

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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