

San Francisco Solano Parish
Altar Server Information Sheet

Novice #3 Training: _____

#2: _____ #1 CB: _____

Please print clearly

Yes, I wish to serve (or continue to serve) San Francisco Solano Parish as an Altar Server.

Altar Server Name: _____

Street Address: _____

City: _____ Zip: _____ Male/ Female

Phone: _____ (Parent) _____ (Student, if applicable)

Email: _____ (Family) _____ (student)

B-Day: _____ Current School _____ Grade: _____ HS Grad Year: _____

Parent's Names _____

Other ministries your family is scheduled with: _____ Should we schedule you all together? _____

Preference: Please indicate your Mass preference. If your child is available for different Mass times, please indicate 1st, 2nd, 3rd choice. It is perfectly fine to have only one Mass preference. The 8:30, 10:30 and 5 pm Sunday masses have the most current servers. If those are your preference, your child may only be scheduled every other month. **Servers will be scheduled 2 of 4 weeks in the beginning to give them plenty of practice. For the first three months, your child will serve at various Mass times. New servers that are siblings may not be scheduled together for six months depending on availability and experience levels.**

_____ Saturday, 5:00 p.m.

_____ Sunday, 8:30 a.m.

_____ Sunday, 12:30 p.m.

_____ Sunday 10:30 a.m.

_____ Sunday, 5:00 p.m.

Important Information

The Altar Server Ministry is a privilege and responsibility that involves both the child and the parents. We are so grateful you answered God's call to serve him in the ministry. As the coordinator, my first priority is to ensure that all Masses have altar servers scheduled. My next responsibility is to ensure that your preferences are respected. The only fair way to accomplish this is to establish "required Masses" where servers are in short supply. But allow you some choice in the matter. **It is our current policy that at least once per year, all servers are required to serve a Saturday, 5:00 p.m.** Servers will be able to indicate their availability each quarter.

A 2nd training is required after completing two years of service to learn Cross Bearer and incense duties. You may not be a cross bearer until that training is complete and you have grown big enough to handle the heavy cross.

Regarding safety and accountability

Altar Serving is also a good way for our young people to learn to communicate via emails with adults and become responsible for their time commitments. However, they need help. Parents, please allow the children to type and send the emails requesting substitutes. It is good practice. However, we insist that **a parent is typically always copied on email or text correspondence with a child.** If your altar server does not yet have their own email, please update your records when they do.

Altar Servers are required to sign-in **15 minutes** prior to the beginning of mass. Most cannot drive themselves to church, but they can be responsible for leaving the house on time and keeping track of their own appointed schedules. Can't serve dates for the next quarter are due no later than the 21st prior to scheduling. You may load can't serve dates for months in advance if you know your availability. This is immensely helpful!

Signature of Parent/ Date

Signature of Server/ Date