

# Altar Server Mentor Checklist

## BEFORE MASS

- ✓ **Servers Present** - Check schedule, see who is there; call in last minute subs if necessary
- ✓ **Signing In** – Be sure servers sign in
- ✓ **Dress** - Be sure servers are dressed on time. Help younger servers if necessary
- ✓ **Candles** – Send a server or two to altar to light candles 10 minutes before Mass
- ✓ **Introduce** – Yourself to any server you do not know. Lead introductions among servers if necessary
- ✓ **New Servers** – Be alert to new servers: remind hands folded and eyes on action, reverence
- ✓ **Roles** – Assign server roles: Cross / Book, Candles, Trailer
- ✓ **Special Instructions** – If special Mass or Celebrant, give instructions
- ✓ **Pray** – Lead pre-Mass prayer among servers (and Deacon and Deacons in Formation if present)

## LINING UP / PROCESSING

- ✓ **Spacing** – Be sure servers spaced correctly; remind to keep space and not rush when processing
- ✓ **Questions** – While lining up, ask each server if ready and any questions – helps them to focus

## DURING MASS

- ✓ Focus on **your tasks** as Cross / Book
- ✓ **Observe other servers** for hand folding, sitting posture, eyes on action – gently correct later
- ✓ **Observe the Deacon/Priest** for any cues during mass
- ✓ At credence table, you are captain: **direct tasks** to Deacon; **send two down** for gifts
- ✓ **One motion** – wine, water, wash line up – all should be complete, all 3-4 bow / leave same time
- ✓ **Direct servers down and up** altar at appropriate times (sign of peace, etc.)
- ✓ **Direct servers to bring trays** to Deacon to clear altar
- ✓ **Coordinate stand / bow** at repose of Blessed Sacrament with whisper if necessary
- ✓ **Direct a server to bring Elijah Cup** to Deacon if needed

## DEBRIEF AFTER MASS

- ✓ **Ask** servers how they thought Mass went; any issues or learning opportunities?
- ✓ Only after getting servers observations, **gently suggest** where tasks can be improved
- ✓ **Thank** the servers!