



FACILITY GUIDELINES

Communion Ministers to the Sick and Homebound
St. Rose of Lima Catholic Church

EAGLECREST SENIOR FACILITY – Established two Services – One for Independent Living and one for Assisted Living.

(651-628-3000): 2945 Lincoln Dr. Off Lydia and Snelling. Enter into the middle building For Independent Living.

Independent Adm. Assistant – Meagan

Pastor – Changes every few years. Pastor Jane current facility chaplain.

INDEPENDENT LIVING – Services conducted by Carol Jordan backups are Phil Schrumpf and Jennifer Leuer. Friday at 10am. Large first floor Chapel to hold up to 30 residents. Average attendance 20-24

Bring your name-tag, bring your communion service and readings with reflection, bring consecrated hosts in pyx and burse around neck.

1. Check in with the office to verify there are no other instructions for the visit.
2. The chapel is off the lobby area and is set-up requirements. The long table against the wall has a cross on it, as well as a cross on the wall above the table. The podium is centered a few feet in front of the table. When entering the chapel, there is a cabinet to the left, the hand-held volume control for the speakers is in a charger, and the microphone is in a case. There is no holder for the microphone, so it is hand held during the service. The group is very hard of hearing, as well as the acoustics in the room do not allow for a service without using the sound system. Also, the microphone needs to be as close to the speaker's mouth as safely possible as the system does not pick up your voice unless it's close to the speaker's mouth possible. The system is utilized for all activities held in the room.
3. Music is provided by the EM as appropriate hymns for the season, there is a piano player in the community.
4. Once the service is completed, turn off microphone and return the equipment to the cabinet.

ASSISTED LIVING AND MEMORY CARE – Services conducted by Dolly Buettner (rpbuettner@aol.com) 651-633-0731. Teamed with Claire Tschida 651-636-1966. Tuesdays 10:00am

Bring your name-tag, bring your communion service and readings with reflection, bring consecrated hosts in pyx and burse around neck and extra bulletins.

1. The Assisted Living Services are held in the third-floor chapel of the Middle building of the complex off Lydia and Snelling.
2. The chapel is on the third floor just above the reception area.
3. Set up for the service with the Cross on the table.
4. Distribute bulletins at the end of service.

Villas of Roseville (formerly Rose of Sharon)

1000 Lovell Ave W Roseville, MN 651-484-3378 x27. Main Contact Cathy at (612)237-0493 - Life Enrichment Coordinator

Wear your Nametag from St. Rose

Services Tuesdays 10:30am in the second floor dining room

1. Parking around Villas of Roseville is limited provide enough time to park on the street and come in and prepare – typically arrive by 10am. Wear your authorization badge (provided by St. Rose showing you have been vetted through virtue training – signed by Parish Administrator). Bring your daily mass readings or Sunday mass readings and reflection.
2. Entrance lower level with green awning. The materials needed to set up for services are kept in a cupboard in the office of the Activities Coordinator. Sign in sheet is also in this room – sign in.
 - a. Cart to put everything on
 - b. Get White cloth (on hanger) to cover table
 - c. Get listing of the residents highlighted that have indicated they want to be part of services or receive communion.
 - d. Speaker with microphone (typically on counter).
 - e. Box in cupboard – has candles, crucifix, colored cloths, books for readings and misc. items.
 - f. Stand and Communion service book. Red tray.
 - g. Window covering that are rolled up and put on windows to appear as stained glass
 - h. If available the boom box and music.
3. Bring cart up to level 2 dining – set up.
 - a. Pull a table to within a couple of feet in front of the window next to fireplace.
 - i. Cover with table cloth, at front add liturgical color for the day/season.
 - ii. Add candles (battery operated lights) around the Crucifix on the colored cloth.
 - iii. Add stand for service book.
 - iv. Add Pyx (around 25 hosts typically needed).
 - b. Put window Clings onto the window.
 - c. Using red tray – fill small plastic cups (pillaged from nurse's station) with water to aid residents in swallowing hosts.
 - d. The Activities Coordinator will bring residents from rooms to assemble in front of the table.
 - e. Mark on the sheet next to the name of those at service (S).
4. Use microphone to conduct service.
5. Use good hygiene while in the facility – sanitize or wash hands frequently. Dispose of used cups of water.
6. Pass out bulletins to residents after services.
7. To those residents not able to come to services, take pyx to room and proceed to pray with and provide communion to those on your list that did not come to services. On the sheet mark name with C for receiving communion. If not there – mark that as well – NA.
8. Bring all materials back down to office and put away. Leave list of residents marked with S or C or NA with activity coordinator. Leave any extra bulletins.

RosePointe

2555 Hamline Ave N Roseville, MN 55113

Wear your Nametag from St. Rose

Services conducted Tuesdays starting at 1:30pm in the meeting room kiddie corner from reception desk.

Phil Schrumpf (schrumpf21@yahoo.com) 651-295-8187

1. Services 1:30 pm Tuesdays – Large Gathering Room (Used for everything) The host count is consistently around 18-22.
2. The main contact and responsible person for what is allowed at RosePointe is the activities director. This position changes every few years, but the previous staff have been very accommodating.
3. Room is generally set up by Tom and Marlene Dohm. There is a crucifix and cloth for the tables. There is a battery candle light the Eucharistic Minister doesn't have one.
4. There is a sound system which has a hand held or collar microphone. The community will make either available.
5. There is music provided by several of the residents who play the auto harp and guitar. Most music is a selection of gospel tunes. In the event they are unavailable, I usually have music appropriate for the season to sing acapella.
6. In the event a sub is required for the service, Phil Schrumpf usually provides everything required to do the service the approved service, readings, prayers, and intentions.