

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

January 2019

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 February 2019-May 2019**

(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.)

**If you are able to help with Not Filled positions please call me at the Parish Office.**

**Thank you for your help.**

**PLEASE DRESS APPROPRIATELY**

**SIGN-UP SHEETS WILL BE AVAILABLE FOR**

**Ash Wednesday, March 6<sup>th</sup> at 7pm**

**Holy Thursday, April 18<sup>th</sup> at 7pm**

**Good Friday, April 19<sup>th</sup> at 3pm**

**Easter Vigil, April 20<sup>th</sup> at 7:30pm**

**Easter Sunday, April 21<sup>st</sup> at 9am & 11am**

Please note the minister schedules are available on the St. Mark website at [stmarkcleveland.com](http://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](mailto:cbirchfield@stmarkcleveland.com).

Thank you,  
Cheryl Birchfield  
Parish Secretary