

## **NEW ALTAR SERVERS**



### **Immaculate Heart of Mary**

5876 Veteran's Way  
Burlington, Kentucky  
[www.ihm-ky.org](http://www.ihm-ky.org)

## **We are now accepting applications for new server training.**

Altar servers are an important ministry to the people of IHM. Servers help to prepare for Mass, assist during Mass, and help after Mass. **Being a server is a privilege!** It requires a strong **commitment from both the server and his/her parents.** Our Pastoral Minister schedules servers using a web-based software program called *Ministry Scheduler Pro*. You will receive instructions for this program after successful completion of all training. Servers must arrive at least 15 minutes prior to their scheduled Mass time. Each server who is unable to serve at his/her scheduled time must arrange for a substitute. **Servers must wear clothing and be groomed in a manner befitting the reverence due the Eucharist.**

All students interested in becoming a server must complete the attached form, and return it to the school office not later than **January 23**. Each applicant must attend and satisfactorily complete three training sessions. Parents must schedule training sessions using the web links for **SIGN UP** found on the IHM SERVERS webpage (under the menu for Ministries). You must schedule three separate sessions, SESSION ONE, SESSION TWO and SESSION THREE. Additionally, please print and study the SERVER'S HANDBOOK available from our IHM Web site. Bring this Handbook to all training sessions.

The first training sessions begin the week of January 30, 2017.

We are scheduling around the program coordinator's time, available time in the Church, and approximately 50 students' schedules. Please cooperate!

Deacon Greg is available to answer questions about serving, scheduling, or training. (689-5010).

**Register for one of each session as soon as possible.**

# ALTAR SERVER INFORMATION

(Please Print. Return Only This Page)

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Catholic Baptism: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

Indicate your *preferred Sunday Mass times for serving*—indicate your 1<sup>st</sup> and 2<sup>nd</sup> choice:

\_\_\_\_\_ 5 PM \_\_\_\_\_ 7:30 AM \_\_\_\_\_ 9:00 AM \_\_\_\_\_ 10:45 AM \_\_\_\_\_ 12:30 PM \_\_\_\_\_ 6 PM

I understand that serving is a privilege, that I must attend and satisfactorily complete three training sessions, and that I must arrive at Church at least 15 minutes before my scheduled serving time, properly dressed and groomed. I am committing to this service.

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## Signature of the Server Applicant

I/we are aware that my child has applied to become an altar server. I understand the requirements, and support my child in this commitment. I will review the Server Handbook with my child, and help him/her in their study of it. I understand and agree with the proper dress for an altar server, which demonstrates reverence for the Eucharist. I understand I must go on-line to schedule the required training sessions. I also understand that a server who misses two times when scheduled to serve without finding a substitute will be removed from the serving list.

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## Signature of Parent(s)