New Altar Server Meeting Agenda – 2018

- **Altar Server Handbook**:
  - Be sure to read it over

- **Mandatory Training**:
  - PREP CLASS STUDENTS: Training (TBD)
  - SSJ SCHOOL STUDENTS: Training (TBD)

- **Installation**:
  - TBD
    . Servers will be given an alb to wear and will process in at the start of Mass. They will be seated together.

- **Other Key Dates of Mandatory Attendance**:
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- **Ministry Scheduler Program: Overview**
  - The servers are scheduled in quarters. After installation, we will start to work the new servers into the schedule for the first quarter (Jan. – March)
  - You will receive an email giving you your individual password and user name to access the Ministry Scheduler Program website.
  - You will be asked to fill in your availability and preferences for the upcoming quarter on your personal "Profile Page."
  - The MSP will create the server schedule according to the data which you enter into your Profile Page for that quarter.
  - Once the schedule is created and posted, you will be able to view it on the MSP website.
  - You will also be able to make any "sub requests" through the site.

    - It will be your responsibility to find replacement servers.
    - You will also receive a phone and email list of all the servers to find subs if necessary.

  - An automatic email reminder will go out to you from the MSP site close to your date of service
  - Please note the section on "Schedules" in the Altar Server Handbook for more info.