

February 8, 2016

Dear EMs:

I would like to first personally thank all of you who emailed me, prayed for my family, and sent Mass cards and sympathy cards after the loss of my mother a few weeks ago. I appreciate all the thoughts and prayers.

Next, I want to thank you for an awesome turnout at our workshop. I had so many positive emails about the workshop with Monsignor Brennan.

This quarter will be so busy with Lent, Holy Week, Easter, Confirmation, and First Communion. Below are some notes about this quarter.

1. We were given a book, *Guide for Extraordinary Ministers of Holy Communion*, at the workshop. If you did not attend, you must get your copy from the OLSS office from Sister Lucy.
2. Check the schedule carefully. You must get a substitute if you cannot fill your position.
3. Regardless of whatever Mass you attend, please check in to see if substitutes are needed. Please ask questions about positions that are different (e.g., Narthex at 9 & 11 Easter Mass).
4. Welcome new EMs and offer them help.
5. Note Mass times for Vigil (8:00 PM) and Easter Sunday (7:00 AM, 9:00 AM, 11:00 AM, and 5:30 PM). Be certain to arrive early!
6. I will ask Ushers to reserve seats for EMs on Easter. If you arrive first for Mass and they have not reserved seats, please ask them to do so or reserve them yourself. Put reserved signs on the end of the first six pews on the front right side near where #3 stands.
7. Please make sure you have enough hosts. If you are finished at your position, help other positions or help fill ciborium with more hosts.
8. Take note that Monsignor Brennan does not want a glass of water put out for priests to drink at Sunday Masses.
9. Do not reply to the OLSS office when sending emails about Eucharistic Ministry. Reply to [cathydamone@yahoo.com](mailto:cathydamone@yahoo.com). You will need to compose a new email sent to my email address.

Last, we are excited to be organizing information to begin initiating a new ministry scheduling computer program. This program will not only make it more efficient for me to produce schedules, but will also enable all of the Eucharistic Ministers to communicate away days, specify needs and desires (e.g., a desire to be scheduled with or opposite a spouse), find substitutes, receive reminders, and carryout other ministry related activities more efficiently and easily. We will update you about our progress in preparing to move to this computer system.

God bless!

Cathy Damone