

**Extraordinary Ministers of Holy Communion to the Sick (EMs)
Minutes of Meeting for Nov. 13, 2019**

Present: Luz Berrios, Sr. Virginia Ann Brooks, Carol Burdick, Bill Buxton, Carole Corcoran, Kathy Cusick, Sandy Dempsey, Howard Dobson, Ed Donnelly, Peter Fulweiler, Anthony Gallo, Ann Gelber, Bette Ann Hutchins, Ed Jones, Jim Keegan, Katie Keegan, Marilyn Keehan, Kay Lennon, Joy Mbubua, Fr. John McVoy, Chris Olenik, LaVeida Owens-White, Linda Riofski, Stephanie Thomas, Michele Watson, Martha Zazzarino

- Materials:**
1. agenda
 2. EM spreadsheets (2) (hospital sort, alphabetical name sort)

TOPIC	FINDINGS AND CONCLUSIONS
CALL TO ORDER	<ul style="list-style-type: none"> At 10:10 Father started the meeting in Room 1000 at the Christiana site with the reading from Luke 19:1-10, the story of Zacchaeus. EMs participating in their first quarterly meeting introduced themselves—Chris Olenik, Mikki Watson, Anthony Gallo, and Kay Lennon. All other EMs and hospital employees did a self-introduction by stating their name, hospital affiliation, and parish affiliation.
REVIEW OF MINUTES	The minutes were approved without amendment.
VOLUNTEER SERVICES (Luz Berrios)	<ul style="list-style-type: none"> Flu Shots—If you were inoculated with a flu shot from an agency other than CCH, please bring documentation to Luz Berrios in Volunteer Services at Wilmington, so your status can be updated in the hospital's computer system. If you decline to be inoculated, please sign a declination form at Employee Health and wear a mask when visiting patients. An email will be sent and/or a message will appear on the sign-in computer when the flu season expires. This is usually in March or April. At that time you may throw away your pink vaccination tag. Luz will follow-up with the suggestion that Employee Health provide immunization documentation cards for next year's mass inoculation day. Anyone needing written documentation this year can go to Employee Health. The Wilmington hospital garage will be under construction for the next couple of years. An EM will be permitted to park in the garage by showing their ID badge to the attendant and identifying themselves as a volunteer. Use the entrance facing Jefferson Street. If you have not completed your annual online training (a 20-question quiz of information contained in the online Volunteer Manual) please contact Luz at 302-320-2890. Her office is on the first floor, 1N61, at the Wilmington site. She will also resend an email to all Ems with the link to access the link. Check your spam folder in case it was sent there instead of you inbox. The Joint Commission audit requires annual professional development of all employees and volunteers. Pascale Larouche is Luz's counterpart in Volunteer Services at the Christiana site (302-733-1280).
PASTORAL CARE SUPPORT	<ul style="list-style-type: none"> Joy Mbubua works in the Pastoral Care office at Wilmington (302-320-2780) and Sandy Dempsey is her counterpart at the Christiana site (302-733-1280). Sandy distributed new ID badges to new EMs and those EMs who had not picked up their ID badges since the last meeting in September. She also gave each attendee a black ribbon to stick to the back of the badge, as a follow-up to a volunteer's suggestion that requested some form of indication for our affiliation with Pastoral Services as a Eucharistic Minister. This expedites our need to know confidential information about patient diets by speeding up conversations with nursing staff.

<p>PASTORAL CARE SUPPORT cont.</p>	<ul style="list-style-type: none"> • If you need to leave a note for either administrative assistant about church or parish affiliations about patients, please call Sandy or Joy Monday-Friday during working hours, hand deliver your note in person to the office, or slide a note under the door (on weekends). • Joy and Sandy notify specific parishes when their parishioners are hospitalized. Under no circumstances is information shared when a patient is admitted as CONFIDENTIAL. Their names are unpublished and do not show up on the Catholic rosters that EMs use. If an EM unintentionally runs into a patient that is “confidential” we can offer them communion but CANNOT share their names or information about them to ANYONE, including our family, friends, and other parishioners. Patients may not want people to know that they are hospitalized, including their own family members. • The census list is emailed daily from IT to the Pastoral Care office in both hospitals. The administrative assistants have no control over the timing of the reports. It usually arrives by 9:00am. Delays are more frequently experienced on the weekends. • Call the information desk to have the on-call chaplain to print the most recent report. He/she may provide you with the prior day’s report that will have some inaccuracies, due to discharges and room changes. ALWAYS ask the nurses about each patient’s status before entering the room. (Please be patient with the chaplain because he/she must respond to all alters, hold morning worship, and visit new patients daily.) • EMs should NOT visit patients before 9:00 because patients are waking up, eating breakfast, and doctor are consulting with patients in their rounds.
<p>EM SPREADSHEETS (Val Dobson)</p>	<ul style="list-style-type: none"> • Val Dobson has compiled updated demographic information for each EM for CCH and diocesan use. This information is critical for Pastoral Care, at both the Wilmington and Christiana hospitals, in determining how well we are meeting the needs of our patients. • We have been working with lists that include names of EMs that are deceased, are listed as inactive and archived, and EMs that are listed as active but have not provided services. • <u>Archived</u> EMs are not approved by Volunteer Services; they must attend partial retraining with CCH before starting back at the hospital. • EMs are noted as <u>inactive by CCH</u> after 3 months of absence, as determined by the lack of computer logins at the front desk. • If an EM has missed all quarterly meetings for a year, they are considered <u>inactive by the diocese</u> and must attend partial retraining before starting back at the hospital. • EMs need accurate lists of colleagues to solicit replacements for their own anticipated absences when last minute conflicts to the posted calendars arise.
<p>EUCHARISTIC DISTRIBUTION & PROTOCOLS (Fr. McVoy)</p>	<ul style="list-style-type: none"> • Please contact Luz Berrios (LBerrios@Christianacare.org) to update the Christian Care database with your demographic information. This includes changes in your work status, home address, or email address. • Jean Manning (302-654-5920) will maintain any changes in demographic information for the Diocese. • Notifying us of your changes will ensure that you receive all CCH and diocesan messages. • EMs can’t determine the disposition of patients. We WILL distribute the Eucharist even when a patient says that they have not been to church or to confession for a long time. Do not make personal decisions about the sinfulness of their souls. If the patient does not feel comfortable about receiving, and refused communion, then do not give it. • A discussion about Joe Biden being refused Eucharist in South Carolina ensued because it is relevant to the prior statement. It is not the priest of or EM’s responsibility • Canon law 915 says that there is no basis for rejecting anyone the Sacraments. • The Eucharist removes venial sins if a person is contrite. • The Pastoral Care office must be compliant with the rules of the CCH organization. This includes the distribution of communion to patients by EMs who are specially trained in giving Holy Communion to the <u>Sick and Dying</u>. This is different from being an Extraordinary Minister of Holy Communion in a parish.

<p>EUCCHARISTIC DISTRIBUTION & PROTOCOLS cont.</p>	<p>to withhold the Eucharist. Only a bishop can make a determination of disposition.</p> <ul style="list-style-type: none"> • The Pastoral Care office must be compliant with the rules of the CCH organization. This includes the distribution of communion to patients by EMs who are specially trained in giving Holy Communion to the <u>Sick and Dying</u>. This is different from being an Extraordinary Minister of Holy Communion in a parish. • The diocese commissions the EMs who give communion in CCH. This is the a diocesan jurisdiction to provide training relevant to the Sacrament. However, a hospital is an <u>uncontrolled</u> setting whereas a nursing home or local parish are controlled environments, so Christiana Hospital provides a separate organizational training about their expectations. • Some parishes send their local EMs and/or priests to give hospitalized parishioners communion. They should NOT distribute the Eucharist because they are <u>VISITORS</u> in a patient's room. • Visitors are not always observant of the door plaques on isolation rooms, wash their hands going in/out of rooms, ask nursing staff about the patient's diet, understand what NPO means, or realize that communion should not be given to a person with a tracheotomy or nasal tube. They do not realize that diets can change daily due to procedures and tests; a patient who received communion yesterday may be NPO today. • Christiana is the only Class I trauma center between Baltimore and Philadelphia. It provides critical health care support as compared to smaller hospitals in the vicinity.
<p>THEOLOGICAL DISCUSSION</p>	<ul style="list-style-type: none"> • Father McVoy shared a photo of a custom-painted bus that was parked in front of the Cathedral one day. It advertised pro-life photographs (including an aborted fetus) and anti-Democrat comments. A film crew from the bus entered mass and began filming Father's homily. He addressed them personally and invited them to participate in the liturgy, but that a Catholic church has no political affiliation. He asked them to put down their camera because it was inappropriate in a house of worship. (Priests are taught not to judge people and that they should not cause scandal during the liturgy.)
<p>OPEN DISCUSSION / COMMENTS</p>	<ul style="list-style-type: none"> • Can Pastoral Care provide printed, two-sided cards to leave at the bedside of sleeping patients, those who are having procedures/tests, or engaged with therapists at their bedside? One side can say, "Sorry I missed you when I came to offer you Holy Communion." The opposite side could have the "Act of Spiritual Communion" printed on it. This is a matter of EM accountability since patients may inaccurately believe no one came during their hospitalization. (Sandy explained that the demand on the on-call priest increased when these cards were distributed before.) • The written request sheets for EMs to visit patients are inconsistently being returning to CCH chaplains in a timely fashion when completed. Sandy said she and Joy will check the box and table in the sacristies regularly. • Luz will send an email for those EMs who have not completed the annual training online. • Luz will see when the next CCH training session will be held so new EMs can attend. • The meeting took a break at 11:05 to eat a lunch that was prepared by PureBread. The meeting resumed at 11:20. • Jean Manning will continue to forward minutes to EMs after Father has finalized them.
<p>NEXT MEETING</p>	<p>The next meeting will be in February 2020. Additional information will be forthcoming.</p>
<p>ADJOURNMENT</p>	<p>Father halted the meeting at 11:50. Any questions that were not addressed in this meeting will be tabled until the next meeting. Father needed to leave for the Cathedral to say Mass.</p>

Respectfully submitted,
Linda Riofski

