

**EXTRAORDINARY MINISTER'S MEETING**  
**Immaculate Heart of Mary Church**  
**October 19 and 21, 2009**  
**7:30 - 9:00 PM**

**MEETING MINUTES**

1. H1N1 Discussion

- Archdiocese Guidelines were distributed and discussed. Common sense to be followed if you are not feeling well.
- EOMs should not serve if not feeling well.
- Hand sanitizers will be installed in two locations: (1) the main vestibule of the Church in the small room where the altar servers vest and (2) in the hallway to the sacristy (behind the altar).
- Fr. Sean will address the following in the bulletin:
  - Shaking hands during the sign of peace is optional; not recommended if you are not feeling well; a nod or wave is acceptable.
  - Reaffirm the significance of receiving from the Cup, but it is not recommended if you are not feeling well.

2. Offering the Cup

- Sacristans will be advised to use less wine at the 9:00 Mass.
- The Cup is not being offered at the 12:00 Mass (due to the lack of a sufficient number of EOMs).
- If an EOM cannot consume all the Precious Blood in the Cup after communion (and if no other EOM or priest is available), the Cup should be left in front of the tabernacle in the sacristy and the candle should be lit. The reverence of the Precious Blood mandates that it be fully consumed and never be poured into the sacrarium.

3. Ashbrook and Seniors

- Training (using the service prescribed in the Blue Book) will be scheduled for EOMs new to this service and also as a refresher for those already serving.
- The Parish office will be asked to order additional misselettes to be left at Seniors.
- In addition to summarizing the priest's homily, the CLOW ministry may be used as a resource for interpretation of the Readings to be shared with the Seniors.
- EOMs may ask a Senior to read one of the Readings.
- Doke Kamp will be asked to work with the Ashbrook administration to ensure the list of Communicants is kept current.
- Doke needs additional EOMs for the Masses at Ashbrook on the first and third Mondays of each month; if you would like to assist, Doke may be contacted directly.

4. Christmas Schedule
  - Sign-up sheet for the Anointing Mass and Christmas Masses will be available shortly.
  
5. Recruiting EOMs
  - During an upcoming weekend (to be determined) an EOM will speak at each Mass to recruit parishioners. A script will be prepared in advance. If you are interested in speaking at one of the Masses, please contact Donna & Bill.
  - Existing EOMs are encouraged to extend “personal” invitations to others to serve.
  - EOMs are asked to attend Hospitality Sunday fellowship if they are serving at that Mass.
  
6. Ministry to the Homebound
  - Lee Gillingham is the coordinator for this ministry.
  - Lee may be contacted directly to volunteer for this service.
  - Lee and the Parish Office should be contacted if an EOM is asked to provide homebound Communion. In accordance with Canon law, a priest needs to visit the homebound (for Anointing and Confession) in addition to the EOMs.
  
7. EOM Guideline Highlights
  - A decision will be made regarding the timing of when to give Communion to the handicapped. It was suggested that the handicapped be given Communion after the rest of the congregation has received in order to allow the EOMs to move more freely around the pews and aisles. This change would need to be communicated to the congregation and coordinated with the Hospitality ministers. We will let you know of the decision and, if approved, when it will take effect.
  - EOMs should gather with the other ministers and altar servers to say a prayer before Mass begins (10-15 minutes before Mass).
  - EOMs should go up to the altar immediately after the Our Father (after the words “and deliver us from evil”).
  - When distributing the Host, EOMs should stand with their heels touching the altar step behind them – this will allow more room for the Communicants to turn and walk back to their pews, and this also allows the Communicants to walk to EOMs who come over to assist.
  - EOMs are reminded to wear appropriate dress on the altar (e.g., no shorts).
  
8. Parish Update: Working & Worship Committees and Ministry Day
  - All ministers are encouraged to attend the Ministry Day retreats. Attendance was disappointing at the most recent Ministry Day in September apparently due to conflicting family and sports activities. The next Ministry Day will be scheduled to minimize such conflicts.
  - Shared Worship Committee items, i.e., discussion on liturgical enrichment in our parish. Donna & Bill will continue to communicate ideas and information between the Worship and Working Committees and the EOMs.

9. 2010 General Meetings and Format

- 2010 EOM general meetings will be scheduled for the end of February (Lent and Easter preparation) and at the end of October (Advent and Christmas preparation).
- Continue to offer two meetings for each period; consideration will be given to begin one meeting at 7:00 PM and one at 7:30 PM.

10. Inactive Members

- Archdiocese guidelines require that EOMs serve on an active basis; EOMs may not serve only as substitutes when needed.
- EOMs who are listed as serving Ashbrook and Seniors are asked to notify Donna and Bill if they are no longer able to serve.

11. Other

- The Parish office will be asked to place a couple of copies of the Booklet “Norms for the Distribution and Reception of Holy Communion” in the Adoration Chapel.
- Group meetings for faith sharing or having invited guests for discussions on our ministry will be considered after the holidays.