

Dear Parents –

St. Mel is blessed with many young people who feel called to serve at the altar of our Lord. When considering being a new altar server or continuing service, we ask you to prayerfully discuss this decision with your son or daughter. Being an Altar Server requires a commitment to serve at Mass at least once a month, sometimes more frequently, especially during the Easter/Christmas seasons and special Masses (Confirmation/First Holy Communion). It also means being properly disposed to serve; both spiritually (recent confession) and physically (being on time and properly dressed).

We prepare the Mass schedule with your preference for Mass time in mind, while balancing the ratio of boy/girl servers and experience. Preference for serving at First Holy Communion and Confirmation is given to servers who have a sibling receiving the sacrament. Schedules are generally prepared for a two month period and will be e-mailed to you.

As a parent of a server, you also need to be committed to seeing that your son/daughter fulfills their serving obligation, securing a substitute when needed, notifying us of the change/absence, and getting your server to Mass in time to prepare the altar (at least 20 minutes prior to Mass). You will need to check your e-mail promptly for these schedules and any other messages sent to you on behalf of St. Mel Altar Servers. We provide you with a list of the other servers to contact other servers for substitutions, with e-mails which we ask you to keep in a secure place and treat other people's information with care. Please notify us of the substitution by e-mail or phone call.

When your son/daughter serves a Mass, they should "sign-in" on the sheet provided in the Altar Server room. Failure to sign-in or show up for a scheduled Mass will result in a phone call from the coordinator to follow-up. An excessive amount of unexcused absences can result in being removed as a server.

HIGH SCHOOL SERVERS – We strongly encourage servers who are in high school to continue their service as Altar Servers. Their knowledge and experience in serving are greatly appreciated in assisting with scheduling AND they serve as mentors for the younger servers. Please encourage your high school student to continue as a server at St. Mel.

Above all, we encourage you to recognize this as a ministry of the church and to treat all aspects of altar serving with the priority it deserves. We have been blessed in working with the servers and parents last year, and look forward to continuing our ministry this year. We welcome your questions, concerns and feedback. Please do not hesitate to contact us at any time.

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St. Mel Parish – Altar Server Information Form
School Year _____

SERVER INFORMATION

Last Name	First Name	Date of Birth
Street Address	City	ZIP
Home Phone	Grade	School*
	-	<input type="checkbox"/> St. Mel <input type="checkbox"/> Home School (CFF) <input type="checkbox"/> Public (CFF) <small>Name of Public School</small>
		<input type="checkbox"/> M <input type="checkbox"/> F
After proper training, would you be willing to serve at Weddings/Funerals?		<input type="checkbox"/> YES <input type="checkbox"/> NO
For High School servers only.		
Can we schedule you regularly? <input type="checkbox"/> YES <input type="checkbox"/> NO, I want to substitute only		

PARENT INFORMATION

Parent(s) Name	Parent(s) E-mail			
	Alt e-mail:			
Parent(s) Cell Phone (<i>mothers</i>)	Parent(s) Cell Phone (<i>fathers</i>)			
Mass Preference (list 1 st , 2 nd , 3 rd preference)				
Saturday 4:30 -	Sunday 8:00 -	Sunday 10:00 -	Sunday 4:30 -	No Preference <input type="checkbox"/>
I/We are: <input type="checkbox"/> Lector/Commentator <input type="checkbox"/> Extraordinary Eucharistic Minister				
<small>For scheduling purposes, we try to schedule your child for the same Mass which you serve by coordinating with the other ministry schedules.</small>				
During the upcoming school year, will you have a child(ren) who is not an Altar Server who will receive: (check all that apply)				
<input type="checkbox"/> First Holy Communion <input type="checkbox"/> Confirmation				
<small>We ask this because we give preference to serving at these special Masses to siblings of servers.</small>				
If you have more than one child who is an Altar Server, for scheduling purposes (please check one)				
<input type="checkbox"/> Schedule both for same Mass <input type="checkbox"/> Don't put them on same schedule <input type="checkbox"/> It doesn't matter				
To facilitate schedule changes, we provide other altar server parents with contact info. May we share your info with other parents of St. Mel Parish?				
Home phone: <input type="checkbox"/> YES <input type="checkbox"/> NO Cell phone(s): <input type="checkbox"/> YES <input type="checkbox"/> NO E-mail(s): <input type="checkbox"/> YES <input type="checkbox"/> NO				
Comments/Questions:				

AGREEMENT

My son/daughter and I have prayerfully discussed the commitment required to be an Altar Server at St. Mel. We understand that this requires cooperation from both of us to make sure that the Mass is served as scheduled. With Gods help, we will do our best to serve Him in this ministry. (<i>*To make submission of this form easier, a computer generated signature can substitute for a handwritten signature.*</i>)	
*Server signature	Date
*Parent(s) signature	Date

If you have any questions or concerns, please do not hesitate to contact us.

St. John Berchmans – Pray for us!

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