



St. Mary's Cathedral Portland Oregon *Altar Servers*



Parents

Congratulations, your child has volunteered to become an altar server at the Cathedral. This interest in serving at the Lord's Table is a compliment to you. In your home, you have truly shared our faith.

Your child has accepted an important responsibility. Please continue to impress on your son or daughter the importance of this service and commitment. When your youth is assigned the entire community is depending on their presence. The Cathedral needs three servers for every Sunday Mass. On occasion, scheduling may require the office to ask for service at a mass your family does not usually attend. Please consider volunteering when asked.

Guidelines

- Your child must be at the church at least **20 minutes before mass**. Servers have important responsibilities to help prepare the sanctuary for worship.
- Dress should be appropriate. The young men and women should be neat and well groomed.
- Shoes should be either dress shoes or clean and laced running shoes. No sandals, open toed shoes, flip flops. *For their safety, girls are not permitted to wear heels of any kind.*

On Arrival

- **Sign in!** The sign in list will be monitored. If they can not make it each server is responsible for arranging a substitute. Habitual "*No shows*" will be taken off the server list.
- If your child is "subbing" for someone please note it when signing in.
- Youth should vest quickly, making sure the alb is neither too short or too long.

Getting ready

- When all three servers have arrived, assignments will be made.
- The tallest should be the cross bearer.
- Check with the sacristan to see if they need any assistance with set up.
- **Light all candles ten minutes before mass.**
- When everything is ready, take the cross and candles to the back of Church and wait by the Baptismal font.

After Mass

- Extinguish all of the candles
- Assist the sacristan with clearing the altar
- **Hang up all vestments**

Please help us make our celebrations a fitting gift to the Lord.