



**SAINT MAXIMILIAN KOLBE**  
CATHOLIC CHURCH

# ALTAR SERVERS

10/2019

## Guidelines for Altar Servers:

### A. Prior to Mass:

1. Please arrive 15 minutes before Mass begins in order to vest and receive any particular instructions for the liturgy of the day.
2. Upon arrival, check in and vest with the alb and cincture.
3. Check with the presider if there are any special instructions for the Mass.
4. Close to Mass time, make sure that the processional candles are lit. (See special notes for thurifer in the Appendix).
5. Immediately before Mass begins, gather in the vesting sacristy for a prayer before Mass begins.

### B. Altar Server Dress Code

1. All servers are expected to wear "Sunday clothes" at the weekend Masses.
2. All servers should wear white shirts. Albs are made from lightweight material. What you wear under an alb will show through.
3. Servers are to wear dress pants, preferably of a dark color.
4. Dress shoes are to be worn. No open toed shoes, flip flops or gym shoes, please.
5. Dress code requirements that present undue hardship on a server or their family should be brought discreetly to the attention of Fr. Riehle so that accommodations may be made.
6. Servers should refrain from excessive or flashy jewelry or accessories.
7. Headbands and hair accessories should be dark solid colors.
8. Watches may be worn if they are not a distraction to the server or others. Watch alarms must be silenced.
9. Cell phones are not allowed while serving.
10. Albs can be stained by makeup. Makeup should never be applied so that it is distracting or so that it is heavy enough to stain vestments.

### C. General Notes to Remember:

1. The best server is an invisible server. People notice you. Therefore avoid unnecessary talking. While standing, keep hands folded in prayer position in front of your chest.
2. When processing, maintain a casual pace.
3. Any server carrying an object in procession (thurible, crucifix, candle, etc.) does not genuflect. If your hands are empty, you should genuflect. This rarely occurs.

4. When bringing the Missal or thurible to the presider, always cross in front of the chairs not behind.
5. When approaching the altar, it is best to move in pairs rather than one or another server going back and forth to the altar.
6. Whenever leaving the altar area, it is also important to move in unison. Servers should wait for all to complete their tasks, gather together on the Blessed Virgin Mary side of the altar, bow together to the altar, then proceed to your chairs.
7. Be attentive during the distribution of Holy Communion. If an EMHC signals you that some Precious Blood has spilled, take the extra purificator from the basket on the secondary credence table to the EMHC and place it over the spot where the Blood was spilled. Be sure to tell a deacon or the presider.
8. It is customary during the Mass, that a “bow of the head is made when the three Divine Persons are named together and at the names of Jesus, of the Blessed Virgin Mary, and of the Saint in whose honor Mass is being celebrated.” (*GIRM, 275a*) It is fitting that this bow be made by all liturgical ministers.