

Policy for the Altar Servers of St. Elizabeth of Hungary Parish

(Revised June 15, 2012)

(Moms and Dads, I am counting on your help for the implementation of this policy which will help your children develop the traits of responsibility, good character and strong faith. I will need your help if your children are going to be good Altar Servers—Monsignor Leonard Pivonka)

1. **A team captain** has the responsibility to call his team members a few days before his team is scheduled to serve and to remind each member of the scheduled date. If a phone number has been disconnected or changed or if there is a change of address, the captain should inform Monsignor Pivonka.
2. Servers when scheduled or substituting must arrive 20 minutes before Mass so that they will have time to vest and prepare everything for Mass and to receive any instructions from Monsignor Pivonka. After vesting and setting everything up for Mass, the servers should sit in the cry room and pray quietly.
3. If a server cannot serve an assigned Mass, it is mandatory that he/she get a substitute from the altar server list provided. ***If a server misses two consecutive serving assignments without explanation or a substitute, that server will be dropped from the list of servers.***
4. Every time a server serves at an assigned Mass or substitutes or volunteers to serve, he/she must sign the attendance book. If a server is fulfilling an assigned date, the server puts a letter "X" in the box for his/her name on the proper date and Mass time. If a server is substituting for another server, then he/she enters the letter "S" under the name of the person he/she is substituting for and then puts an "S" under his/her name for the date and time of Mass he is serving. If a server is volunteering from the congregation, then he/she enters the letter "V" under his/her name for the date and time of the Mass he/she is volunteering to serve.
5. Servers should dress modestly when they come to serve. Flip-flops are not allowed for girls or high heels. Boys should wear nice pants and nice shoes. The Bible tells us to wear our best when we come to worship the Lord.

(Over)

Policy for the Altar Servers of St. Elizabeth of Hungary Parish

(Revised June 15, 2012)

6. Assisting the priest at Mass is serving God and is a privilege. If any server does not personally wish to be an Altar Server, then he/she should let Monsignor Pivonka know so that he/she can be taken off the Altar Server roster. No one should be forced to be an Altar Server.
7. If a server does not wish to follow the required discipline to serve Mass, (for example, observing silence, keeping one's hands folded during Mass and other behavior requirements), then Monsignor Pivonka will call the parents and discuss this problem with them. A server can be dismissed from the privilege of serving Mass if irresponsibility or misbehavior continues and is not corrected.
8. All Altar Servers will be required to attend CCD Classes at St. Elizabeth with the exception of those students attending St. Elizabeth School. ***Servers who do not attend CCD classes will not be eligible for any Diocesan Altar Server Awards including the Outstanding Boy or Girl Server, Red Eucharistic Cross, or the 10Year Altar Server Award.***