

# St Augustine Parish Altar Server Training Plan

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May 3, 2014

1. PURPOSE: To outline the methods, resources, key individuals, and timelines for initial instruction and continuing formation of Altar Servers.
2. REFERENCES: St Augustine Parish “Directions for Serving Mass at the Altar” (Appendix C), Los Angeles Archdiocese [“Guidelines for Altar Servers”](#), the United States Conference of Catholic Bishops [“Guidelines for Altar Servers”](#), and the [“General Instruction of the Roman Missal”](#).
3. SCOPE: This plan encompasses those under the age of 18 in the Altar Server ministry, but adults whom also serve at Mass should also be familiar with this plan and its references for the benefit of all.
4. KEY INDIVIDUALS: The Pastor maintains overall responsibility for the Altar Server ministry. Assisting in carrying out this ministry are the following:
  - a. The Altar Server coordinator conducts training, conducts or assists with continuing formation, reviews performance, and schedules the Mass assignments of Altar Servers.
  - b. It is highly desirable that a staff member of St Augustine School be in contact with the Altar Server coordinator to assist in the implementation of this plan for St Augustine School students that are members of this ministry.
5. ACTION PLAN:
  - a. Initial training and formation in the ministry is open to those in grades four through eight who are, along with their parents, willing to commit to the requirements of this ministry. The outline of this training and formation can be found in Appendix A.
  - b. Recurring training and formation in the ministry is for those who are already serving in the ministry. The outline of this training and formation can be found in Appendix B.
  - c. The Altar Server coordinator will formulate, schedule, and conduct training and formation of other subject which are identified as necessary outside the scope of Initial and Recurring training and formation.

## Appendix A

### INITIAL TRAINING AND FORMATION.

The Altar Server coordinator will schedule and conduct Initial Training and Formation in the months of May and September of each year. This training should include 8 hours of practical instruction and one Mass as practicum. Additional Initial Training and Formation may be conducted as needed.

Initial Training and Formation covers the following:

#### Ministry to the Assembly

- a general introduction
- the meaning of service
- types of ministries. Who does what at Mass? (priest, deacon, lector, cantor, etc.)

#### The Eucharist—sense of its theology and structure

Names and descriptions of books, vessels, vestments, locations, the seasons of the year and their importance, the vocabulary of liturgy

#### Procedures

- Before the liturgy: what are the expectations and responsibilities of the server when arriving for liturgy? Arrival time?
- During a liturgy: posture and deportment, order of processions, the Introductory Rites, the Liturgy of the Word, the Liturgy of the Eucharist, and the Concluding Rite?
- Following a liturgy: what are the responsibilities of the server in the sacristy and in the worship space?

## Appendix B

### RECURRING TRAINING AND FORMATION.

The Altar Server coordinator will schedule and conduct Recurring Training and Formation during October or November, February, and May of each year. This training and formation should be conducted as a half-day retreat during May and classroom at other times. Additional Recurring Training and Formation may be conducted as needed.

Recurring Training and Formation covers the following:

Other liturgies—Weddings, Funerals, Baptisms, Quinceañeras, Confirmation, etc.

Changes in liturgical rubrics during Advent and Lent.

Continuing Training and Formation.

Less-used liturgical practices, e.g. Rite of Sprinkling, Rite of Baptism, etc.

Other subjects and practices as necessary.

### ALTAR SERVER PARENT MEETINGS.

The Altar Server coordinator will schedule and conduct meetings with Altar Server parents twice each year; once during May or June and once during October or November.