

St. Luke's Episcopal Church Weekly Newsletter  
October 13, 2023



You Are Invited to the  
St. Luke's  
In-Person  
Sunday Morning Service  
Sunday morning  
at 9:00am

If you are unable or prefer to join us  
on Zoom, we will send you a Zoom  
invitation through email. If you are  
not receiving the email, please send  
the office an email.

LINKS TO ALL SERVICES ARE ON OUR WEBSITE  
[stlukesatascadero.org](http://stlukesatascadero.org)

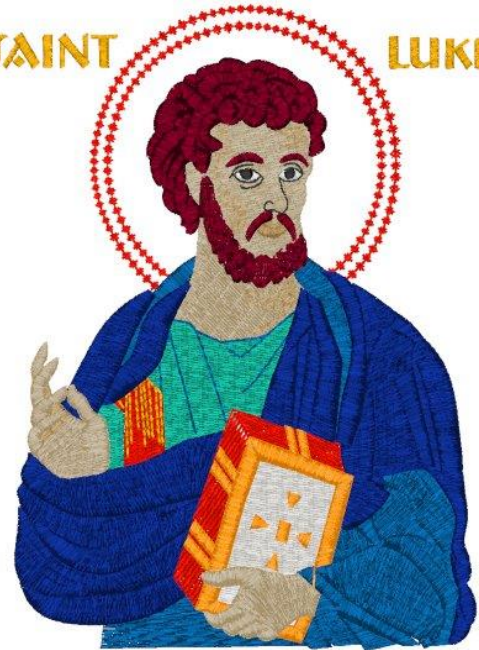


ST. LUKE'S WEEKLY SERVICES

Sundays	Morning Prayer at 9 AM
Tuesdays	Evening Prayer at 5 PM
Wednesdays	Bible Study at 10 AM
Thursdays	Evening Prayer 5PM

SAINT

LUKE



SUNDAY SERVICE SCHEDULE  
THANK YOU FOR SERVING

THANK YOU TO THOSE WHO ARE SERVING  
ON SUNDAY, OCTOBER 15

PRESIDER: THE REV. ELLEN AYRES

MUSICIAN: LAURA DELOYE

FIRST LESSON AND PSALM: HOLLY COOPER

SECOND LESSON: MARY GRUBER

USHER GREETERS: HOLLY COOPER & MARY GRUBER

THANK YOU TO THOSE WHO ARE SERVING  
ON SUNDAY, OCTOBER 22

PRESIDER: THE REV. JAMES ARNOLD

FIRST LESSON AND PSALM: KATHY HANSEN

SECOND LESSON: JEANNE OWEN

USHER GREETERS: BARB BABKA & JEANNE OWEN

# St. Luke's Episcopal Church Weekly Newsletter

## October 13, 2023



October 15, 2023  
October 15, 2023  
October 21, 2023  
October 22, 2023  
October 29, 2023  
November 18, 2023  
December 1, 2023

**ST. LUKE'S FALL CALENDAR**  
Rev. Ellen Ayres, Holy Eucharist  
Cummings Fellowship Hall Dedication  
Church Work Day  
Rev. Jim Arnold Morning Prayer  
Holly Cooper, Presider  
Quilt Day  
Christmas Bazaar



Church Work Day on October 21, 2023 from 9-12.



Calling all St. Lukeans-  
Please consider donating candy the month of October. We will be passing out candy on Entrada on Halloween. Every Sunday either Joe, Leann, Jeanne Owen or Barb Babka will collect candy from you. Having the Halloween booth is a great way for us to advertise St. Luke's and provide a service to the community.



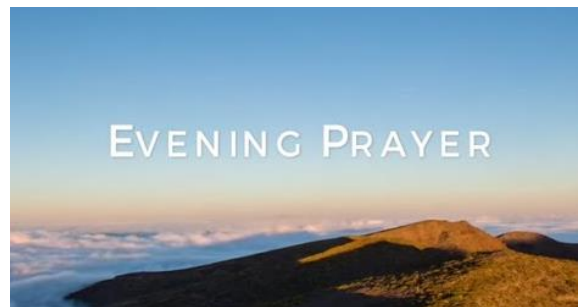
Quilt Day! November 18, 2023 from 9-12.

**CUMMINGS FELLOWSHIP HALL DEDICATION**  
SUNDAY, OCTOBER 16, 2023



Rev. Ellen Ayres will formally dedicate the Cummings Fellowship Hall following the Sunday morning service. There will be a potluck and coffee hour to follow the dedication. We will honor Bob Cummings long support of St. Luke's. Please plan to attend.

**EVENING PRAYER WILL BE PAUSED**



**BEGINNING TUESDAY, OCTOBER 17, 2023**  
Due to upcoming surgery of two of the officiants, Evening Prayer will be taking a bye for approximately two weeks. We will keep you updated on the resumption of our twice weekly services. Thanks for your understanding.

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Below you will find a listing of all the tasks which the Senior Warden has been responsible for the last few years. The tasks are divided among existing committees and some committees which are yet to be formed. Please look at the tasks and figure out which areas you feel most called to help with. When you figure it out, please contact Holly Cooper, Alice Baker Taber or Kathy Hansen before the next Vestry meeting so we can begin to formulate a plan for meeting the needs of St. Luke's for the coming year.

### St. Luke's Potential Distribution of Senior Warden Responsibilities

	Abbreviated Description	Administrative	Worship/Altar Guild	Finance	Senior Warden	Caring Parish	Personnel	Communication/Tec	Education	Buildings/Grounds	Executive Comm.	Search Committee	New Things
<b>WEEKLY</b>													
1	Confirm Supply Clergy		X										
2	Confirm Deacons or lay leaders		X										
3	Supervise production of service bulletin	X	X										
4	Draft articles; update announcements							X					
5	Coordinate Zoom invitations	X						X					
6	Prepare weekly announcements							X					
7	Field calls for pastoral care					X							
8	Facilitate Small Group studies								X				
9	Generate P.O.'s; sign checks			XX									
10	Confirm report of employee hours			X			X						
<b>MONTHLY / QUARTERLY</b>													
11	Meet with Finance Committee			X				X					
12	Meet Executive Committee	X			X					X	X		
13	Draft Agenda for Vestry of the Whole	X									X		
14	Compile and distribute Vestry packet	X											
15	Chair the monthly Vestry Meeting	X											
16	Prepare and distribute Vestry Highlights in newsletter							X					
17	Notify the Bishop and Canon Martha of decisions	X						X					
18	Support plan to call a new part-time Priest											X	
20	Attend meeting of Caring Parish Ministry					X							





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### Next Steps from Where We Are

As most of us are aware, Holly Cooper will be retiring as our Sr. Warden as of the January Annual Meeting. A thorough listing of the current responsibilities of the St. Luke's Sr. Warden has appeared in the newsletter for several weeks running. This is not your grandma's Sr. Warden job description. Why? Because St. Luke's now functions without a Rector and every responsibility formerly held by the paid Rector has now come to rest on the volunteer Sr. Warden, a full time job plus a few more responsibilities concomitant with having to find and communicate with supply priests for Sunday worship. As is, it is an untenable ask of any one church member, which is why we have not gotten anyone to volunteer to take the position.

St. Luke's cannot exist without a Sr. Warden. However, in reality, the responsibilities of the Sr. Warden do not need to be so extensive if we as a congregation can pick up the less official tasks. Our last Vestry of the Whole meeting was dedicated in large part to figuring out what existing or new groups in the church could take on new responsibilities that fit their area of ministry. Many of the tasks are vital to the life of St. Luke's, they just don't need to be done by a Sr. Warden. We will be printing the results of our discussion in subsequent newsletters. Our hope is to use the existing ministry groups and add some new groups and each group will have its set of responsibilities. No one will be working alone and each group will be keeping an eye on what is getting done.

After paring down the job description, we found that a person with the title of Sr. Warden needs to do these things: Review and sign contracts on behalf of the congregation, receive the records for criminal background checks for staff and volunteers, and meet in the executive officers meeting with the Jr. Warden, Treasurer and Clerk. Everything else can be done by the rest of us. We are still looking for a Sr. Warden. If you are interested, please contact Holly Cooper.

As a congregation we will need to work together on getting the rest of the work done but remember it is just a logical next step in figuring out how to be church together. We don't know how long the current situation will last but it is necessary to work with what we have, where we are at now. We will be asking you where you would like to be working. For now, read through that long list of Sr. Warden responsibilities and think about your strengths and interests. What are you good at, what gives you energy? Consider if you are being challenged to do something out of your comfort zone. Pray about what you are or may be called to do. The goal is not to guilt people into taking jobs that are not helpful to them but to encourage each other to try things that we haven't tried before. That doesn't mean the tasks are easy, far from it, but we believe as the Bishop told us that we at St. Luke's have everything we need to go forward as a church. We just need to be open to each other's gifts and courageous enough to try new things. – Kathy Hansen.

## **RESPONSIBILITIES OF THE SENIOR WARDEN 2022**

### WEEKLY RESPONSIBILITIES

- Confirm Supply Clergy to preside over Holy Eucharist and preach for 1<sup>st</sup> and 3<sup>rd</sup> Sundays
- Confirm Deacons or lay leaders for 2<sup>nd</sup> and 4<sup>th</sup> Sundays to lead Morning Prayer and preach
- Supervise production of service bulletin
- Draft articles for weekly e-newsletter; update announcements regarding deanery and diocesan events
- Coordinate distribution weekly Zoom invitation for Sunday service with bulletin/newsletter attachments
- Prepare weekly announcements
- Field calls for pastoral care (arranging with priest, deacon for visitation, last rites, funeral services); phone or visits by Caring Parish Committee members
- Facilitate Small Group studies between St. Luke's and UMC
- Generate P.O.'s if required; sign checks if needed
- Confirm bi-weekly report of employee hours to ADP



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**MONTHLY/QUARTERLY RESPONSIBILITIES**

- Meet with Finance Committee to review monthly financial report and make financial recommendations to Vestry of the Whole Congregation
- Meet with Junior Warden to evaluate programmatic and renovation projects
- Draft the Agenda for the Vestry Meeting of the Whole Congregation
- Compile and distribute the Vestry packet of Agenda, Minutes, Reports from officers and Deacons; balance sheet and P& L statement supplied by Treasurer for Vestry Meeting of the Whole Congregation
- Chair the monthly Vestry Meeting
- Prepare and distribute Vestry Highlights in the weekly newsletter following the meeting
- Notify the Bishop and Canon Martha of decisions made by the Vestry
- Support implementation of Bishop's/Canon's plan to call a new part-time Priest-in-charge for St. Luke's
- Attend Quarterly Meetings with Mother Barbara and Deacons to set the Clergy Service Rota for St. James and St. Luke's
- Attend the monthly meeting of Caring Parish Ministry Committee
- Support re-configuring of St. Luke's website and posting of Parish Profile

**ANNUAL RESPONSIBILITIES**

- Recruit and schedule Supply Clergy for Sunday and special services during the Interregnum Period
- Recruit Deacons and laity to lead and preach on alternative Sundays during Interregnum Period
- Prepare agenda, gather minutes and reports for the Annual Meeting scheduled for February 12, 2023.
- Chair the Annual Meeting and election of officers.
- Work with Treasurer to prepare the Parochial Report
- Recruit and contract with independent auditor approved by the diocese to complete annual audit.
- Work with Stewardship Committee to develop/complete the stewardship campaign.
- Assist with preparation of Annual Budget.
- Facilitate discussion of our current financial situation
- Review contracts for special projects.
- Consult with Chancellor as needed; sign contracts on behalf of St. Luke's
- Work with Vestry of the Whole to prioritize projects for repair and renovation of buildings and grounds.
- Introduce the congregation to the Bi-vocational ministry model at St. Luke's

**SPECIAL PROJECTS**

- Implement Vestry of the Whole Congregation model at St. Luke's
- Work with members of the tech committee to upgrade Office Administrator's computer
- Consult with City of Atascadero Building Department regarding code requirements for replacement of the emergency exit from the sanctuary.
- Work with Jr. Warden to update bids to renovate the staircase and Cummings Fellowship Hall.
- Support re-design of St. Luke's website and posting of Parish Profile
- Facilitate completion of the search process for a new part time Priest-in-Charge



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**RESPONSIBILITIES OF THE SENIOR WARDEN  
2023 (MODIFICATION OF 2022 REPORT)**

**WEEKLY RESPONSIBILITIES:**

- Modify last 2022 item to: Confirm *semi-monthly* report of employee hours and report payroll to ADP
- Deal with payroll problems as they arise with Treasurer, Bookkeeper, and ADP
- Calculate and report annual hourly wage increases as voted by Diocese

**MONTHLY/QUARTERLY RESPONSIBILITIES:**

- Responsibility for distribution of Vestry Highlights and weekly announcements delegated to rotation of laity.
- Change: Attend Quarterly meetings with Mother Barbara....to set Clergy Service Rota to: recruit supply clergy, Episcopal Ministers, licensed homilists, and others. Plan and establish Rota ongoing. Coordinate with Liturgy Schedule preparation
- Assure payment of Supply clergy for services on date of service

**ANNUAL RESPONSIBILITIES:**

Responsibilities remain as outlined in 2022

**SPECIAL PROJECTS:**

Responsibilities remain as outlined in 2022

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VESTRY OF THE WHOLE CONGREGATION MEETING HIGHLIGHTS  
September 10, 2023

The Vestry meeting opened with prayer at 10:28 am, with 10 members in attendance. It was followed by adoption of the Consent Agenda and the Minutes, and the acceptance of the Written Reports.

The Consent Agenda consisted of the following:

1. Accept and sign a letter of thanks to Bishop Lucinda for the gift of a portion of the proceeds from the sale of Diocesan property.
2. Approve \$460.00 to Evangelista's Construction for pantry drywall patch with insulation.
3. Approve Responsibility for Receipt of Criminal Offender Record information (CORI). The policy will be adopted by the

Vestry of St. Luke's Episcopal Church October 8, 2023. The Child/Youth Protection Policy adopted by the Vestry requires the use of fingerprint-based background checks (LiveScan) administered by the California Department of Justice (DOJ) to provide CORI from DOJ and federal FBI systems. The Senior Warden's Responsibilities as Custodian of Records were listed, as were the Church's responsibilities and the Vestry's responsibilities for Oversight.

A major part of the meeting pertained to planning for the Sr. Warden transition, which will take place in January. After studying the Sr. Warden Job Description, it was decided that the Sr. Warden responsibilities needed to be reduced, by allocating various jobs to other members. With that in mind, Kathy Hansen created a graphic with the various groups within the church, and cross referenced it to numbered items on the job description. A chart of groups and job descriptions will be distributed to members at a future date. We will then be asked to prayerfully consider which areas each of us might help with. **AND, TO ANYONE WHO MIGHT CONSIDER BEING ST. LUKE'S SR. WARDEN FOR 2024, THERE WERE REALLY ONLY ABOUT FIVE DUTIES THAT ONLY THE SR. WARDEN MUST DO, IF WE ALL CHIP IN AND HELP!**

The Jr. Warden's report stated the Undercroft contractor, Evangelista Construction, was paid \$4,800.00 in one payment and a second payment of \$8,000 on 8/31/23. The third payment of \$10,315.00 will be paid in October. On October 15, we will dedicate the Cummings Fellowship Hall (formally called the Undercroft) with a celebration and potluck.

Everyone is invited! Other information: The drawings for the staircase are done, and the kitchen and pantry/storeroom are going to be painted, by members of St. Luke's.

Leann Brooks gave the Financial Report which showed: Total Checking/Savings \$80,159.82; Diocesan Investment Trust \$109,760.85; Total Assets \$109,760.85.

The one word meeting summary: Great, informative, long, hopeful, productive



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Heads up, St. Luke's family!

For those of you who know me, and have anything to do with horses, you know that when you hear this command, it means there is something fast approaching which you need to be aware of. And so it is, at this very moment--- The St. Luke's 2023 Stewardship Campaign began on September 1<sup>st</sup>! Stay tuned for more information regarding, "Rooted in Abundance, 2023"!

Thank you, Alice Baker-Taber, Stewardship Chair for 2023



**FROM THIS LIFE TO THE NEXT**

It is with great sadness that I announce the death of Florrie Drumm, our dear flower ministry lady for so many years. Florrie died just after 1:00 on Saturday, September 16. She died a peaceful death, surrounded by her loving family.

The family is planning to retreat to their beloved Yosemite for a time of healing, remembrance and comfort. Please address any cards or notes of condolence to the Hall Family, 5670 Valentina Ave., Atascadero, CA 93422. Memorial planning has not yet been discussed with the family. However, they will notify us of their plans.

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## Save the Date!

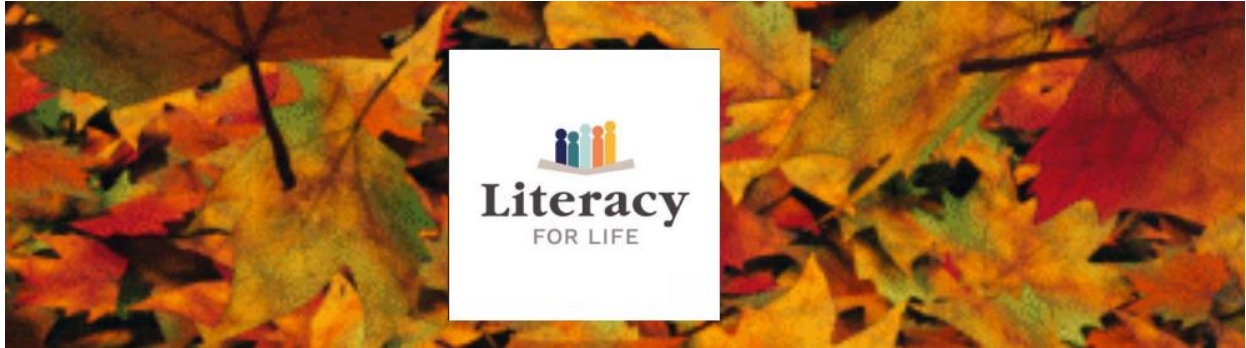
Start your celebration of the Christmas season on December 1, 2023  
at St. Luke's, in our newly refurbished Cummings Fellowship Hall  
from 9:00 a.m. to 6:00 p.m.

We will be offering all manner of baked goods, jams and jellies as well as selected quilts, scarves, hand warmers, and hats, seasonal collars for dogs and cats, and unique kitchen gifts like tortilla warmers and microwave bowls with individual hot pads.

Come join the fun and support community groups SLO-4-Home and transitional housing for the medically fragile.



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As the leaves begin to change and the air becomes crisp, we at Literacy for Life are filled with gratitude for the unwavering support we have received from our dedicated tutors, eager learners, and all of our supporters.

**Welcoming New Tutors and Learners:**

Literacy for Life is committed to fostering a welcoming and inclusive environment for all. We encourage anyone interested in becoming a tutor to reach out to join our team and be part of a transformative experience. Similarly, if you or someone you know could benefit from our literacy programs, please don't hesitate to get in touch. We believe in the power of education to change lives, and we are here to support all who seek it.

**We Need You, Donors!**

Literacy knows no bounds, but it does require support. To continue our invaluable work, we depend on generous donors. Your contributions help us provide resources, materials, and opportunities for our learners and tutors.

We invite you to share this newsletter with friends, family, and colleagues who may have the means and desire to support our cause. Your network can help us connect with potential donors, tutors, and learners, amplifying the impact of our programs.

We want to express our immense gratitude for your continued support. Together, we can create a future where literacy is accessible to all, empowering individuals to pursue their dreams and reach their full potential.

**OUR MISSION: LITERACY FOR LIFE TRANSFORMS THE COMMUNITY, EMPOWERING INDIVIDUALS BY REMOVING BARRIERS TO SUCCESS AND STRENGTHENING RELATIONSHIPS THROUGH THE POWER OF LITERACY.**

**OUR VALUES:**

Inclusiveness Compassion Commitment Transparency

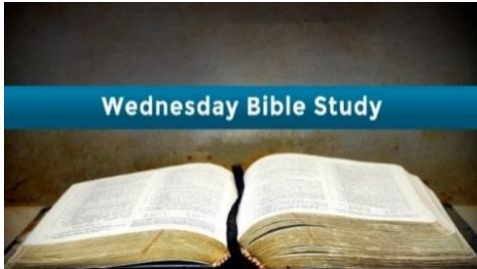
We value each person in our community, their unique backgrounds, and their relationships. We endeavor to treat all others with whom we encounter with caring concern and empathy. We are dedicated to furthering literacy skills in everyday life within our community. We believe in honesty and openness about what we do as we involve ourselves in the community.

[OUR WEBSITE](#)

[click to volunteer](#)

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SMALL GROUP STUDIES



Bible Study is on bye until October 4th when we will begin Exodus. St. Luke's Bible Study Group meets Wednesday mornings at 10:00 a.m. – call Holly Cooper for the meeting location.



Gather with Taizé Music Sunday Evenings at 7:00 pm  
If interested and would like an invitation to attend, please send an email to [castlewoodr6@gmail.com](mailto:castlewoodr6@gmail.com) to get on the list.

THE BIDDING BOOK & PRAYER REQUESTS



Over the past several years the parish prayer list has experienced an enormous growth. This warms the heart. The issue has become how to most effectively offer these prayers during our worship services over the course of a week. So effectively offer our intercessions and

thanksgivings we will do the following;

During the Sunday services we will pray only for those who are listed in the bidding book (which you will find on the podium at the back of the church) and from the 'chat' on Zoom. During Evening Prayer on Tuesdays and Thursdays we will offer our prayers using the parish prayer list which is managed by the Daughters of the King. This prayer list is updated and refreshed on a regular basis.

We are grateful for the faithfulness of the community in praying for those in need.

We will review this practice of sharing our corporate prayer concerns on a regular basis.