

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

October 2023

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 between Monday-Friday. **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 2023 – January 2024**

**If you are able to help with **Not Filled** positions please call or email me at the Parish Office. Thank you for your help.**

**PLEASE DRESS APPROPRIATELY**

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