

St. Mark Catholic Church
15800 Montrose Avenue
Cleveland, Ohio 44111
216-226-7577

October 2017

Dear Minister,

Thank you for your continued service to St. Mark Church.

You have made a commitment to serve as a Minister **if you cannot serve at your assigned time it is your responsibility to get a substitute**, if you cannot after several attempts, please call the Parish Office at 216-226-7577. **Rosters are available in the Sacristy for the next two weekends, this information cannot be emailed, please pick one up.** Please remember to dress appropriately (**flip-flops are not acceptable**) and arrive 15 minutes before the start of Mass. **If you are not present, and have not gotten a substitute 3 times within a 4 month period you will be removed from the next schedule.** You are welcome to call and request to be put back on the schedule. Your help is greatly appreciated.

PLEASE NOTE:

The attached schedule is for the months of October 7, 2017-January 28, 2018

(Minister Schedules are run every 4 months and 2 weeks prior to the new schedule period.

Notices are emailed and put in the weekly bulletin before each new schedule so that you can verify your calendar and give any dates in writing you will not be available to serve.

This is important to do prior to running the new minister schedule; once the schedule is run it cannot be modified.)

PLEASE DRESS APPROPRIATELY

SIGN-UP SHEETS WILL BE AVAILABLE FOR
CHRISTMAS EVE MASSES SUNDAY, DECEMBER 24TH AT
4:00PM, 6:30PM & 10:00PM

CHRISTMAS DAY MASS MONDAY, DECEMBER 25TH AT
9:00AM

THE NATIVITY OF THE LORD (NEW YEAR'S DAY)
MONDAY, JANUARY 1ST AT 9:00AM

Please note the minister schedules are available on the St. Mark website at **stmarkcleveland.com** and available to email. This helps with cutting down on the amount of paper and time used in creating the schedules. If you have any questions or changes please contact Cheryl Birchfield in the Parish Office at 216-226-7577 or email **cbirchfield@stmarkcleveland.com**.

Thank you,
Cheryl Birchfield
Parish Secretary