

Elizabeth Ministry
Meeting Notes
May 19, 2005

.Attendees: Valerie Malott, Kris Bartel, Kim (visitor), Nicole Shulte, Pat Rieck, Rachael Casavant, Lisa Nelson, Maria Pour

Welcome new members to our meetings: Kris Bartel, Lisa Nelson

1. Welcome and Introductions
 - a. Opening Prayer – we opened with the prayer “Come Holy Spirit”
 - b. Valerie discussed our Name Tags – would like to wear them at meetings and events
 - c. The Member directory was distributed
 - d. Calendar – we discussed upcoming events....see throughout minutes
 - e. New Visitor’s Manual/Leader’s Manual – we ordered one new Visitor’s Manual and one more Leader’s Manual. If you would like to look at them contact Valerie.
 - f. Fill out new sign-up sheet – we need to make sure everyone completes the sign-up sheet from Elizabeth Ministry Headquarters, as well as our “resource” sign up sheet. This way we’ll know our resources. We will be creating a database of our members, their experiences (for ministry purposes) and volunteer abilities.
2. Old Business
 - a. Marian Event/Ministry Fair review
The Marian Event was very successful, over 150 people in attendance!!!!
We discussed our likes and ideas for next year.
 - Request 200+ Worship Aides
 - Include 1st Communicants, Confirmandi, PSR. Begin planning end of year to create Living Rosary. Jan/Feb we would need to start working with the students to teach them the rosary and the Living Rosary.
 - Promote earlier with flyers, bulletin announcements, invite PSR, flyers on bulletin boards
 - Promote as May Crowning
 - Hand out “rosary guide” at rosary service
 - Liked our “display table” at the ice cream social
 - Liked the ice cream social
 - Include the Rosary Circle earlier – plan Living Rosary with their involvement too
 - Microphones at Rosary Service
 - Living Rosary – pair older kids with 1st Communicants
 - Like family involvement for the crowning of Mary. Our “crowning family” – Peggy & Joe Evans, and daughters Rebecca and Sydney, were great! They were very respectful of

Mary. It was nice that they stayed at the altar after Peggy crowned Mary.

Ministry Fair – Parish Council took care of the display, for the most part. We had room to add the Blessing Bouquet, a frame about the Lending Library – coming soon, and a few books from the library. We had sign up sheets and membership folders available. Next year we'll only need one person per mass.

- b. Web presence update
 - i. E-mail address: elizabethministry@sttm.org
 - ii. Sign-up form:
<http://www.sttm.org/organizations.htm#Elizabeth%20Ministry> or
<http://www.sttm.org/PSR/team%20sign%20up%20sheet%202.pdf>
 - iii. Other items added: Lending Library List, meeting notes
 - iv. Yahoo group: <http://groups.yahoo.com/groups/stm-em/>
- c. Fund-raising/parish council – Maria will work with Becky. It's been on back-burner due to Marian Event and Ministry Fair
- d. Lending Library Update – we have more books! Our library will be housed in the Fr. Wack Library. Would like someone from our group to take charge of this initiative. Shouldn't be too time consuming. Need to develop process/procedures to check out books and monitor them.....work with Darline Foltz.
- e. Meetings update
 - i. 2nd Thursday of month, 7-9pm Fr. Wack library. Determined we'll keep this timeframe. May hold other meetings as we develop other parts of the ministry on other evenings. (see new business)

III. New Business

- B. Building our presence online – if you have any additional ideas, funnel them through Maria or Valerie.
- C. Defining roles/responsibilities within the ministry

We would like to give everyone an opportunity to take on larger roles within our Ministry, as able. Some members are best able to craft, make phone calls, attend and “work” events. Some members have been looking for additional “jobs” outside of our events within the leadership and support function of the ministry's “day to day”. We have opportunities!!!!

Some of the roles we would like to develop are as follows:

- 1. Prayer Leader
 - a. Lead prayers at meeting
 - b. Develop/maintain web prayers (if we have permission)
 - c. Notify members of new prayer requests

- d. Maintain Blessing Bouquet – we will place a table by the brochures. A bulletin announcement will be placed monthly, hopefully, to let parishioners know they are there. Lisa had a nice idea – at her old parish parishioners could drop a rose off to the office prior to mass. Announcements would be held during mass of the “new arrival”.
 - e. Work with Rosary Prayer circle for our intentions
 - f. Develop process to manage roses and prayers
2. Librarian
- a. Maintain library list online
 - b. Schedule lending librarians (if we want to man it)
 - c. Work w/Darline in maintaining library/books
 - d. Create easy process to “check out books” and way to monitor book lending process
3. Fund Raising – work with Maria in this effort
4. Membership:
- a. submit forms/reports to Headquarters – we have to submit an annual report and membership forms to let them know what we’re up to.
 - b. Maintain list of members/abilities/resources
 - c. Create process to Welcome new members
 - d. Create orientation program for new members, possibly quarterly
5. Education Coordinator:
- a. Develop training program or workshop for ministers
 - b. Develop best practices for ministers (include time frame to minister)
6. Advertising/Web Monitor
- a. Add minutes and such to web, yahoo
 - b. Advertise in bulletin, school, web
7. Support Coordinator (maybe this goes along with Membership) - Members who can best help during events, crafts, phone calls, attending meetings, etc.
- D. Infant Loss Blessing/Memorial Service – aiming for October. This is a family healing service. Valerie to get us on the calendar. We would go back and personally contact families who have had an infant/child loss over the years, and open it up to all. We will need to plan music, readings, prayers. We hope to have it during “respect Life Week”.
- E. OTHER TOPICS/OUTSTANDING ISSUES
- i. We talked about Kristy and Bill Rahn. They may look to us for ideas to help them plan the baptism of their baby. They would like to include “baby Aaron” during the service. Deacon Jerry will probably be working with them. We thought a candle, Baptismal – or other, would be nice. They could light it at some point during the baptism.

- ii. Pat mentioned a new ministry – The Sewing Ministry. It's a nice way to learn to sew! Their first project will be baby blankets – will give to “A Caring Place”. May get some for our Ministry???? 😊
- iii. Baby Shower for “Caring Place” in July. Deacon Jerry to talk to Diane Brennan about this, and if Elizabeth Ministry should be involved. Valerie talked to someone, told them to let us know if we're needed.
- iv. Asked everyone to consider joining the Rosary Prayer Circle once a quarter. They supported us during the Marian Event. It would be nice for us to support their efforts. Maybe late summer/early fall.
- v. Would like to create scrip for parish and school to direct those in need to us. Parish and School Staff is hearing about us more and more. We need to make sure they know what to do if they hear of a “mom/family in need”.
- vi. We're thinking of ways to let moms know we're here. Thought it would be nice to let the parents in the Baptismal classes know about us.
- vii. Everyone needs to return their “sign-up forms”. Maria will see about using the collection basket, or other alternatives.
- viii. Bulletin Announcements – will start directing them to expectant moms – to let them know we can help if they need us.

Prayer Requests:

- Kristy
- Brittany, Pat's daughter-in-law. She is currently on bedrest.
- Natalie and family. Her son has to have another operation.
- Andrea, Rachael's neighbor – expecting in July
- Peggy(our May Crowning mom)
- Expectant moms of the parish