

A GUIDE to Altar Service at St. Catherine of Siena

Welcome New Altar Server!!!!

What a joy it is to welcome you to Saint Catherine of Siena's Altar Server Team. We look forward to years of service to our Lord. Please send Kim Stewart your child's information.

1) Name/first, last. 2) Grade they are in now. 3) Parents names. 4) Address the child lives at. 5) Phone numbers/both parents main contact #. 6) Date your child took their safe environment training (it's good for 3 years) for middle school age and up. 7) Preferred Mass your child will serve at: a) Saturday 5pm b) Sunday 9am, c) Sunday 11am, d) Sunday 5pm.

Main contact for AS communication:

kim.stewart@sprint.com phone: home: 972-395-4664, cell: 972-746-5087

Altar Server Training:

Twice a month SCS has Altar Server training:

- 1) The 2nd Saturday, following 8:30 am Mass and begins at 9:00am
- 2) The 4th Sunday immediately following 11am Mass, about 12:15pm.
- 3) All new servers must attend both trainings each month until fully trained. It takes about 6 training sessions and then 2 or more shadow dates.
 - a. To determine if a Server is ready/well trained the Acolyte/Trainer(s) discuss each new AS's readiness with the Server. When the new Server states they are comfortable and know the process, the Trainer(s) agree the Trainer will advise the AS, and advise Kim Stewart to add the new Server to the schedule. The Trainer and parent should each email Kim Stewart to add the new Server to the next schedule as a shadow.
 - b. Once the new AS shadows a couple or more times you'll let me know they are ready to be full Altar Servers. Even if an AS does well and is perfect, it does not automatically move them to the official AS status. General comments/ conversations between Trainers and AS's or parent does not change the status. The posted schedule and confirmation from Kim Stewart changes the official status from Shadow Server to Altar Server on the schedule. Don't forget to email Kim Stewart

- 4) Kim Stewart will send all official email notifications when she is notified by the Acolyte/Trainer(s) that training is cancelled for a specific date. Things such as a functions at church, or holidays like Thanksgiving and Christmas interfere with our training. Summer vacations may limit summer training.
- 5) Gil Bustillos' is the current SCS Altar Server Lead and focal trainer. Kim Stewart is the Coordinator for all Altar Servers and service and receives all documentation from both Trainer(s) and parents or AS's if they are the main family communicator, email, requests and so on. Send all emails to kim.stewart@sprint.com. Keep Kim Stewart informed as changes occur – it takes a village. General conversation/communication between a Server, Parent and any Trainer is not official and is only considered conversation. Because life is busy an email to Kim Stewart is required notifying information so changes can be made.
- 6) Once fully trained, new servers should attend training one time per month their first year.
- 7) Ongoing training is important and changes are made periodically. If there are changes to our process an email will be sent to all AS's informing you there will be mandatory training.
- 8) Special Masses such as our Holy Season of Lent and the Triduum require special training. You will receive an email if your child has been selected to serve at one or more of these Masses.

Scheduling:

- 1) Each month families are sent an email with a request for an AS's exceptions. An exception is a date(s) the AS CANNOT serve for the upcoming month. These exceptions are used to plot the next months AS schedule.
 - a) Each parent is asked to respond to the email request with a reply:
 - AS name has no exceptions **or**
 - AS name is not available on these dates: MM/DD.
 - Parents email kim.stewart@sprint.com those dates the AS **CANNOT** serve, i.e. they will be out of town, has a sporting event and so on. Scheduling will be plotted around your child's needs as best as possible.
- 2) It is the Parent or AS responsibility to watch for emails and respond every time. There is a general email a) requesting you send your child's exceptions and then b) the schedule.

- 3) Once the schedule is posted: If something comes up and your Altar Server is unable to attend an assigned Mass it is the Parents responsibility to send an email blast asking for someone to back-up their child, because they are unable to serve due to illness or whatever the situation. Again it is the AS parents responsibility to find their back-up once the calendar is posted.
 - a) If for any reason someone does not come forward to back-up your AS do not worry, it always works out the way it should. Our Lord is always watching.
 - b) To send an email to all servers do the following:
 - Save at least one email that shows all email addresses to all servers.
 - Reply all to so that it will go to all. Update the Subject line so it says you need a back-up for your child at "9 am Sunday, 11/12 date) Ask for someone to please back up your child.

Mass Participation:

- 1) All servers must arrive at the church no less than 20 minutes prior to Mass.
- 2) Every Server must check in at the Sacristy to see if all AS's are there. If it is 15 minutes prior to Mass and an AS is late your AS (child) should dress out and prepare to serve in their place.
- 3) AS's should be dressed out and be in the chapel preparing (prayer) 15 minutes before the start of mass. Prayer before service on the Altar is absolutely vital, please help your child understand to ask our Lord for His grace that they might serve Him worthily and with love.
- 4) Monthly reconciliation is highly recommended for all Servers so they may be more prepared and worthy to serve.
- 5) All Servers should dress appropriately, no shorts, sandals or spaghetti straps. Your Sunday best is the clothing you should wear even though your robe covers your clothes.
- 6) Girls are requested to have their hair pulled back. No chipped nail polish. Polish remover is stored in the sacristy in one of the top cabinets.
- 7) Pick a **ROBE THAT IS NO SHORTER THAN RESTING AT THE ANKLE BONE.**

Safe Environment Training:

Youth Leader Safe Environment Training (SET): Only 6th grade & up - Middle & High Schoolers take this training. Children not yet in middle school have no Safe Environment training required. Training is valid for 3 years and renewals are at the church - not online. Lauren Ellis Triplett, MA; Director of Children's & Adult Formation is in charge of this.

Adult Leader Safe Environment training: All adults must take this training in order to serve on the Altar. Initial training is at the church and is valid for 3 years. Renewals are online as long as it does not expire before the renewal test is taken.

Rosemary Maganilla; Director of Social & Pastoral Ministries for SCS in the education building/office is in charge of this.

Lauren Ellis Triplett, MA Director of Children's and Adult Formation 972-492-3237 ext. 123 972-394-0676 / fax	Rosemary Maganilla Director of Social & Pastoral Ministries 972-492-3237 ext. 113 972-394-0676 / fax
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Example Schedule:

November 2016 MASS SCHEDULE TRAINING DATES for NOVEMBER 2016 - 2nd Saturday 9-10 (following Saturday a.m. Mass) and NO TRAINING 4th Sunday due to Holiday NEW SERVERS MUST ATTEND BOTH MONTHLY TRAININGS UNTIL FULLY TRAINED							
Week	Date	Mass	Server A	Server B	Server C	Shadow	Shadow
S A I N T S	Solemnity of All Saints (white) Holy Day of Obligation						
	11/1/2015	Tuesday 8:30am	John Paul Vining	NEED SERVER	NEED SERVER		
	11/1/2015	Tuesday 5pm	Mark D'sa	Steve Anil	NEED SERVER		
	11/1/2015	Tuesday 7pm	Joshua Wieber	Easton Chagoya	Luke Gonzalez		
O N E	Thirty-second Sunday in Ordinary Time (green)						
	11/5/2016	Saturday 5pm	Kiley Hay	AJ Ibe	Austin Ibe		
	Thirty-second Sunday in Ordinary Time (green)						
	11/6/2016	Sunday 9am	Michael Gutierrez	Benedict Juba	Luke Gonzalez		
	11/6/2016	Sunday 11am	Mary Fresquez	Marianna Fresquez	Sophia Fresquez		
11/6/2016	Sunday 5pm	Hailey Courtney	Chase Allo	Grayson Allo			
T W O	Thirty-third Sunday in Ordinary Time (green)						
	11/12/2016	Saturday 5pm	Kiley Hay	AJ Ibe	Austin Ibe		
	Thirty-third Sunday in Ordinary Time (green)						
	11/13/2016	Sunday 9am	John Paul Vining	Benedict Juba	Michael Gutierrez		
	11/13/2016	Sunday 11am	Michelle Gura	Jacob Gura	Hannah Maker		
11/13/2016	Sunday 5pm	Alina Ulahannan	Sam Joseph Elenvickal	Zeb Minear			
T H R E E	Solemnity Our Lord Jesus Christ, King of the Universe (white)						
	11/19/2016	Saturday 5pm	Kiley Hay	AJ Ibe	Austin Ibe		
	Solemnity Our Lord Jesus Christ, King of the Universe (white)						
	11/20/2016	Sunday 9am	Cristian Cardiel	Michael Gutierrez	Luke Gonzalez		
	11/20/2016	Sunday 11am	Steve Anil	Anthony Aragon	Lauren Friemel		
11/20/2016	Sunday 5pm	Hailey Courtney	Mark D'sa	Sam Joseph Elenvickal			
F O U R	First Sunday of Advent (purple)						
	11/26/2016	Saturday 5pm	Amanda Piamonte	Kiley Hay	NEED SERVER		
	First Sunday of Advent (purple)						
	11/27/2016	Sunday 9am	John Paul Vining	Benedict Juba	Luke Gonzalez		
11/27/2016	Sunday 11am	Joshua Wieber	Easton Chagoya	Wilson Wreh			
11/27/2016	Sunday 5pm	Annette Minear	Zeb Minear	Mark D'sa			