues of the priest along with the congregation. They also join in singing the hymns and other chants of the liturgy.

## Adult Altar Servers

Anyone from the age of 16 and older are invited to serve at the altar. Adult Acolytes assist at the altar with the priest and often serve as a master of ceremonies, guiding the Altar Servers who are assisting.

## Pre-Mass Preparation

The Altar Servers schedule will be available on the door of the vestry or on the parish website, <http://www.immaculateconceptionnews.com/> under the heading "Altar Servers Schedule"

## Altar Server's/Parents' Responsibility List

Show up to serve 15 minutes before Mass is scheduled to start.



Let the Priest know that you have arrived and check with him or the Deacon to see if there are any special instructions.

If unfamiliar with the belt color, check by looking in the book or checking the altar cloths.

Make sure that your alb is clean and pressed.

Wear clean clothes and shoes: ***NO "rubber slippers"***.

Have hair combed and don't chew gum.

Pay attention during Mass and do not swing your feet. Keep hands in your lap. (Remember that you are setting an example).

Say the prayers and sing the songs with everyone else.

Find a replacement if you are unable to serve.

Switch with someone if you can not make it or have others plans. Mark the change on the Vestry schedule located on the door bulletin board.

Call the office before Friday, if you are unable to find a replacement: 681-3701. Also let your fellow servers know if no replacement was found.

Remember that 1, 2, or 3 people can serve, but the ideal is 3 altar servers.

Keep the dressing room closet clean and picked up. Hang your alb up neatly unless you are taking it home.

Pick up a new Altar Server schedule on the last Saturday/Sunday of the month. Remember to read the notes, since those are key communications.

Call in special requests for scheduling by the 20th of each month to: Sherrie Alcos at the Parish Office 681-3701.

## Most Commonly Asked Questions

*Can I go to the bathroom during Mass?* Yes, slip out quietly through the back door and come back quietly. Let the other Servers know so that they can cover if you do not come back in time.

*What if I get sick during Mass?* Let the other Servers know and exit through the back door. If you are the only one serving, let Father or Deacon know.

*What if I forget what to do?* Ask the other Servers quietly, or ask Father or Deacon. He/They will tell you what to do.

*What if there is no towel to wipe Father's hands?* Check the Credence Table or in the cabinet before Mass to make sure all the supplies are there. If not, quietly and quickly get a small towel from the cabinet.