

Instruction Sheet for New Servers

2025-2026

Welcome to the Altar Server Ministry! We are very happy you have expressed an interest in becoming an Altar Server here at St. Michael's Church. Altar Serving is a great way to serve our parish community. Please complete the following:

- ❖ **WRITE/RETURN** one letter addressed to Fr. Mel about why you want to become an Altar Server- return to the Parish Office or email to altarserverstmikes@gmail.com by Friday, October 10th.
- ❖ **COMPLETE/REVIEW** these 3 forms and return to the Parish Office or email to altarserverstmikes@gmail.com by Friday, October 10th.
 1. Information Sheet- complete and return to the Parish Office or email to altarserverstmikes@gmail.com by Friday, October 10th.
 2. Policies and Procedures- review and bring to first class in a folder
 3. Statement of Understanding- complete and return to the Parish Office or email to altarserverstmikes@gmail.com by Friday, October 10th.
- ❖ **PLAN TO ATTEND** the mandatory New Server Orientation meeting on Sunday, October 12th at 6:45 pm in the church. Student and at least one parent must attend.
- ❖ **DOWNLOAD** the following information from the St. Michael's Church website after returning your forms to the Parish Office or email to altarserverstmikes@gmail.com. <http://smpoway.org> Hover over Ministries, Altar Servers, then look for the specific titles listed below.
 4. 3 Server Mass- How to Serve (Weekend Mass)- study and bring to first class in a folder
 5. 2 Server Mass- How to Serve (Daily Mass)- study and bring to first class in a folder
 6. Order of the Mass- study and bring to first class in a folder
 7. Prayers at Mass- study and bring to first class in a folder
 8. Glossary of Terms- study and bring to first class in a folder

IN SUMMARY, please drop off the following 3 items to the Parish Office or email to altarserverstmikes@gmail.com by **October 10th**. Classes will be assigned on a first-come, first-serve basis. We cannot assign you to a class until your paperwork is turned in. Please do not wait until the last minute:

1. One Letter addressed to Fr. Mel
2. Information Sheet
3. Statement of Understanding

Questions? Please contact Jose Dosal at: altarserverstmikes@gmail.com

August 2023

Information Sheet for New Servers 2025-2026

Name _____

Parent's Name(s) _____

Please indicate which parent you live with: ____ Both ____ Mom ____ Dad

Home Address _____

Mom's Home Phone _____ Mom's Cell Phone _____

Dad's Home Phone _____ Dad's Cell Phone _____

List all e-mail addresses that should receive correspondence _____

School _____ Grade _____

Are you a registered member of St. Michael's Church? _____

Please indicate your 1st, 2nd and 3rd choice of Preferred Masses: 5:30 pm Saturday _____,

7:15 am _____ 9:00 am _____ 10:45 am _____ 12:30 pm _____ 5:30 pm Sunday _____

CCD Class (if applicable) _____

Brothers or sisters who are Servers _____

Family members who are Eucharistic Ministers, Lectors, Ushers, or Choir Members:

- ❖ Classes will be on Wednesday from 4-5pm and 5-6pm during the months of October and November. Look out for additional training. This might change based on Church availability. There will be additional training in January and February if needed. We anticipate our first week of classes to take place on the week of October 13th but we will confirm with you once this is finalized. The New Server Orientation meeting is on **October 12th at 6:45pm** in the Church and is a mandatory meeting.

Altar Server Statement of Understanding

2025-2026

Server and Parent must initial each statement and sign at the bottom of the page. Please refer to the Policies and Procedures as needed.

____ ____ I will come to Mass dressed appropriately when scheduled to serve.

____ ____ I will conduct myself in a reverent manner while serving Mass and will try to be a role model to other parishioners.

____ ____ I will arrive 20 minutes before my scheduled Mass time to put on an alb and help prepare the Altar for Mass.

____ ____ I will be asked to serve at least one 7:15 am or 12:30 pm Mass.

____ ____ I will be expected to serve Daily Masses as assigned.

____ ____ If I cannot serve as scheduled, it is my responsibility to ask for a substitute using the Ministry Software Program (MSP). In the event, the sub request is not filled, I am still responsible for the assigned Mass.

____ ____ I will attend Altar Server meetings (4 each year: 1-Fall, 1-Winter and 2-Spring). Two of these meetings are mandatory review sessions and I understand that I will receive a strike if I do not attend.

____ ____ I understand that I will be scheduled and trained to serve Special Liturgies such as Benedictions, Lenten Evening Masses, Stations of the Cross, Weddings, Funerals, etc.

____ ____ I will be tested for the positions of CB and MC when the committee feels I am ready.

____ ____ I will receive a “strike” if I miss serving Masses, miss Altar Server meetings without a valid excuse, if I am not dressed according to the dress code, or if I exhibit unacceptable behavior toward a Committee member and/or at Mass. A strike will be erased if I accept a substitute request within 30 days of my strike.

____ ____ If I receive three “strikes,” I will need to meet with my parent(s) and Father Mel to reconfirm my commitment to Altar Serving. This meeting will need to take place within 30 days of receiving a 3rd strike letter and I will be placed on inactive status after a 3rd strike notice is issued.

____ ____ I will need to attend review sessions as required and I will be responsible for mastering the responsibilities of serving Sunday/Daily Mass and Special Liturgies. I will ask for assistance if I am unsure about the procedures.

____ ____ I have read the Altar Server Ministry Policies and Procedures, and I agree to comply with the requirements of the position of Altar Server.

Server’s Signature _____ Date _____

Parent’s Signature _____ Date _____

School Attending & Grade Level for 2025/2026 _____

August 2023