

Dear fifth, sixth, and seventh grade students and their parents,

If you are in the 5th, 6th, 7th or 8th grade, I invite you to prayerfully consider service to St. Francis of Assisi Parish as an Altar Server. The ministry of Altar Server takes a reliable and dedicated commitment. Find attached an application form which should be filled out and returned to the Parish Office. Please be sure the form is signed by both the Altar Server and their parent. You will be contacted by email to schedule a time for training that works for you.

Training

In order to familiarize the new Altar Server with their responsibilities, I would like them to sit in the first or second pew of the church during Mass so that they can observe the present Altar Servers, prior to their training. The training takes about an hour. Following their training they will be scheduled to Altar Serve with other more experienced Altar Servers until they become familiar with their duties. If you have questions or would like additional training, following our session together, please contact me.

Responsibilities

Altar Servers should be in the church Sacristy to sign-in, dress and prepare for Mass at least 15 minutes prior to the beginning of Mass. The Altar Server schedule is made out for one month at a time and it is the Altar Server's responsibility to check the schedule and know when it is his/her scheduled time to serve. If he/she cannot be at Mass to serve as scheduled, they are responsible for calling other servers on the list to find a substitute. Please notify me with any substitutions by either phone or email. Any problem that occurs on short notice, such as illness, please leave me a phone message by calling 242-4575, ext. 25.

I look forward to getting to know you.

I pray for each of you as you consider this ministry:

O God of love, thank you for the opportunity to serve you as we serve the people of St. Francis of Assisi Parish. Help us to know that the holy work we do in church will be reflected in our everyday lives.

Amen.

Blessings,

Elizabeth Hanks
Pastoral Assistant for Liturgy

Application for Altar Server

Name:

Birth date:

Have you been baptized in the Catholic Church? Yes No

Address:

City:

Zip:

Phone Number:

Parent's email:

What school do you attend?

Grade in school?

Do you attend Mass every week? Yes No If No, how frequently?

Which day would be best for training?

Tuesday at 3:00 PM Thursday at 3:00 PM Friday at 3:00 PM

Sunday at 11:00 AM (after Mass) Other:

Which Masses will you be available to serve? (check all that apply)

- Any Mass you need me
- Daily Mass at 9:00 AM During the School Year
- Daily Mass at 9:00 AM During the Summer
- Saturday Mass 5:00 PM
- Sunday Mass 8:00 AM
- Sunday Mass 10:00 AM

List three reasons you want to be an Altar Server:

1. _____
2. _____
3. _____

Please return this form to the Pastoral Assistant for Liturgy at the Parish Office.

I commit to arriving at the church at least 15 minutes prior to the beginning of Mass. If I cannot serve as scheduled I will find a substitute by calling the other Altar Servers on the list. I will advise Elizabeth Hanks of any substitutions I arrange (206) 242-4575, ext. 25.

Altar Server Applicant Signature: _____

Parent/Guardian Signature: _____

Date: _____