Altar Server Training
MINISTRY

ROLE OF AN ALTAR SERVER

● Grow closer to Jesus
● Assist priest
● Become role model for others
EXPECTATIONS

● 3 R’s - READY, RESPECTFUL, RESPONSIBLE
  ● On time
  ● Reverent
  ● Helpful and ready to assist

● Dress appropriately
● Know your duties
● Fill in when/if needed
DUTIES OF A SERVER

- Arrival / pre-Mass responsibilities
- Duties during Mass
- Dismissal / post-Mass responsibilities
- Alb sizes
Terms You Should Know

- **Alb**: white robe worn by Servers and Presiders
- **Ambo**: lectern where the scriptures are proclaimed
- **Chalice**: special cup that holds wine
- **Ciborium**: metal bowl that holds hosts (*Ciboria*: plural: more than one ciborium)
- **Credence Table**: Servers’ table where Roman Missal, tray with chalices and purificators, pitcher of water, lavabo bowl, and towel are placed
● **Cruet:** small glass container that holds the water

● **Decanter:** large glass vessel used to hold wine

● **Lavabo Bowl:** bowl used when washing Presider’s hands

● **Presider’s Binder:** the green, white, purple or red binder that has the prayers for the Liturgy

● **Purificator:** white cloth used to wipe the chalices

● **Roman Missal:** Large red book that contains the official prayers used by a Presider during Mass; Excerpts from Roman Missal used for the opening & closing
ROMAN MISSAL / EXCERPTS FROM ROMAN MISSAL
SERVERS’ (CREDENCE) TABLE SETUP
PREPARATION OF ALTAR
PRESENTATION & PREPARATION OF GIFTS
Candle-bearer 1
PRESENTATION & PREPARATION OF GIFTS
Candle-bearer 2
SCHEDULING - Parents

• Ministry Scheduler Pro
  - Email Training Guide

• Unable to serve - SUB

• Last-minute inability to serve: Call Sacristy – (708) 246-4404 x131

• Check in Sacristy if any servers are needed at Mass you attend
Ministry Pro - Login

St. John of the Cross
Western Springs, IL
Ministry Scheduling Login

Username: mblouin
Password: ********

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Substitute requests have been made at the following times. To volunteer to fill a position, click on the (volunteer now) link.

**Sunday, Jan 20, 9:00 AM - altar server (volunteer now)**
Sub requested by: Cate Krenz, 708-500-3979, krenz@sbglobal.net

**Sunday, Jan 20, 9:00 PM - altar server (volunteer now)**
Sub requested by: William Gilmos, 708-905-1079, mgilmos@comcast.net
Comments: We will be out of town.

**Sunday, Feb 3, 5:00 PM - altar server (volunteer now)**
Sub requested by: Saverio Miller, 770-623-2127, janeyemiller@hotmail.com

**Sunday, Feb 10, 7:30 AM - altar server (volunteer now)**
Sub requested by: Nicholas Scudder, 7085040205, scudder1318@comcast.net
Comments: Have an early lacrosse game willing to trade
Substitute requests have been made at the following times. To volunteer to fill a position, click on the (volunteer now) link.

**Sundays, Jan 20, 9:40 AM - altar server (volunteer now)**
Sub-requested by: Catie Krzem, 780-505-3698. krzem@ucglobal.net

**Sundays, Jan 20, 9:40 AM - altar server (volunteer now)**
Sub-requested by: William Gilmour, 780-305-1075. mgilmour@comcast.net
Comments: We will be out of town.

**Sundays, Feb 3, 9:00 AM - altar server (volunteer now)**
Sub-requested by: Savaro Miller, 574-322-2127. jenjoomille@hotmail.com

**Sundays, Feb 10, 7:30 AM - altar server (volunteer now)**
Sub-requested by: Nicholas Scudder, 708-056-9355; ncuddr319@comcast.net
Comments: Have an early morning game-willing to trade
Ministry Pro - Rosters

Roster

Full name | Phone | E-mail | Ministry qualifications

Veronica Alvarez | 708-658-4256 | alavarez@gmail.com | altar server [weekend]
Mia Baunel | 708-248-4909 | mbbunel@gmail.com | altar server [weekend]
Melissa Blount | 708-248-4430 | ghsblount@gmail.com | altar server [weekend]
Matthew Bock | 708-653-2023 | sblock@comcast.net | altar server [weekend]
Luke Brahim | 708-557-1203 | lbrahim@comcast.net | altar server [weekend]
Jade Bruchartz | 708-205-963 | sbraun@comcast.net | altar server [weekend]
Grace Chambers | 708-205-8863 | gbuchartz@comcast.net | altar server [weekend]
Elle Dvorak | 708-246-0568 | mdvorak@icloud.com | altar server [weekend]
Ryan Evans | 708-579-1021 | ryevans@icloud.com | altar server [weekend]
Candice Facchini | 312-933-4151 | cfacchini@email.com | altar server [weekend]
Henry Fink | 708-784-1599 | dfink@comcast.net | altar server [weekend]
Molly Finn | 708-784-9219 | mfinn@comcast.net | altar server [weekend]
John Giles | 708-784-9119 | mgiles@comcast.net | altar server [weekend]
William Gilmore | 630-880-8758 | mgilmore@comcast.net | altar server [weekend]
Nate Guarini | 708-913-9138 | nguarini@comcast.net | altar server [weekend]
Matthew Harris | 708-913-9138 | harris@comcast.net | altar server [weekend]
Amy Berry | 708-913-9138 | amyberry@comcast.net | altar server [weekend]
Bobbie Hyatt | 708-913-9138 | bhhyatt@comcast.net | altar server [weekend]
Emmanuel Juarez | 708-913-9138 | ejuarez@comcast.net | altar server [weekend]
Margaret King | 708-913-9138 | mkings@comcast.net | altar server [weekend]
John Kipp | 708-913-9138 | jkipp@comcast.net | altar server [weekend]
Cara Krema | 708-913-9138 | ckrema@comcast.net | altar server [weekend]
Renée LeTourneau | 708-913-9138 | rletourneau@comcast.net | altar server [weekend]
Mario May | 630-880-8800 | mmay@comcast.net | altar server [weekend]
Malcolm May | 630-880-8800 | mmay@comcast.net | altar server [weekend]
Danny McDaniel | 708-913-9138 | dmcdaniel@comcast.net | altar server [weekend]
Aidan Munson | 708-913-9138 | amunson@comcast.net | altar server [weekend]
John E. Nay | 630-880-8800 | jnay@comcast.net | altar server [weekend]
Ministry Pro - Preferences

Ministries & Scheduling

Preferred frequency of scheduling: normal

Service preferences:
1. Saturday, 5:00 PM
2. Sunday, 9:00 AM
3. Sunday, 10:45 AM

Schedule me only at the services in this list:

Unavailable dates/times:
- Dec 28, 2018 - Jan 6, 2019
- Feb 9, 2019 - Feb 10, 2019
- Feb 16, 2019 - Feb 17, 2019

Please make sure to click the "Submit" button at the bottom of this page when finished.
HELPFUL TIPS

- Handle all liturgical items with care
- DO NOT RUSH - Take your time
- If you make a mistake - DO NOT PANIC
- New servers / experienced servers
- Ministry Scheduler Pro
Arrival & Pre-Mass Activities

- Arrive – at least 15 minutes before Mass
- Sign in - Sacristy counter
- Dress - Alb and Altar Server cross
- Gift table - place gifts
- Servers’ Table - Place Roman Missal, tray with four chalices, four purificators, lavabo bowl, finger towel, and cruets on table
- Light two large candles in front of the altar
- Determine Cross-bearer and Candle bearers
Dismissal / Post-Mass Activities

When Recessional Song is completed:

- Extinguish candles
- Return - Roman Missals, tray, lavabo bowl, finger towel, and cruet to Sacristy
- Return - alb and cross
- Check if Sacristan needs help
Altar Server Prayer

Loving God, creator of the universe
You call your people to gather as one
In order that we may praise you and give you thanks.
I thank you for having called me to become an Altar Server
So I can help others in their prayer and worship of you.
Help make me worthy of the trust that has been placed in me
and through my example bring others closer to you.
I ask this in the name of Jesus your Son, who is Lord forever.

Amen