

**NOTE FROM SHARI: Friday, September 18 is the deadline to let the scheduler know if you are unavailable to serve any weekend in September. A SPECIAL THANK YOU TO ALL SERVERS WHO WERE WILLING TO SUB and those who took the time to find a sub. Please remember to come to the REFRESHER SESSION for ALL ALTAR SERVERS. August 27<sup>th</sup> 6:30pm in the Church and our ALTAR SERVER MEETING September 3<sup>rd</sup> 7pm has been moved to the Amador Room.**

**Altar Server Scheduler: Thank you Betsi for the two month trial period you gave to the Altar Server Ministry.**

**Shari Sartore Altar Server Coordinator has returned as (Interim Scheduler). Please leave messages only regarding the schedule at -the parish office 481-6757. Messages regarding subs call Julia King at 991-6839.**

**Copies of the Schedules Can be obtained from both Parish & School Offices, on both Parish and School websites and in the Altar Server's Vestment Closet.**

**1**

**Mrs. Julia King...**

(Altar Server Ministry Telephone Resource) will be calling each week to remind you about your assigned mass. Once the schedule is finalized, the third Monday of the previous month—for example September's schedule was finalized on August 17—or for any reason you cannot serve at your assigned mass, you are responsible for getting a substitute. YOU MUST CALL MRS. KING AT 991-6839 AND GIVE HER THE NAME OF YOUR SUBSTITUTE. Additionally, you **must let us know** about vacations prior to the 2<sup>nd</sup> Friday of the previous month or you must find your own sub. Unfortunately 2 missed masses and you are dismissed from the Altar Server Ministry. Please remember if you are retiring to write a note to Shari and mail it to the Parish Office.

**2**

**Please Review the CHANGES in the MASS before you serve.**

1. MC Cross bearer when you Process in with the Cross, stand at the top of the steps facing the assembly slightly to the side (your left) not in the Center (Father does not want his view of the tabernacle blocked). REMEMBER Immediately after the Gloria, MC gets & holds the Sacramentary Book for the Opening Prayer, after the prayer he/she takes the book to the Altar Table, places on the left side.
2. Immediately AFTER the Prayers of the Faithful AND Father has completed the final prayer Server 2 extinguishes the Ambo Candle then Lights the Altar Candle. Server 2 is now responsible for extinguishing the Altar Candles after the recessional and coming in from the gathering area after mass BEFORE you take you vestments off.
3. MC server goes with Father to receive the gifts. Fr. ED DOES NOT SIT DOWN AFTER THE PRAYERS OF THE FAITHFUL HE GOES DOWN THE STEPS AND WAITS FOR THE GIFTS.
4. Server 3 brings the tray with Sacred Vessels to the Altar Table and sets it on the side. DO NOT set the table stay with Father, he is responsible for setting the table he will start with the Corporal, when he is finish removing the items from the tray PLEASE take the empty tray back to the credence table.
5. MC server stays at Altar Table to receive the water cruet and wine decanter and take them back to the credence table.

6. Father will say 1 prayer from the Sacramentary Book, then he will immediately close the book either Server 2 or 3 must be ready to take the book and place it back on the small table next to the presider's chair. REMEMBER ONLY TAKE THE BOOK AT THIS TIME WHEN Fr. Eduino IS PRESIDING (he is the only Priest who has memorized four Eucharistic Prayers).
7. Quickly obtain the water pitcher, bowl and towel for the washing of the hands, remember Father Eduino is very fast.
8. After the washing of the hands IMMEDIATELY to the steps. Server 3 rings the bells only 2 times but **(longer and louder)** when Father brings the Host to the center during the elevation and stops talking RING THE BELLS and finally when Father brings the Chalice to the center during the elevation and stops talking RING THE BELLS.
9. At the Lord's Prayer do not hold hands but raise you hands up to our Lord.
10. At communion go up and stand close to Father while receiving.
11. You may go down and assist the Eucharistic Ministers by holding the communion bowls, if you are standing with Father Ed he may or may not give you the communion bowl, respectfully stand next to him. REMEMBER THE SMALL WATER CURET MUST BE ON THE ALTAR TABLE WHEN FATHER RETURNS FROM COMMUNION..
12. After Communion and Father returns to the Sanctuary ALL servers get up and go to the Altar Table to assist Father by drying the sacred vessels (he may want the EM Captain to dry) you must take the sacred vessels to the credence table. EVEN IF YOU SEE A EUCHARISTIC MINISTER there. Get up go to the altar table and help.
13. IMMEDIATELY after closing the tabernacle door Father will come in front of the presider's chair Server 3 will be ready for the closing prayer. Server 3 gets the Sacramentary Book and holds it for Father.
14. MC gets the Processional Cross while Father is making announcements because just after the announcements he starts the Final Blessing, go down to steps to the center aisle at the first pews turn and wait for Father to turn and you start the procession out.
15. MC server is now responsible for checking to make certain our crosses are returned and the lock for the cabinet is securely locked before leaving the church. WE HAVE HAD CROSSES Go MISSING because the cabinet has remained unlocked after many masses.

ALL SERVERS ARE REQUIRED TO BE IN THE CHURCH AUGUST 27<sup>TH</sup> AT 6:30 PM WE WILL GO OVER THESE CHANGES AND ANSWER ANY QUESTIONS.

*Thank you, Fr. Eduino, Shari Sartore and Julie Stephens*

**Servers who were not assigned to the September Schedule you might want to call if you need a sub:**

The Servers listed can server as MC, Server 2 or 3

Maia Tufts (AC)  
 Emily Pettibone (AC)  
 Monica Gomes (A)  
 Patricia Sullivan (A)  
 Andrea Allen (A)

(Next week we will be training the following, you might also call upon them to **serve in September as Server 2 or Server 3 Only**).

Stella Fontus, Anne Pettibone, Sebastrin Sayabath