



**Please return this form to the
School or Parish Office by:
September 21, 2026**

St. Benilde Catholic Church

Would you like to be an Altar Server?

August 2026 – August 2027

Dear Parents:

We invite your son to accept the honor and privilege of serving as an Altar Server at St. Benilde Catholic Church. By completing this form, your son acknowledges the great privilege of being asked to serve at the Lord's Altar, and you agree to support him in fulfilling his duties as an Altar Server. As parents, you also recognize the importance of arranging your schedule so that your child can be available to attend Mass on the scheduled dates and times.

All boys in third grade or above are eligible to be an Altar Server.

____ Yes, my child would like to make a one-year commitment (Sept 2026-August 2027) to be an Altar Server at St. Benilde Parish. My child has my permission to serve in this ministry. Deacon Stephen J. Gordon has been assigned as the coordinator. His address is 2000 Neyrey Drive, Metairie, sgordon@arch-no.org, 504-218-6255 (cell).

Mandatory training will take place on September 23, 2026, at 3:00 PM in the Church. It should last 1 hour.

Altar Server Expectations

Please initial next to each to state you understand this expectation (both parent and server)

____ All servers are expected to commit to attending Sunday Mass on a weekly basis, whether or not they are serving.

____ All servers are expected to follow the preprinted schedule and to attend all Masses (Sundays and Holy Days of Obligation) for which the server is assigned. If a server cannot participate in a Mass for which they are assigned, then the server or their parents are to make a responsible and reasonable effort to find a substitute. We understand that numerous absences may result in my child being removed from the server schedule.

____ All servers are expected to be at the Church 15 minutes before Mass begins.

____ All servers must sign in when they serve to maintain an accurate attendance record.

____ All servers are expected to dress appropriately for Mass. This includes brown or black slacks AND brown or black dress shoes. **NO TENNIS SHOES.**

____ All servers are expected to hang up their vestments after Mass.

____ All servers are expected to pay attention to the Priest and Deacon during Mass and to fulfill all the requirements of their ministry.

____ All servers are expected to attend periodic training sessions and meetings.

Signature of Parent/Guardian: _____

Signature of Altar Server: _____

Child's Name: _____

Age: _____ (as of 8-1-26) Birthday: _____

School: _____

Grade Level (as of September 2026): _____ Number of Years as an Altar Server: _____

Father's Name: _____

Mother's Name: _____

Home Address: _____

Home Telephone: _____ Mobile Phone: _____

Work Telephone: _____ Other Telephone: _____

The majority of communication in the Altar Server Ministry is done through Flocknote. Please include a valid Email address. Your son's email may be included. No email will be sent to your son without also being copied to the parent. Casey Sprehe will handle scheduling. 504-583-4465 or caseysprehe@gmail.com

Primary Email: _____

Secondary Email: _____

Other Email: _____

Name(s) of Sibling(s) who are Active Altar Servers: _____

Siblings will usually serve the same Mass unless otherwise requested by the parent/guardian.

When is your son available to serve? (Please check all that apply)

____ St. Benilde School Mass

____ Saturday, 4:00 pm Vigil Mass

____ Sunday, 9:00 am Mass

____ Sunday, 11:00 am Mass

____ Sunday, 4:00 pm Mass

____ Special Liturgies – Holy Week, Christmas, Holy Days of Obligation, etc.