

**Church of Saint Mary of the Lake
Volunteer Ministry Description
Spring 2008**

Position Title: ALTAR SERVER

Responsible to: Mass Coordinator

Purpose of Position:

To assist the priest at Mass.



Responsibilities:

- Arrive 15 minutes before Mass starts.
- Check in with the mass coordinator or check your name off the schedule.
- Vest in the server robe and cross.
- Light the altar candles.
- Carry the processional cross or presider's prayer folder in the entrance procession and the recessional.
- Hold the prayer folder for the presider during the opening and closing prayers.
- Help the presider with preparing the altar when the gifts are brought forward.

Qualifications:

- Love for Jesus and the Mass.
- Desire to serve the community assembled for Mass.
- Ability to be reverent and to pay attention at Mass.
- In the 4th grade or older.

Time Requirement:

- One training session, usually held in the Fall.
- None other than arriving 15 minutes before Mass and extinguishing the candles after Mass.



Location:

At church, except for special occasions where Mass might be celebrated at another site such as the parish life center.