

Altar Society General Guidelines

Conduct

The attitude that Altar Society members bring to their work is all-important. With sincere devotion of mind and body, they should strive to make their service an acceptable offering to our Lord. Altar Society members will not need praises for their work nor be depressed by correction and guidance, but will make their Christian witness with quiet rejoicing. Altar Society members make their work a sacred duty, and their acceptance of the priest's invitation is the indication of their willingness to work under the priest's directions and guidance. All suggestions and ideas are properly directed to the priest for his consideration, acceptance, or rejection. It is the priest's responsibility to make final decisions.

Attitude of Members on Duty

Reverent

Take the work as coming from the Lord. Offer it to Him. Do it for Him. Leave it with Him. Kneel for a few moments of silent prayer. "This work is for God's house. May I do it worthily?" Genuflect any time you cross in front of the Tabernacle, enter or leave the altar

Quiet

All work about the altar should take place after the Saturday 8:30 Mass. If the priest vests in the sacristy see that he has privacy before and after the service in which to collect his thoughts and say his prayers. There should be no sign of confusion or hurry in an act of devotion.

Considerate of Others

The Altar Society Coordinator should be sure all members understand their duties and the exact time the work is to be done. No member should fail to do his/her assigned duty. When a worker is unable to serve, she or he should arrange for another member to be their substitute and be sure to notify the team captain and the Altar Society Coordinator. All members should be loyal to the Altar Society ministry, the rector, the parish, and the church. They should cooperate at all times, remembering that their service is to God.

Duties

With the help of the priest, the Altar Society Coordinator should put into writing the duties to be performed by the members.

A "Cleaning Check List" is provided and lists everything that needs to be done. If you find things that need to be added to the list please let Alfonso or Janeth Pena (Altar Society Coordinators) know. There are white aprons with OLOH picture and "Altar Society" on them in the end closet. Any one working should wear one. It lets others in the church know who you are and why you are working.

The following is a general outline of the list of duties:

On Saturday

1. Clean and dust the sanctuary.
2. Polish silver and brass appointments.
3. Prepare candles for use.
4. Prepare vessels used for the Eucharist.
5. Fresh flowers.
6. Set up Service book (missal)

On Weekdays

Any member of the Altar Society attending daily mass can take care of anything needing attention. The key motto here is: If you see something out of place, fix it or clean it up, if it something needs attending, take care of it.

1. Straighten up books in the pews.
2. Check Holy water fonts clean them and fill them if needed.

What to do if you can't make it

Schedule changes happen, if things come up and you are unable to make your scheduled cleaning day let someone know!

- Contact your team members
- Make arrangements with someone else on another team to cover for you
- Notify the Altar Society Coordinator, Alfonso or Janeth Pena, if you cannot find someone to cover for you