

SAINT MARY'S CHURCH

LOS GATOS, CALIFORNIA

April 5, 2016

Dear Parents,

As the parent of a student who will enter fifth grade through eight grade this fall, your child is eligible to be an Altar Server for St. Mary's Church during the coming summer months. Attached is **1)** a listing of the preparation steps expected of Altar Servers before beginning their ministry, **2)** the responsibilities of their ministry, and **3)** the assistance we request of their parents once their child is assigned as an Altar Server.

I hope that you will encourage your child to accept this opportunity to be of regular service to others through ministry in the Church. By encouraging your child and assisting them to keep to the assignment schedule, you will help them develop a genuine spirit of service to others in all aspects of their lives.

Please review the Application for Altar Server with your child and discuss the importance of this ministry and its responsibilities. Should your child be interested in serving St. Mary's in this way, please sign the completed application form and return it to the school/parish office on or before Monday, 4/18/16. Then your child just needs to attend one of the training dates that will be conducted in the church by Mr Bill Baumel on either Friday from 3pm to 4pm : 4/22 or 4/29.

If you are unable to turn in the form by Monday but would still like to attend one of the training dates, please RSVP Nannette Kern (soufflemama@hotmail.com) as to which training date you will be attending. Be sure to bring in the completed form to turn in to Mr. Baumel. Your Altar Server Advocate is Kathleen O'Hara (kmpohara@me.com).

Thank you in advance for your participation in this ministry of being an Altar Server, and I look forward to working with you in your efforts to bring about a generous spirit of service to others in your child as they fulfill their responsibilities.

Sincerely,

Fr. Biju Daniel Varghee
Parochial Vicar/Director of Liturgy

APPLICATION FOR ALTAR SERVER

Last Name _____ First Name _____

School Name _____ Grade for 2016 - 2017 School Year _____

Requirements for Potential Altar Servers:

- Completed sacraments of Baptism, Reconciliation & Eucharist
- Be a member of a registered St Mary's Parish family
- Enrolled in Grades 5 through 8 for the 2016 - 2017 school year
- Must complete one St Mary's training session plus any additional training sessions as offered

All Altar Servers, along with their parents, agree:

- To provide timely information about their availability for Mass assignments
- Ensure that valid contact information is maintained and provided at all times
- On their assigned dates/times, to show up at the Sacristy 15-20 minutes prior to the start of mass
- To arrange for a substitute in case they are unavailable for an assigned mass
- Available to serve at any of the weekend masses and/or daily 7:30am masses (Sun-Fri)

Please indicate your Service Time Preferences by checking the appropriate boxes:

<input type="checkbox"/> WEEKEND	<input type="checkbox"/> Daily Mass (7:30AM)	COMMENTS
<input type="checkbox"/> Sat – 5pm		
<input type="checkbox"/> Sun – 7:30am		
<input type="checkbox"/> Sun – 9am		
<input type="checkbox"/> Sun – 11:15am		
<input type="checkbox"/> Sun – 5pm		

CAN'T SERVE DATES FOR THE NEXT 3 MONTHS (MAY/JUN/JUL):

UPDATE: St Mary's Church also provides a special trip to the Santa Cruz Boardwalk for active Altar Servers in good standing who from June 2016 to early May 2017 have served at regular weekend or weekday masses (not including school masses) at least 15x (for St Mary's School kids) or at least 12x (for those attending schools other than St Mary's School).

I agree to and understand the responsibilities involved in being an Altar Server. I will be attending the training on:

_____ Fri, 4/22/16 (starts 3:00pm) _____ Fri, 4/29/16 (starts 3:00pm)

CHILD'S SIGNATURE _____ Date _____

Address _____ City _____ Zip _____

Home Phone (____) _____ Cell Phone (____) _____

E-mail(s) to be used for notices (max of 3 separate emails) _____

PARENT SIGNATURE _____ Date _____

NOTE: Award certificates are presented to graduating 8th grade Altar Servers in recognition of their ministry at the close of the academic year.

**PLEASE FILL THIS OUT AND RETURN TO ST MARY'S PARISH OFFICE
 (ATTN: ALTAR SERVER SCHEDULING)**