

Altar Server training 2016-2017



Date	Time	For	Topic
August	Any time	Existing servers – View video here	Introduction to the role of Cross bearer.
Mon October 3	5-6:30 pm	New servers	Basics of Altar service
Wed October 5	5-6:30pm	New servers	Review & practice
Thursday December 1	3:30-5 pm	All servers	Special – incense & candle
Saturday December 17	6:30-8:30pm	All servers, parents & siblings	Christmas Caroling Social
Mon January 9	5-6:30 pm	New servers (if needed)	Basics of Altar service
Wed January 11	5-6:30pm	New servers (if needed)	Review & practice
Wed March 15	4:30-6 pm	8 Confirmation servers (Confirmation mass Sat Mar 18 – 10am)	Review Confirmation serving procedures
Holy Week practices			
Thursday April 6	4-6 pm	Altar servers (Triduum) (Holy Thursday, Good Friday, Easter Vigil)	Review Holy week serving procedures
Saturday April 8	9-10 am	Holy Thursday servers only	Review & practice
	10-11 am	Good Friday servers	Review & practice
	11-12	Easter Vigil servers	Review & practice
Server Appreciation Social – Thurs 5/25	6-8 pm Location tbd	All existing servers	Fun & fellowship

Basic Expectations of Servers:

- Altar servers are expected to come to Mass dressed neatly & suitably (without open-toed shoes or fluorescent attire).
- Altar servers need to be in their albs, signed in and ready in the sacristy meeting room by 15 minutes before Mass.
- Servers’ parents are responsible for the altar server schedule of their children.
 - Our schedule is done via a web-based program called Ministry Scheduler Pro.
 - As the 3 month server schedule is being made, parents can request preferred dates and Masses to serve. These cannot always be honored but we do our best to do so.
 - When substitutes are needed for emergency situations, the originally scheduled altar servers are responsible to serve the mass if a substitute has not been found. Merely requesting a substitute server is not enough to excuse one from service.

Thanks for your service in this ministry,

Paul & Peggy Lavallee

Altar Server Coordinators 484.716.8295 or prlavallee@msn.com



Altar Server Application

Family name: _____

Altar Server name: _____

Father's name: _____ Mother's name: _____

Address: _____

Phone number: _____

Email address(es) (Adult emails only ***): _____

Grade entering in fall: _____ School: _____

Family Mass obligations (i.e. – father is Communion minister at 9 am mass): _____

Mass preference(s) (***note, this is not guaranteed, but we will do what we can to accommodate; those with other family Mass obligations are accommodated first***)

Please enter these preferences on the Ministry Scheduler Program. An online tutorial will help you.

I, _____ validate that the above email addresses are adult email addresses and can be used in altar server correspondence. I understand that these email addresses will be in the "TO" line of the email, and will be accessible to other Altar Server families to use for Altar Server business at St. Norbert Parish.

I agree that my child(ren) will be consistently present and punctual for their ministry as an altar server.

(signature of parent or guardian)

*** In the Philadelphia Archdiocese technology training, we are asked to protect minors by sending all email correspondence as BCC (blind CC), so that a minor's email account is not shared. Since the Altar Server ministry uses the 'reply to all' feature to obtain substitutes for Masses, this will not work for us. Therefore, email addresses above can ONLY be adult email addresses.

In addition, please keep in mind that using the altar server roster should only be for Altar Server business, and not for other email use.