



*St Bernadette Roman Catholic Parish*  
 Letter of Instruction  
 For  
**ROLE OF LEAD ALTAR SERVER**

Effective Date: 1 March 2010

1. Arrive ½ hour early to assist the Sacristan in setting up the Credence Table. (See Figure 1)
2. Check the Credence table / candles etc before Mass.
3. Check with the Sacristan to see if there are any special requirements or duties for the Mass. Pass the information to the other altar servers.
4. Act as a role model for other Altar Servers.
5. Be an open resource of information for the other Altar Servers. Ask each Altar Server if they have any questions about their duties. If you don't know the answer, ask the Sacristan and pass on the information.
6. Be alert and aware of what is going on during Mass. Make sure that the Altar Servers are not forgetting duties. If the Presider or Deacon needs something done, step forward and offer assistance.
7. Be knowledgeable in all special qualification Altar Server duties, such as incense.
8. Be a mentor for Shadows

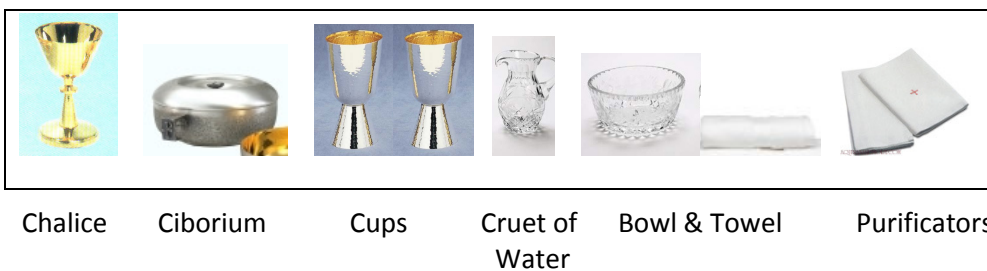


Figure1. Layout of Credence Table.