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**Dear New and Returning Altar Servers and Parents:**  
*On behalf of Fr. Thomas O'Donald, Parochial Vicar, and moderator for the Altar Servers, welcome to St. Bede the Venerable Catholic Church's Altar Serving August 2017-August 2018. Thank you for volunteering to serve Our Lord on His Altar. May the Lord bless and reward you for your commitment and dedication!*

This contains important information about Altar Serving at St. Bede's.

**1) Team List and Altar Server Committee Contact Information List (sent to you)**

Each altar server is assigned to a NEW TEAM that s/he will serve with for the year. Teams are given saints' names.

The TEAM saints' names are listed on the schedule, rather than the child's name.

Please make note of the saint team your child will be serving on and the dates/Mass times your child and their team will be serving.

Altar Server Committee member contact information is listed on this document, too.

**3) Fall 2017/Winter 2018 Schedule (sent to you / attached on website)**

This document contains the first half of the altar server schedule.

It begins this weekend, Aug. 12/13, listing through the beginning of February 2018.

The second part of the schedule will be sent at the end of January 2018.

**4) COMMUNICATION AND THE ALTAR SERVER WEBSITE <https://stbedealtserv2015.shutterfly.com/>:**

Communication, the Schedule, Important Documents, Requests for Substitutions and Special Announcements will be coordinated through our Altar Server website <https://stbedealtserv2015.shutterfly.com/>.

Weekly courtesy team schedule e-mail reminders and special notices will be sent to you from this site.

Please check the site to be sure that you are signed in with your e-mail and password.

Under the "Sign-up" Section, the procedures for requesting/filling a substitute request can be found.

There will be a parent session to review/explain the Shutterfly site (INFO WILL BE SENT TO ALL PARENTS)

**5) Alb fitting and exchange information** will be sent out as a separate e-mail.

Should you have any questions regarding altar server information, please feel free to contact an Altar Server Committee member (listed on the Team List document).

We look forward to working with you and appreciate your commitment to this most special service to God!

Mary Schluth, John Benincasa, Karen Mueller, Lisa Barnett, Kathy Himes  
Altar Server Committee, St. Bede the Venerable Catholic Church