

[To be printed on Parish letterhead]

January 1, 2000

[NAME]
[STREET ADDRESS]
[CITY, PROVINCE]
[POSTAL CODE]

Dear [CANDIDATE]:

I just wanted to let you know about a wonderful organization here at [insert Parish name] that is especially meant for youth like yourself. It's called the Altar Servers Guild (Altar Boys & Girls).

Maybe you have already noticed us on Sunday mornings. We carry the cross and the candles into the church in front of the choir and we carry the Gospel too. We help at the communion table and we accept the gifts that are brought forward to the altar. It's not a difficult job, but it's a very important one. It is an excellent opportunity to serve the Lord and to learn more about the church that you are member of. We teach you everything you need to know and help you all along the way. And we have fun together too!

I hope that you will consider coming out and giving the Altar Servers a try. We will be holding a new Server training event soon.

I will contact you soon to answer any questions that you might have, or feel free give me a call anytime. I'd be very happy to hear from you.

Yours Truly,

[NAME]
Head Server
[PHONE NUMBER]