



# Immaculate Conception

Parish & Schools  
134 Arthur, Elmhurst, Illinois 60126

## LITURGY COMMITTEE MINISTRY/TASK DESCRIPTION

MINISTRY: Altar Server

ACCOUNTABLE TO: Mass presider; Altar Server Coordinator, Worship Commission Representative, Volunteer Coordinator

QUALIFICATIONS/SPECIAL REQUIREMENTS: Any Immaculate Conception parishioner who is of (what grade?) age or older is eligible.

Altar Servers are expected to attend any specially called informational meeting or spiritual enrichment meeting. These would not usually exceed two per year.

LENGTH OF COMMITMENT: One year, renewable.

TIME COMMITMENT: Approximately an hour and a half per week (if one is scheduled every week).

## RESPONSIBILITIES AND DUTIES:

- Accept responsibility that, if assigned, Parish is depending on Altar Server's presence. If you cannot serve, it is your responsibility to find a suitable substitute.
  - You will be provided with an email list of all Altar Servers to assist you in finding a substitute if necessary.
- To arrive 15-20 minutes before Mass.
- To prepare for Mass –
  - Dress properly in alb and cincture
  - Light altar candles
  - Ensure elements are properly set up
  - Prepare for procession.
- To serve during Mass
  - Lead the procession
  - If necessary, hold the Sacramentary to lead procession for Liturgy of Word
  - Prepare altar
  - Assist Priest in receiving and placing gifts
  - Provide pitcher, bowl and towel to Priest
  - Ring the bells during consecration
  - Clear altar after communion process has begun
  - Lead procession out.
- To serve post Mass:
  - Return cross
  - Extinguish candles
  - Hang up alb and cincture.

As with all Liturgical Ministers, appropriate dress is expected for those who minister as Altar Server.