

December 10, 2007

Greetings in Christ to All of our Altar Servers and your Families!

Just another reminder to all of you about the request that all servers check in at the Sacristy before Mass and other items:

(1) Servers will be scheduled to serve for **three consecutive Sundays**, and then be off for a period of 6 weeks to 3 months, depending on which Mass you serve at. It is our hope that by serving three weekends in a row, servers will become more comfortable with their roles and responsibilities and gain a higher level of confidence.

(2) **All servers, regardless of whether they are scheduled for a Mass or not, should attempt to check in sacristy approximately 10-15 minutes before Mass begins to see if servers are needed for the Mass. There have been a lot of servers not getting substitutes and this makes it very hectic for the priests and sacristans when they are about to start Mass. We almost always have room for one more server. For those who wish to serve more times, this makes that available.**

In addition to these two changes, we would like to (again) remind all servers of our general expectations:

-Please be sure to arrive on time when you are scheduled to serve Mass. This means that you should be in the sacristy 20 minutes before Mass starts and no later than 15 minutes prior to Mass. If you have not arrived by 10 minutes before Mass, we will attempt to find a substitute for you. If you arrive 10 minutes before Mass and substitute has been found, still check if they need servers as there may be others that have missed.

-When you arrive to serve Mass, remember to **check off your name on the schedule which is posted inside the sacristy**. If you fail to do so, we have no way to know whether or not you showed up that particular weekend.

-Because serving at Mass is a special honor, proper attire is important. Please wear dark-colored pants/slacks and dark brown or black shoes when you serve Mass. **White tennis shoes, sneakers or sandals are NOT considered proper attire for serving.**

-Be sure to call and find an appropriate replacement from the list of servers if you are unable to serve any Mass that you are scheduled for. If after calling multiple people, you cannot find anyone to serve for you, you can let either Deacon Bruce or Bobby Schuster know and we will find a sub for you.

We are now posting the Altar Server Schedule on the Epiphany Web Site. You can find it at [www.epiphanymn.org](http://www.epiphanymn.org) under the "Stewardship" header choose "Ministries" and then look at the bottom of the page. You should find it there.

We intend to hold an all server meeting again sometime in the early spring. This will be training for newer servers and will include further training for all servers. There will be a special training for those servers helping at the Easter Masses; we will contact you when that is arranged.

Once again, even if you aren't scheduled for the Mass, **please, please, please stop by the sacristy to see if they need help.** And just because they don't this time, don't let that stop you from checking, as the next time they just may need help.

We usually schedule enough servers to cover in case one server can't be there, but at some masses we've had 2 or 3 servers not showing up. If you do not want to be an Altar Server any more, please let us know so we don't schedule you. If you know others who would like to be an Altar Server, please have them call one of us or the main office.

In Christ,

Deacon Bruce Maltzen & Bobby Schuster  
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