

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. 61, No. 2

March/April 2024

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

Holy Week and Easter Schedule 2024

Palm Sunday, March 24 The Palm Sunday Liturgy, 9 AM **ТАІZÉ SERVICE, 4 РМ (СНАРЕL)**

Monday in Holy Week, March 25 Quiet prayer and devotion, 9 AM until NOON, Chapel

Tuesday in Holy Week, March 26 Quiet prayer and devotion, 9 AM until NOON, Chapel

> Wednesday in Holy Week, March 27 Holy Eucharist at 9 Aм

Maundy Thursday, March 28 **THE LITURGY FOR MAUNDY THURSDAY,** 7 PM

MAUNDY THURSDAY WATCH

8 PM until NOON on Friday

Good Friday, March 29 **THE GOOD FRIDAY LITURGY** at NOON

Holy Saturday, March 30 **THE GREAT VIGIL OF EASTER** at 7 PM

> Sunday, March 31 **EASTER DAY** Festive Eucharist at 9 AM

Words From Warren . . .

Dear friends,

How is your Lenten journey going?

You may be asking, what does it mean to be on a Lenten journey?

Most know Lent is a season of the church identified with the liturgical color purple and penitence, but Lent is much more!

The forty days of Lent which we recount in our hymns, is related to the number of days Jesus' spent in the wilderness tempted by Satan after Jesus was baptized by John the Baptist. Lent is traditionally a time of prayer, penitence, worship, and reflection. The Lenten journey isn't to a specific place, but a journey into our own heart, the temple of the Holy Spirit (1 *Corinthians 6:19*).

The Lenten journey is an encounter with God who formed us, God who calls us by name, God who baptizes us with water and the Spirit, and then God who sends us into the world to help others begin their journey. Lent is a journey that calls us to renewed faith and transformation.

As the Cross of Good Friday appears in the distance, Lent prepares us to stand strong with Jesus and hold firm to our faith.

Take time to sit and be silent. Attend one of our Lenten studies. Read some scripture, such as favorite psalms or Bible stories around Jesus and his last days in Jerusalem, or Lenten reflections as found in FORWARD DAY BY DAY or the LIVING COMPASS booklets. Pray for others in need. Pray for peace in the world. Use Lent as a time to refocus and be fed by God through the Holy Spirit.

If you haven't already signed up for the Lenten Suppers and Speaker series, you can pick and choose which weeks you may want to attend based on the guest speakers. Please note that Bishop Jennifer Reddall will be here to speak on Wednesday, March 13, to speak about her trip to Kenya!

Words From Warren, continued

Also note: The Seder meal is a separate sign up and will be by donation on March 27.

Lent is a journey that stretches our imaginations as we encounter God in familiar or new ways as we wander the wilderness of life. What is God saying to you this Lent? Are you being called to a new work or activity? Perhaps you are being called to share your faith stories with family members such as grandchildren, or with friends and neighbors.

As Holy Week approaches, take note of the many services. Come and experience the drama of Holy Week. Walk with Jesus from the Triumphant Entry into Jerusalem on Palm Sunday through to the Last Supper. Be with Jesus as he prays in the Garden of Gethsemane. Be present with Him as He is betrayed and then brought to trial. Walk with Jesus to Calvary and witness His sacrifice on the Cross.

Finally, come join us and celebrate Jesus' Resurrection on Easter Sunday. (If you are interested in an outside sunrise service on Easter Sunday, let me know).

May God bless you as you continue your journey through Lent into Easter.

Blessings to all,

Fr. Warren

Franciscan Focus

For the next several newsletters we are continuing to share stories of our members who are living them in our prison and border ministries. Several of us go to the border on Wednesdays. Here is Deacon Becky Williamson's story.

"When I came to St. Francis in the Spring of 2019, I was intrigued with the BORDER MINISTRY. At that time St. Francis was feeding at Kino in Nogales, Mexico, once per month and I immediately volunteered to cook and serve. This ministry broke down when Covid shut the border. I was also involved with CRUZANDO FRONTERAS teaching English as a second language at the Torres shelter in Nogales, Mexico. This ministry also dissolved when Covid shut the border. I have helped place crosses on the desert with THE SAMARI-TANS and, two years ago when the border reopened, I joined a group of Samaritans who are mostly from St. *continued page 3, column 1*

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THE RT. REV. JENNIFER REDDALL, D.D. Bishop

THE VERY REV. DR. WARREN LEIBOVITCH Rector

> The Rev. Becky Williamson Deacon

The Rev. Linda Hutson Deacon

THE VESTRY

Gary LaBarre, Senior Warden Jim Ratley, Junior Warden Alice Walker, Joyce Davison, Joyce Kaminski, Glenn Matto, Phil Vande-Reit, Rena Robbins, Jean Ross, Cheryl Tardy-Albin, Bobbi Tucker, *ex officio:* Gloria Cadwalader, Treasurer Lou Terry, Clerk

> **CHURCH STAFF Deborah Harby** Office Manager

Gerald Near Communications Director of Music

Megan McAllister Financial Assistant

J. Michael Case Organist

Sharlyn Matthews Director Emeritus, Handbell Ensemble

> Sophia Witte Handbell Ensemble Director

> > Matthew Harby Lead Sexton

Nathaniel Martinez Sexton

The mission of St. Francis in the Valley, Green Valley, is to live as Christ's heart and hands in the world. Francis, to meet and greet deportees from the American side to the Mexican side. We would provide a smile and greeting of welcome, granola bars, clothing, and assistance for those trying to gain asylum through help from Kino. When Title 42 was dropped we started greeting deportees, asylum seekers, and we are now escorting those with their papers to the Casa Alitas Welcome Center in Nogales, AZ.

"Why do I do this? Because God commanded us to love our neighbor and I can't think of a better way to love my neighbor than to help those less fortunate than me. The migrants are always so grateful and their gratefulness keeps me coming back each week to help someone else."

Let's Talk About Audio

I am typically hanging around the AV Booth during our services. But when I'm in our usual pew, (right hand side four pews from the back funny how Episcopalians are about that) the spoken word is a little different and the choir sounds much different. If I go up to the area in front of the altar rail, like we do for birthdays and anniversaries, it's as if I am in a big empty hall or small stadium. Let's look at why that is.

We have four large speaker towers in the nave and four smaller speakers in the Chapel. These speakers are intended to broadcast audio only, not the organ. The organ is a totally separate system, and has it's own speaker set and controls. The choir is *au naturel*, i.e., not amplified at all.

When I am in our regular pew I can hear the choir very well. They are right behind me. They sound very clear and powerful. When I am in the booth, the choir is above me, separated by a thick floor of concrete. Not very clear, and certainly not powerful. The difference is amazing.

Individuals will hear the audio and music differently based on both their own hearing abilities and their location in the Nave or Chapel. Your proximity to a sound source—speaker(s)—will have a lot to do with how well you hear and understand what the Lectors and Father Warren are saying. The further away you are from a sound source, the more distance the sound waves need to travel... getting weaker and losing some punch and clarity.

Our church is not a concert hall, acoustics are not a real strength here. In some areas very near the front, you can hear the spoken word from more than one speaker system at the same time. Plus, all of the nearby walls are bouncing the sounds back and forth. Hence the hollow/echo sound near the Altar rail and in the Chapel.

We have many other variables that the AV team deals with on a weekly basis. We have speakers that cover the entire spectrum of tonal range sharing the same microphones and audio channels on the sound board. It may not seem like it to you in the pews, but the volume from the speaker amplifier is the same all of the time. The only real setting we normally control is the gain (power) of each microphone's input into the system.

As I mentioned earlier, the organ music is a separate system, not actually controlled by the AV team...but we can impact it. Our organists don't need our help to improve on the organ sound (and we actually can't) but we sure can make it sound pretty bad. Especially for those in the Chapel. If we were to have any mics on while the organ is playing, we would be re-broadcasting the music through our speakers and it would be playing with a slight delay. Not a good sound at all. For that reason the sound tech has all mics muted until they are needed. It requires a great deal of concentration to stay on top of it, and our volunteers do quite well.

I would like to leave you with three thoughts.

The first is that the AV team is working to give our parishioners and online viewers the best possible audio experience for our worship services. Audio is critical to the worship experience, both in the pews and on line. We get it, and we are working to keep making it better for you.

The second thought is that if clarity of the spoken word is an issue for you, you may want to try sitting in a different pew. Where you sit does *continued page 6, column 1*

Senior Warden's Thoughts

It is an honor and a privilege to have been named Sr. Warden by Fr. Warren, and I thank him for his confidence in me. I also want to thank Julie Reppenhagen for her three years of dedicated service in this role. I ask for your prayers and support in carrying out my responsibilities. It is not a job I can carry out by myself; I will need God's help and also yours.

I have been at St. Francis for over 16 years, and have come to love this place and the people in it as a second family. We have been blessed by those before us with a magnificent physical plant and grounds; but we all know that this is not what makes a church. It is the people, their devotion to God and to each other, and their caring for the world around them, that gives them purpose and identity. The New Testament, in several passages, talks of us being "the body of Christ," with the diverse parts doing their specific function. Each part is needed, no matter how insignificant it may be. No part is useless or unneeded. Only when all parts work together as a team can the body function. With that understanding, I would prayerfully ask that you consider what part or parts of the body you can be. I know we are getting older, have less energy and have done our share but, as the saying goes, "It's not that, when you get old, you stop doing things, but that when you stop doing things, you get old."

All of us can still contribute to the life of the congregation. We have so many talents that have been hiding in the closet. If you're not sure where you might fit in, there is a "Time and Talent" list available in the Parish Office. Please, please give this serious thought. *Gary LaBarre*, Senior Warden

Junior Warden's Notes

The Bylaws (adopted 20 May 2010, and amended through March 2021) and the Corporate Policy Manual (Adopted 20 May 2010, and last amended on March 9, 2021) are being reviewed and revised as needed. We are about half way through this project.

The Church Tower Stained-Glass panes have suffered impairment over the last 23 years, due to (what appears to be) exposure to summer heat. All 17 panes frames have deformed (to different degrees) and many stained-glass pieces have become unsecured and pose a hazard to the safety of those below. The estimates are now in for the repair of the stained-glass and walls are complete. The Vestry has voted to start the repair of this capital project to recover these wonderful stained-glass units that draw us to the one who is the Light of the world. Refurbishing starts Friday, March 23.

The Parish Hall bathroom has to be renovated. Pluming issues have compelled us to refurbish the flooring tile, toilet flange, sink and faucet. Some wall damage repair and paint are expected. Two new trees are being planted in the back parking lot close to the first two trees planted a few months ago. Money for the trees came from parishioners' donations. (Thank You!)

The purpose of these trees is to provide beauty and shade for the future.

James Ratley, Junior Warden

Easter Baskets

CROSSROADS RESCUE MISSION in Nogales is having their annual Easter Dinner on Sunday, March 31, and, as we have for the past several vears, our HEARTS & HANDS Committee has agreed to contribute 100 filled Easter Baskets for the Children's Easter Egg Hunt, and we need your help to meet our goal. Look in the Parish Hall for the marked container where you can put your donations. Your shopping list includes: > Easter baskets, > small toys and **•** wrapped candy. If shopping is not your thing you may write a check to St. Francis, writing *Easter Baskets* on the memo line, and a bunny we happen to know will shop for you. Then, join us on Wednesday, March 27, in the Parish Hall at 10 AM to help us put the baskets together. Thank you for helping us with this Hearts & Hands ministry project, either for the first time or once again.

Handbell Ensemble

Our Handbell Ensemble is again rehearsing in the Choir Loft on Mondays at 10 AM and new members are welcome. If you can count to four and maintain a steady beat, you're in! Just contact Sophia Witte by text at 520-509-5037 or email at *smw_witte@yahoo.com*.

Boutique News

The TALENTS UNLIMITED BOUTIQUE is a beautiful gift shop, just off the Parish Hall, serving as one of many of St. Francis' Outreach Ministries. It is open every Sunday following the 9 o'clock service, September through May, and is currently managed by volunteers Wendy Hill, Jylene Wright, Annette Leibovitch, and Laura Thomas.

The Boutique offers unique merchandise at discount prices as well as beautifully painted St. Francis of Assisi statuary and Anglican Rosaries. Additionally, we have many items created by St. Francis parishioners, on consignment. If you have items you'd like to put on consignment in the Boutique, please check with us for details.

For the Boutique to continue as a vital ministry of St. Francis, it is totally dependent upon parishioners' generous support to shop on Sundays after the 9 o'clock service—the only time the Boutique is open. If yearly sales are good, the Boutique can offer several thousand dollars to the Rector's Discretionary Fund, which is given to the needy in our Green Valley community. So please, St. Francis parishioners, when you need to shop, come see what is offered in the Boutique first! And remember, you will be buying quality merchandise at discount prices and, at the same time, assisting those in need in our community. It's a win/win deal! Jylene Wright

Saturday Eucharist Our next Saturday afternoon Eucharistic celebrations are scheduled for March 9 and April 13 at 4 рм in the Parish Hall.

Parish Choir

The St. Francis Parish Choir is back in session. Rehearsals are held at 2 PM on Thursdays in the Choir Loft. New members are always welcome and needed in all sections of the choir. Get in touch with the Choirmaster at gerald@stfrancisgvaz.org and let him know of your interest.

Daughters Of the King

On Easter Eve, April 4, 1885, the ORDER OF THE DAUGHTERS OF THE KING® was founded as an outgrowth of a women's Bible class at Church of the Holy Sepulcher in New York City. That tiny organization has since grown to encompass women communicants of the Episcopal Church, churches in communion with it, and churches in the historic episcopate but not in communion with it—that is Anglican, Episcopal, Lutheran (ELCA) and Roman Catholic churches. Its membership is international, with chapters throughout the Anglican Communion and beyond. Our own Clare Chapter at St. Francis in the Vallev was chartered on April 14, 2004.

In recognition of these two anniversaries, members of the DOK will be serving in all liturgical and hospitality roles at the Sunday service on April 14. In addition, we will be reinstating the offering of personal prayers for individuals by members of the Order in the Chapel during Communion.

We hope you will join with us in celebrating the 139th anniversary of the Order and the 20th anniversary of our Chapter as we rededicate ourselves to prayer, service, and evangelism For His Sake.

How to Access Service Videos

Go to the Parish website (www.stfrancisgvaz.org), on the "HOME" page, scroll down to the bottom of the page where you will see the current video, click on the arrow > green "Livestream" box to start the video, and enjoy!

Let's Talk About Audio, continued from page 3 make a big difference. If music is important to you, a little further back should help. If you are hearing a bit of an echo from the spoken words, choose a seat further from the hallway by the Chapel.

Thirdly, we do have an induction loop system on the floor that can broadcast the audio from our system to certain hearing aids that are equipped to pick up the signal from the induction loop. If you are in the market for new hearing aids, you could ask about that option. (It could benefit you in other environments as well.) Many theaters and concert halls have this added to their systems as well.

If you would like more info or want to provide any feedback, just stop by the booth after the Sunday service or grab one of us at Coffee Hour. We like feedback, positive or negative. It does help us grow.

Tom Cadwalader for the A/V team

A Thank You FROM THE A/V TEAM LEADERS

We would like to thank the members of the Audio/Visual team for their commitment and support throughout the past year, and for again volunteering this year. They are: George Grove, Erik Ringkjob, Chris Arundell, Joe McCarthy and Lexi Harby (daughter of Deborah and Matt Harby). We also thank Neal Hursh for all of his expertise and support. With the support of this team, we are able to provide an enhanced audio experience for those in attendance at St. Francis in the Valley, and can fulfill the needs of those unable to attend our services by providing a "live" experience via YouTube. THANK YOU ALL!

Tom & Gloria Cadwalader

Prayer Chain For Prayer Chain requests contact Jim Ratley at 253-365-5093 or, via email, at *jnjrats@gmail.com*.

News from your Treasurer

I would like to acknowledge and thank the members of the Finance Committee and Staff for the many hours and tremendous efforts offered over the past several months helping to develop the 2024 Budget for St. Francis in the Valley. They are: Fr. Warren, Erik Ringkjob, Neal Hursh, Julie Reppenhagen, Kristi Menix, Bobbi Tucker, Jim Ratley, Mary Beth Bates, Pam Chambers, Deborah Harby, and Megan McAllister. I would also like to thank the committee chairpersons/leaders for their input relating to their specific budget needs. It is an honor and pleasure to serve with each and every one of you. THANK YOU!

Given that there have been some changes in membership, I would like to introduce the current members of the Finance Committee. They are: Neal Hursh, Gary LaBarre, Fr. Warren, Kristi Menix, Julie Reppenhagen, Jim Ratley, Erik Ringkjob, and Bobbi Tucker. Thank you all for your commitment to this most important ministry.

Gloria Cadwalader, Parish Treasurer

News from SAT

▶ Lenten Suppers, with guest speakers, are being offered weekly at 5:30 PM through March 20. (Stations of the Cross will be offered in the Courtyard—at 5 PM—before the Wednesday suppers.)

Come and hear the IMAGO DEI MIDDLE SCHOOL AND TILE WORKS presentation (March 6); Bishop Jennifer Reddall on her trip to Kenya (March 13); and Soleste Lupu-Rodgers and children from DANCING IN THE STREETS (March 20). Tickets are only \$6.

▶ The SEDER MEAL, presented by Fr. Warren, will be held on Wednesday, March 27, at 4:45 PM. Donations to cover costs will be gratefully received.

We will be taking reservations for all of these events, so be on the lookout for the SOCIAL AC-TIVITIES table in the Parish Hall after church on Sundays.

Hearts & Hands Ministries

▶ Thank you for continuing to bring non-perishable food for our friends at the local Food Banks. And thanks to the volunteers who gather it and take it every month. We need a volunteer for September; if you can help, email Barb at behook@aol.com.

▶ Help Needed: We are still hoping for Hearts & Hands liaisons to keep abreast of the needs of Sister Jose, a homeless woman's shelter and Genesis House, a Green Valley shelter.

▶ Join Us: And most importantly, if you have a passion for a particular ministry bring your voice to a Hearts & Hands meeting the third Monday of the month at 10 am. If you have questions please contact any Hearts & Hands volunteer or contact Barb Hook at behook@aol.com.

KBI

If you would like to help folks in need at the border, please drop some clean, reusable grocery bags (not the thin plastic type) in the Kino Border Initiative box in the donations room (aka Sexton's closet). These, and purchased 99 cent store bags like them will be put to good use by people heading home in Mexico from Nogales who have no suitcase or backpack.

Stewardship Workshop

Clyde Kunz, Canon for Stewardship & Planned Giving for the Diocese of Arizona, will be presenting a workshop on THE BA-SICS OF LEGACY GIVING from 10 AM until NOON on Saturday, March 2, in the St. Francis Vulliamy Room. This is an important event aimed at making 'a transformative impact on your family and your church,' as well as a great opportunity to ask questions about planned giving and all of the tax implications involved. The workshop is free, and light refreshments will be served.

To the Dogs

The AKC (American Kennel Club) NATIONAL AGILITY CHAMPI-ONSHIP event will be held March 14 through 17 at the GEORGIA NATIONAL FAIRGROUNDS AND AGRICENTER in Perry, Georgia. Dog Agility is one of the most popular sporting events sponsored by AKC and the National Championships among the most watched, as they are broadcast on ESPN. This year one of the judges for the Nationals is our own Michael Case, St. Francis Organist. Being invited to judge the Nationals is a great honor; congratulations to Michael.



I wish to thank everyone who has reached out as we remember and honor my dear wife Louise. I appreciate all who sent cards, attended her memorial service, and made contributions to St. Francis. A special thanks to those who participated in making the service a respectful expression of her beliefs and personality. Last but not least. the memorial reception team provided a beautiful setting, sumptuous food, and a relaxed and friendly atmosphere for our fellowship. As I think of Louise, and the community of St Francis, too, I remember the verse, "A generous person will prosper; whoever refreshes others will be refreshed." Proverbs 11:25. Neal Hursh



MARCH BIRTHDAYS

1 Llovd Schultz 2 Charles Covert 3 Norman Nelson 4 Ginny Arundell 4 Debbie Pennels 7 Rolando Altamirano 7 Stu Findlev 9 Frank Anderson 9 Victor Levine 10 George Anderson 10 Rena Robbins 10 Don Ward 11 Bob Bates 11 Loren Thompsen 11 Margaret Thompson 12 Larry Bear 12 Steve Burton 12 Leon Lies 12 Penny Philip 17 Norma Cornelison 19 Michael Wilson 22 Linda Hornyan 22 Bill Miller 22 Laura Thomas 22 Jylene Wright 22 Kristin Zimmerman 24 Sib Barratt 24 Patricia McCarthy 25 Jan Travis 26 Annette Leibovitch 26 Mark Stril 28 Judy Davis 28 Zillah Symonds 28 Marge Wyly 29 Leslie Bindschadler 29 George Latch 30 Pam Chambers 30 Kenneth Jakubiak MARCH ANNIVERSARIES

15 Stephen & Nancy Secaur 16 Ginny & Chris Arundell 17 Frank & Nancy Davidson 24 David & Carol Vleck 29 Kenneth & Stephanie Huszar

APRIL BIRTHDAYS

3 Kathleen Chidester 5 Valerie Von Guttenberg

6 David Vleck 7 Mary Levine 7 Daniel Messier 8 Russ DeMarco 8 Robert Reierson 10 Jack Bundy 11 Patricia Schultz 11 Greg Smith 13 Sherry Evans 13 Christina Hornyan 15 Sue Spiewak 20 Carolyn Andersen 21 Jill Mulligan 23 Alice Haynes 24 William McGibbon 25 Carol Gaydos 27 Fred Keller 28 Jill Foerster 28 Ann Gritman 30 Lois Pittenger **APRIL ANNIVERSARIES**

APRIL ANNIVERSARIES 4 Craig & Thomasina Reid 21 Eric & Shirley Gough 23 Tom & Charlotte Neyland 27 Penny Philip & Michael Wilson 30 Joseph & Patricia McCarthy







PARISH GROUP MEETINGS Altar Guild: meetings called as necessary **Border Ministry:** meeting called as necessary Daughters of the King: 2nd & 4th Wednesdays, 9:45 AM in the Vulliamy Room Finance Committee: meetings called as necessary Green Team: meetings called as necessary Handbell Ensemble: Mondavs. 10 AM in the Choir Loft Hearts & Hands (Outreach): 3rd Monday, 10 AM in the **Conference Room** Library Committee: 4th Tuesday, 1 РМ in the Library **Memorials and Special** Gifts: 2nd Wednesday, 10 AM in the St. Francis Room Men's Group: 1st and 3rd Tuesdays, 9 AM in the Conference Room Parish Choir: Thursdays, 2 РМ in the Choir Loft Prison Ministry: meetings called as necessary Saints Francis Trust: meetings called as necessary Social Activities Team: 4th Monday, 2:30 PM in the Conference Room Stephen Ministry: meetings called as necessary **Stewardship Committee:** meetings called as necessary **Vestry:** 1st Tuesday, 4 PM in the Conference Room Parish meetings and events

Parish meetings and events are listed in the announcements section of Sunday service leaflets and, via email, in NEWS FROM THE PEWS. If you would like to be added to the email list, contact Finance Officer Deborah Harby (*deborah@stfrancisgvaz.org*) 520-625-1370.

Clergy Discretionary Funds

Donations to Clergy Discretionary Funds are always needed and always welcome; these funds make it possible for us to offer assistance to people in our community who are struggling. Because of your generosity, we've been able to help people with such things as food, gas, utilities, rent, school clothing, school supplies, unexpected medical bills and even burial expenses. As we see it, it's not the clergy being able to help people in need, it's all of us, together, touching the lives of people who feel like they've hit a dead end due to adverse circumstances in life. Thank you so much for your generosity.

Video Reflections

Fr. Warren provides short weekly Psalm video reflections. They are updated Thursdays on Facebook and YouTube. Past videos back to March 2020 are also available.

2023 Parish Statistics Baptisms O Transfers In O Deaths Louise Hursh Dick Kosnick Joan Henley Vince Remillard

La Joya Communion Service

A reminder to all residents of La Posada that we offer a weekly Service in the Celebration Room at La Joya. Gary La-Barre leads a weekly service of communion from the reserved sacrament. One of the clergy leads a service of Holy Eucharist once a month, usually the second Wednesday. You are welcome to attend even if you're not a La Posada resident.

Forward Day by Day

FORWARD DAY BY DAY devotional booklets for February, March and April 2024 are available in the Parish Office during the week, and on Sunday mornings you can find them in the Parish Hall.

A Gift of Flowers

If you would like to give a gift of flowers to be placed on the High Altar in memory of loved ones or in thanksgiving for many blessings, please call Carol Berg at 520-373-5770 and let her know of your interest. If she is not at home, just leave a message with your name and phone number and she will return your call. Flower donation is \$35.

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 Office Manager Deborah Harby. 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 Deborah 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 sent via email to the COMMUNICATIONS OFFICE 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 sent via email to the COMMUNICATIONS OFFICE 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.

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