

Planning Special Events at St. Mark's

We at St. Mark's Episcopal Church are so grateful to the many members of our congregation, and other friends, whose generous contributions provided the buildings and grounds that we enjoy. Their intention, and ours, is that these facilities serve as an asset to the wider San Antonio community, in ways that are consistent with the Mission Statement of St. Mark's:

*We are a downtown church,
committed to the Gospel,
accountable to each other,
loving Christ and making him known.*

The guidelines that follow set out the ways in which we hope to partner effectively and enjoyably with you in the use of the church's facilities.

Collaboration

Jesus sent his disciples out to minister in the world two by two. As a community "committed to the Gospel of Christ," we likewise value collaboration and partnership with the groups who use our facilities. Our community values include:

- Speaking clearly to one another, with complete transparency

- Communicating clearly our respective goals and objectives
- Seeking the common ground in our collaboration
- Understanding that we are all one in Christ, without regard for social, political, economic, or gender status and position.

Staff Support for Events

St. Mark's staff is pleased to *support* you in the planning and hosting of your event, but it is important to note that special-event planning and hosting is above and beyond the normal daily duties and activities of the staff. The staff is committed to working with you collaboratively to support the planning and hosting of your event, based on their available time. This means that, as the sponsoring group of an event at St. Mark's, you will need adequate support from the members of your group to ensure an enjoyable and fruitful event.

You will work directly with the *Parish Administrator, Mr. Bill Edwards*, to coordinate the various contributions required of the staff to plan and host your event. The Parish Administrator makes all decisions with regard to the use of the staff in planning and hosting events.

Mutual Accountability

As a community “accountable to each other,” we have established certain guidelines to ensure mutual accountability in the planning and hosting of events at St. Mark’s:

- For the sake of clarity and consistency, we request that you designate one person to communicate with the Parish Administrator concerning your event.
- Similarly, the one contact person at St. Mark’s for the planning of the event is the Parish Administrator, who will handle the communications between the sponsoring group and the staff.

For Ministries and Committees of St. Mark’s

One more step that we ask of our own ministries is that you explain, *briefly*, how your event furthers the mission and vision of the parish. Please see the Mission and Vision Statements that are available online (www.stmarks-sa.org) or by request to the Parish Administrator.