



## Looking Ahead

### **WOMEN'S GROUP**

Thursdays, January 2 & 16 at 10 AM  
in the St. Francis Room

### **VESTRY OFFICERS**

Tuesday, January 7 at 10:30 AM  
in the Rector's Office

### **FINANCE COMMITTEE**

Thursday, January 9 at 9 AM  
in the Conference Room

### **HOME TOUR COMMITTEE**

Thursday, January 9 at 2 PM  
in the Vulliamy Room

### **SOCIAL ACTIVITIES**

Tuesday, January 14 at 11 AM  
in the Conference Room

### **VESTRY**

Tuesday, January 14 at 6 PM  
in the Conference Room

### **MEMORIALS COMMITTEE**

Wednesday, January 15 at 9:30 AM  
in the Library

### **ANNUAL PARISH MEETING**

Sunday, January 19 at 11:15 AM  
in the Parish Hall

### **OUTREACH COMMITTEE**

Monday, January 20 at 10 AM  
in the Library

### **MEN'S GROUP BREAKFAST**

Tuesday, January 28 at 7:30 AM  
in the Parish Hall

# THE FRANCISCAN STAFF

The Newsletter of the people of  
Saint Francis in the Valley Episcopal Church  
600 South La Cañada Drive  
Green Valley AZ 85614

Vol. 57, No. 1

January 2020

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*Our mission is to live as Christ's heart and hands in the world.*

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## *From our Interim Rector . . .*

### WHAT'S COMING IN 2020?

Foremost for St. Francis in 2020 is the WHO that's coming—sooner than later, we expect and pray. That will be our new rector, Fr. Warren Leibovich, who is well worth waiting for; and who is every bit as anxious to join us here as we are to have him arrive. The Immigration Service and our attorney working on Fr. Warren's behalf have warned us that any attempt to inquire or lobby to speed up his visa process will be counter-productive. So we pray and we wait. But we are not idle.

On January 5, five members of St. Francis will be received into the Episcopal Church by Bishop Reddall, during the Bishop's visitation to the Church of the Apostles in Oro Valley, north of Tucson. The five are Gary & Anita Jacobs, Mike Kuebler and Don & Jan Meisner. You have come to know them over the past year; now in January let's welcome them as new Episcopalians.

Does it seem early to talk about Lent? Ash Wednesday will be February 26 this year. Lent is a big attraction at St. Francis, because of our sparkling tradition of Wednesday evening Lenten Suppers arranged by our heavenly hosts Mark & Sandy Eckstein. Each Wednesday for five weeks a speaker addresses a topic of practical and spiritual importance. The theme in 2020 is 'What's Coming?' Speakers, who will be announced as soon as we schedule them, will help us understand what's coming in the Episcopal Church, in spirituality, in philanthropy, in theology and in social justice. (The list is subject to change.)

February 29 will be our every-fourth-year extra day, as we leap to recalibrate our calendar.

In August 2020, the City of Tokyo will host the summer Olympic Games. Since August will be cooler in Tokyo than in Green Valley, you may want to reserve tickets now.

November will bring a presidential election of epic proportions, for which we can pray a large voter turnout, truly expressing the will of the governed. Throughout this year, we will be coping with the partisanship and hyperbole of overheated political rhetoric, which will make more challenging our task of discerning the most likely candidates to entrust with the oversight of our national and state governments. There

*continued next page*

is plenty here to bring us to our knees in prayer.

Through all these 2020 milestones, and those yet unimaginable, St. Francis Church will continue faithful in worship and in serving ministries, supported by your generosity, welcoming guests and newcomers into our fellowship. Are you ready? In Christ's love,



Fr. Colville

### *Senior Warden's Notes*

Over the past several years, Pastor Paul Phillips, who recently served as an Associate Pastor at Valley Presbyterian Church here in Green Valley and is currently an Interim Pastor in Salem, Ohio, and I have shared a mutual appreciation for stewardship in our respective churches. Earlier this year, Pastor Phillips sent me the following article suggesting I might find it of value in promoting a better understanding and appreciation through my position at St. Francis. I have purposely saved it for this, the first issue of our newsletter for the new year, 2020. May it serve as a positive send-off for your new year.

TGIF!

"We live in a world of acronyms. The use of acronyms is extremely popular in text messaging these days, in order that more can be said with fewer words. My favorite acronym for texting is LOL, laugh out loud.

An older but well-known acronym is TGIF, Thank Goodness It's Friday! Or something along that line. I think you know what I mean. When I was working in the business world, we said this on Fridays as we looked forward to starting the weekend. TGIF was so popular in our culture that it morphed into TGIF Fridays as the name for a restaurant that opened in 1965. TGIF Fridays is now a popular national restaurant chain.

Today, I have a new use for the acronym TGIF. Its use on a daily basis reminds me to voice gratitude for my life. This new use of TGIF comes from Brene Brown, Ph.D., author of *The Gifts of Imperfection*.

In her book, Dr. Brown writes that she posts in her weekly blog, 'what I'm Trusting, what I'm Grateful for, what Inspires me, and how I'm practicing my Faith.' That's it. Simple, but very thoughtful and reflective. Now, I'm asking myself the following questions and I've posted them on my refrigerator.

Trusting – who and what am I trusting today?

Grateful – who and what am I grateful for today?

Inspires – who and what inspires me today?

Faith – how am I using my faith today?

*Senior Warden's Notes – continued on page 3*

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**Saint Francis in the Valley Episcopal Church**

600 South La Cañada Drive

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(520) 625-1370 – [www.stfrancis.azdiocese.org](http://www.stfrancis.azdiocese.org)

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**THE RT. REV. JENNIFER REDDALL,**

Bishop

**THE REV. CANON COLVILLE SMYTHE**

Interim Rector

**The Rev. Becky Williamson**

Deacon

### **THE VESTRY**

Wayne North, Senior Warden;

Julie Reppenhagen, Junior Warden;

Mary Beth Bates, David Dunn, Sandy Eckstein,

Larry Howell, Orji Isiogu, Sandy Russell,

Cheryl Tardy-Albin, Helen Mullaly, Jenica Hisko,

*ex officio*: Erik Ringkjøb, Treasurer;

Bobbi Tucker, Clerk

### **CHURCH STAFF**

**Gerald Near**

Parish Administrator

**Deborah Harby**

Financial Officer

**Gerald Near**

Director of Music

**Beth-el Klein**

Administrative Assistant

**J. Michael Case**

Organist

**Sharlyn Matthews**

Director Emeritus, Handbell Ensemble

**Janet Miller**

Organist Emeritus

**John Colip**

Head Sexton

**Susan Whitney, Henry Ramirez,**

**Clyde Tardy**

Assistant Sextons

*The mission of*

*St. Francis in the Valley, Green Valley,*

*is to live as Christ's heart and hands*

*in the world.*

My hope is that this can be a helpful reminder to you about living a deep spiritual life in the midst of a world that spins faster and faster. PTL, Praise the Lord!

The peace of Christ be with you,

Pastor Paul

‘For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope.’ Jeremiah 29:11”

I personally thank Pastor Paul Phillips for sharing this with us, as we begin a new year of serving Christ, our Lord.

*Wayne North*, Senior Warden

### *Fr. Colville's Christmas Day Sermon*

Every year, I look forward to this Christmas morning eucharist. The preparations are finished; the gifts have been wrapped—and now unwrapped. The pressure is off; the magical night has come and gone. Now Christmas morning has broken, and now we can look back, and look ahead, and begin to figure out what it all means. By tonight, Christmas music will have been swept off the radio; tomorrow, all the decorations at the mall will be taken down and hauled away on eighteen-wheeled trucks to store until next year; and Hallmark has already gone ahead to display Valentine cards.

All this is because the world celebrates 60 days of Christmas and today, December 25, is the sixtieth day. And we love all those November and December days of anticipation, too! But as Christians, we especially rejoice in the twelve days of the Church's Christmas season: Christmastide.

For Christians, December 25 is just the first day of Christmas. So I'm going to take a moment right here, on Christmas morning: this Christmas hinge, which closes the door on the world's celebration at the same time it opens the door for us onto the mystery and magic of God's incarnation in our human life...I'm going to take a moment to look with you at what this child's birth means to us, and how we celebrate these days to come.

Last night, on Christmas Eve, we heard the familiar story of the Christ child's birth, with all its marvelous life-sized details: the census, the journey, the manger, the shepherds. Last night, St. Luke told us the story as if the world first came to life at Jesus' birth. Today, on Christmas morning, we reflect back on that wondrous birth, and we begin to figure out what it all means.

We listen to the beginning of St. John's Gospel, which says that Luke got it right. Human life begins with the Savior's birth; 'In the beginning was the Word...made flesh.' Now Jesus' birth has cosmic dimensions.

In these twelve days of Christmastide, the wise men will arrive at the stable. They will treat this baby like royalty; they will bring him expensive gifts. It is our traditional season of gift-giving, and present-opening too. In receiving presents, and unwrapping them, we learn to be gracious as we accept the gifts of others, and as we appreciate what others want to do for us; we learn to be gracious in receiving gifts of life from God's hand. In giving gifts, we learn the joy of generosity. As the wise men chose to recognize the Christ child in that manger, so we learn to recognize divinity in humanity, and to offer our very best to God. For many of us, this learning is not quick or easy; we learn it over a lifetime. *Christmastide is the season when we practice generous giving, and gracious receiving.*

Then comes the Feast of the Epiphany, after the twelfth day, on January 6. The wise men, who are not of Jesus' own people, the Jews, nevertheless choose to recognize Jesus as their Savior, too. In God's light, Jesus is recognized as the Savior of all. And this Epiphany season continues for about six weeks, and it isn't finished until Ash Wednesday and the beginning of Lent. Starting on Christmas Day, these next two months of Christmastide and Epiphany, with short days and long, dark nights, are a traditional time for parties and rejoicing. In New Orleans, the party is called Mardi Gras; in Venice and in Brazil it's called Carnival; and all over Northern Europe it is the season of Winter Carnival. In Vienna, it's the ball season, where Sylvia and I love to return, to celebrate our anniversary. It's a magical time at the end of the year, filled with sparkling nighttime festivities.

All this celebration, all this rejoicing, springs from the Savior's birth on Christmas Day. It is all grounded in the mystery of God's incarnation, and the wonder of the cosmic consequences of salvation opened to all people, and the incredible joy of discovering God himself coming to us in the intimacy of human love, human relationship. So...Christmas isn't only celebrating the day of Jesus' birth; it's really about learning to give and receive love—which is the work not of just a day or even a season, but of a lifetime. And Christmas isn't only for kids—it's for adults as well; in fact, it's especially for adults. And these seasons of Christmastide

*Continued next page*



and Epiphany are hardly enough time to do it justice.

Last night I shared a favorite story of mine about an adult in this season touched by God's Spirit in a surprising encounter. A dear friend of mine, a retired police officer, recounted, "I was at an elementary school, taking a routine vandalism report, when I was interrupted by a little girl about six years old. Looking up and down my uniform, she asked, 'Are you a cop?' I answered 'Yes' and continued to write my report. The little girl wasn't finished. She said 'My mother told me if I ever needed help I should ask the police. Is that right?' 'Yes, that's right,' I told her. 'Well then,' she said, extending her foot toward me, 'would you please tie my shoe?'"

Isn't that great? It's a faith story; and for me it's a Christmas story. For the little girl, it's a story of the trust she has already formed that dependable adults will help and care for her. But for the policeman, who is somewhat jaded by his routine of daily service, this is an extraordinary moment in his ordinary day. It's the story of how his faith is renewed by a little girl's need for the high calling of his original vocation as an officer of public trust. For both, it's a faith story! And the officer is able, it seems to me by his recounting, to rise to that challenge: to respond in the role which he has been recalled to, and in doing so to find his own faith...renewed. Let us also be challenged to a strong, renewed faith this Christmas.

When you're at the mall, or socializing with your friends, not many people will understand what I'm saying about Christmas. But here, in church, Christmas will continue in these seasons to be about learning to give and receive graciously, about becoming generous, learning to love, and recognizing Jesus Christ as the Savior of the whole world. Because around the world, people are touched by God's Spirit at Christmas.

Now it's Christmas. There is more authentic magic in God's extraordinary Incarnation than in all the festivities we can devise. Many years ago, when I was first ordained, I taught elementary school at a parish in Phoenix, and a fourth grade student in my class once wrote about Christmas. This is what he said: "At Christmas, my two favorite people are Jesus...and Santa Claus. I think Santa must have known Jesus, because Jesus says 'It is more blessed to give than to receive'...and that's what Santa does." There you have it: Christmas wisdom from a nine-year-old. And a very merry Christmas to you!

*Fr. Colville*

## *Handbells Anyone?*

We will be starting a handbell ensemble at St. Francis. Rehearsals will be once a week beginning in January and will take place in the Choir Loft, day and time to be determined. A background in music is helpful, but not necessary. Any questions, call Sophia Witte at 520-509-5037, or e-mail her at smw\_witte@yahoo.com.

## *Annual Parish Meeting*

What do we wait for all year? Why, the Annual Parish Meeting, of course! How can football compete with the Annual Report? What could be more exhilarating than parish finances?

But seriously folks, it's important once a year to tend to the business of the Church, and YOU ARE the Church. So don't plan anything for Sunday, January 19, 2020, from 11 AM until (roughly) NOON, that looks at all interesting because, we will entertain you!

## *St. Francis in the Valley 2020 Tour of Homes Signups*

With all the homes almost secured, the 2020 Tour of Homes Team is now busy recruiting. Our Transportation Team is looking for volunteers who will take attendees to the Homes on the Tour and then return them back to the church. Members and friends are encouraged to sign up. Our Gourmet Shoppe needs donations of pies, cookies, breads, as well as jams, spiced nuts, etc. If you like to cook, think of preparing a treat for our Shoppe to sell. The Silent Auction Team is looking for donations as well. These would include craft items, pictures, jewelry, and other special items that can be auctioned off the day of the Tour. You can sign up any Sunday in the Parish Hall after both services. Please help us make this the best Tour of Homes ever.

*Julie Reppenhagen, Chair*

## *Seekers Discussion*

The Seekers Group meets each Thursday at 12:30 PM in the Conference Room. Everyone is welcome at any meeting. For additional information, please call Anne Charter at 625-9591. Weekly updates are in Sunday leaflets.

*Parish Offices will be closed . . .*  
Martin Luther King, Jr. Day      Monday, 20 January

## JANUARY BIRTHDAYS

- 1 Bart DallaMura
- 1 Ruth Patterson
- 2 Jim Bush
- 3 Chris Anderson
- 3 Leroy Vaughn
- 5 Peter Murphy
- 6 Stephen North
- 6 Carol Wingereid
- 7 Pat Ashley
- 7 Sue Howell
- 7 Mary Messick
- 7 Margaret Sampson
- 8 Katherine Barnes
- 10 Robert Marben
- 12 Maria Hemphill
- 12 Colville Smythe
- 13 Shirlee Shappach
- 13 Scott Whiteside
- 14 Jay Adams
- 14 Stephen Huhta
- 15 Diane Groom
- 15 Michael Micari
- 15 Kathryn Ravine
- 16 Nancy Hickman
- 19 James Collins
- 19 BrandE Faupell
- 20 Katja Arielle Zimmerman-Green
- 21 Taffy Farrand
- 21 Stephanie Huszar
- 23 Linda Berg
- 23 Dorothy Byrd
- 23 Roberta Gavin
- 24 Lanny Helgeson
- 24 Nancy Kerns
- 27 John Smith
- 28 William Peissig
- 30 John Burk
- 30 Jan Poole
- 30 Robert Vint
- 30 Katherine Vint
- 31 Judith Gross

## JANUARY ANNIVERSARIES

- 2 George & Chris Anderson
- 5 Wayne & Jeannie North
- 11 Bill & Alicia Baucom
- 14 Barney & Vanita Foster
- 14 Colville & Sylvia Smythe
- 28 Joseph & Kathleen Chidester
- 28 Taffy Farrand & Jim Modrall
- 29 Robert & Grace Marben,
- 30 Charles & Marsha Tripp

## Explore Your Arizona Tax Credit Options

We are so fortunate in the state of Arizona to be able to direct our own tax dollars to schools, groups and charities that we care about deeply. You all know that you are able to use your Arizona Tax credit option as a gift to Imago Dei – our partner school. Note Wayne North's article. You may not know that you can also direct your tax dollars to our Sahuarita and Continental schools. You are not limited to one choice for your tax dollar. You have many additional gift options. For instance, you are able to use your tax liability as a gift to help support other charities currently under the wing of St. Francis and dear to the hearts of many Franciscans like Youth on Their Own, The Food Bank, Salvation Army, Valley Assistance, Friends In Deed, Hands of a Friend to name a few. All these charities are supported by you through your work with the Tour of Homes and through your support of Outreach projects. Why not consider designating your Arizona tax liability as gifts to one or more of these charities. When you donate you can claim a dollar for dollar reduction in your Arizona state income taxes.

Of course, there are rules, regulations, dates and gift amounts to follow but they are as close as your finger tips on the Department of Revenue website [azdor.gov](http://azdor.gov). Take a look at publication 707. Please do check with your tax consultant also. This is easy giving. Since we are already obligated to pay our taxes why not direct them.

## 2019 Parish Statistics

### Baptisms

Darrin Dale Hoiland, Jr.

Ric Pike

### Deaths

Rod Thompson

Maggie Covert

Nilo Larriva

Bruce Zimmerman

Olive Clapp

John Zimmerman

Leon Adams

Barbara Gonzales

Elizabeth "Betsy" Suter

Russ Symes

Mary Beth Minkley

Marleen Bell

Keith Workman

Harry Russell

Kathi Grier

### Transfers In

Ford & Cathy Demming

Carolyn Gates & Will Wiemer

Ken & Angelique Warren

Jack & Barbara Bundy

Michael & Mary Staples

Kristi Menix

### Transfers Out

Robert & Anna Johnson

Jennifer Symons

The Rev. Daniel & Phyllis Messier

THE  
*Episcopal*  
CHURCH



## January 2020

### Parish Events Only

#### Wednesday, January 1

9:00a -Holy Eucharist – Cpl

#### Thursday, January 2

10:00a -Women's Group – SFR

10:15a -Centering Prayer – Cpl

12:15p -Seekers Discussion – CfR

2:00p -Parish Choir – Loft

#### Friday, January 3

8:00a -Bulletins – L

1:00p -DOK Training – SFR

#### Saturday, January 4

*No Parish events scheduled*

#### Sunday, January 5 - Christmas 2

8:00a -Holy Eucharist

10:00a -Holy Eucharist

#### Monday, January 6

9:00a -Morning Prayer – Cpl

10:30a -ESL Meeting – CR

#### Tuesday, January 7

9:00a -Staff Meeting – L

10:30a -Vestry Officers – RO

1:00p -Stephen Ministry – VR

#### Wednesday, January 8

9:00a -Holy Eucharist – Cpl

9:30a -DOK – VR

#### Thursday, January 9

9:00a -Finance Committee – CfR

10:15a -Centering Prayer – Cpl

12:15p -Seekers Discussion – CfR

2:00p -Parish Choir – Loft

-Home Tour – VR

#### Friday, January 10

8:00a -Bulletins – L

1:00p -DOK Training – SFR

#### Saturday, January 11

*No Parish events scheduled*

#### Sunday, January 12 - Epiphany 1

8:00a -Holy Eucharist

10:00a -Holy Eucharist

#### Monday, January 13

9:00a -Morning Prayer – Cpl

#### Tuesday, January 14

8:00a -Men's Group – CfR

11:00a -Social Activities – CfR

6:00p -Vestry – CfR

#### Wednesday, January 15

9:00a -Holy Eucharist – Cpl

9:30a -Memorials Cmte – L

#### Thursday, January 16

9:00a -KBI Brkfst Prep – Ktchn

10:00a -Women's Group – SFR

10:15a -Centering Prayer – Cpl

12:15p -Seekers Discussion – CfR

2:00p -Parish Choir – Loft

#### Friday, January 17

6:00a -KBI Brkfst Prep – Ktchn

8:00a -Bulletins – L

1:00p -DOK Training – SFR

#### Saturday, January 18

*No Parish events scheduled*

#### Sunday, January 19 - Epiphany 2

8:00a -Holy Eucharist

10:00a -Holy Eucharist

**11:15A -ANNUAL PARISH MEETING**

#### Monday, January 20

9:00a -Morning Prayer – Cpl

10:00a -Outreach – L

#### Tuesday, January 21

9:00a -Staff Meeting – L

2:00p -Stephen Ministry – SFR/L

#### Wednesday, January 22

9:00a -Holy Eucharist – Cpl

9:30a -DOK – VR

#### Thursday, January 23

10:15a -Centering Prayer – Cpl

12:15p -Seekers Discussion – CfR

2:00p -Parish Choir – L

#### Friday, January 24

8:00a -Bulletins – L

1:00p -DOK Training – SFR

7:00p -True Concord Concert

#### Saturday, January 25

*No Parish events scheduled*

#### Sunday, January 26 - Epiphany 3

8:00a -Holy Eucharist

10:00a -Holy Eucharist

#### Monday, January 27

9:00a -Morning Prayer – Cpl

#### Tuesday, January 28

7:30a -Men's Group Brkfst – PH

#### Wednesday, January 29

9:00a -Holy Eucharist – Cpl

#### Thursday, January 30

10:15a -Centering Prayer – Cpl

12:15p -Seekers Discussion – CfR

2:00p -Parish Choir – Loft

#### Friday, January 31

8:00a -Bulletins – L

1:00p -DOK Training – SFR

### Calendar Legend

CfR - Conference Room,

L - Library, VR - Vulliamy Room,

PH - Parish Hall,

MR - Meditation Room,

Cpl - Chapel, CR - Classroom,

Ctyd - Courtyard,

MG - Memorial Garden,

SFR - St. Francis Room,

Lby - Labyrinth,

RO - Rector's Office,

Ktchn - Kitchen

*Do we have...*

**your@e-mail.address?**

### *Need a ride to a Parish Event?*

Our St. Francis Men's Group is offering rides to those in need of transportation to Parish events. If you are unable to provide your own transport and would like to schedule a ride, please call the Parish Office, 625-1370.



## *Sermons Online*

We are now recording sermons, and periodically making them available on the St. Francis web page. Check them out by going to <http://stfrancis.azdiocese.org/> and clicking the link that says Sermons Audio/Video. This is helpful if you missed a service and as a referral for someone who might be interested in St. Francis Church.

## *Hearts & Hands*

### *Care Teams*

Our Care Teams are available to parishioners in need of short term assistance during a crisis such as illness or temporary disability. Care Team members can provide home visits, assistance with meals (on a limited basis), or run errands as well as provide information about assistance available through Community organizations. If you need to arrange for Care Team assistance, please contact Julie Reppenhagen at 520-207-5458 or [jrepp@snet.net](mailto:jrepp@snet.net). Our goal to provide Helping Hands to others.

### *Home Communion*

If you or someone you know would like to have a home visit or the Sacrament brought to you at home, please let Deacon Becky Williamson know by calling her at 480-204-0022 (or via email at [1beckyw@cox.net](mailto:1beckyw@cox.net)). We are happy to bring the Sacrament to those who are ill or to anyone who cannot attend services for any reason.

## *Stephen Ministry*

Have you given any thought to becoming a Stephen Minister? Would you like to explore the basics, the training or anything else about this vital ministry?

For more information contact: Marybeth Bates ([emmymex@yahoo.com](mailto:emmymex@yahoo.com) or 206-259-0361); Mark Eckstein ([az9261954@gmail.com](mailto:az9261954@gmail.com) or 433-807-2277); Cheryl Tardy-Albin ([ltybbear1@gmail.com](mailto:ltybbear1@gmail.com) or 520-235-9031); or BrandE Faupell ([bfaupell@gmail.com](mailto:bfaupell@gmail.com) or 435-512-0286).

## *Altar Flowers*

Would you like to have flowers on the altar on a certain Sunday? Flowers can be given in loving memory of someone or in thanksgiving for persons or for a special date and occasion in your life that you wish to celebrate. Say it with flowers! Call the Parish Office or Carol Berg (520-373-5770) with your request. Donations are \$35 for the flowers.

## *Prayer Chain*

For Prayer Chain requests contact Jim Ratley at 253-365-5093 or, via email, at [jnjrats@gmail.com](mailto:jnjrats@gmail.com).

## *Spiritual Direction*

We are fortunate to have professional individual Spiritual Direction available to us at St. Francis. For an appointment please call Charlotte Neyland at 720-289-2750.

## *Recycle*

We are able to recycle used ink jet cartridges at \$2 each, realizing over \$600 a year toward office supplies. Recycle boxes are located in the Parish Office and just inside the southwest door of the Parish Hall.

## **Reserving Meeting Time and Space at Saint Francis**

Individuals wishing to reserve meeting space at St. Francis and/or discuss room set-ups should make those arrangements through Administrative Assistant Beth-el Klein. It is **essential** your meeting be logged into the Master Calendar. If you need it, be sure to ask for 'set-up' and 'clean-up' time as part of your booking.

One week prior to your event please inventory the pantry next to the kitchen and let Beth-el know if there are enough supplies to meet your needs. A parishioner usually shops for us twice a month. Thanks for your help and cooperation.

## **Getting Your Event into Parish Publications**

Sunday Bulletin notices should be given to the Parish Administrator by NOON the Tuesday prior to the Sunday you wish the notice to appear. Notices should be in written form and sent via email whenever possible.

*Franciscan Staff* material should be given to the Parish Administrator NO LATER THAN the 10th of the month preceding publication.

## **Address Changes**

Please let us know if your e-mail address, street address, zip code or telephone number changes. Get in touch with Deborah Harby in the Parish Financial Office to update your information for our records.

ST. FRANCIS-IN-THE-VALLEY EPISCOPAL CHURCH  
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