

# *Immaculate Heart of Mary Church*

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November 15, 2023

## **EM Schedule for December through January 26, 2024.**

Dear Eucharistic Ministers,

Attached is the EM Schedule for Advent and the beginning weeks of 2024. If you have a conflict for a scheduled weekend, **please notify me immediately**. Please welcome back to our schedule **Kimberlee Orth and Larry Chatman**, returning after a short break. In addition, if you see **Phil Soule or Roger Cillo** around (7amEM's) please wish them good luck in their retirement. Both have served in this ministry for many years, for which we are grateful.

**NOTE:** If you have a conflict with a scheduled mass **after the schedule is completed**, here is the process:

- You are responsible for **finding a substitute for your time if you have a conflict once the schedule is made**. You have adequate opportunity to request off before the schedule is completed, and I honor all requests.
- If something comes up, and we all know this happens, call or email people with that mass availability. The contact sheet is attached to the email and package for this reason.
- Please do **NOT JUST WRITE "NEEDS SUB" ON THE BOARD**.
- Email me of your substitute once complete. If it is last minute, like an illness just email me so I can make a note if possible on the main board for the sacristan.

Some important reminders to our schedule are noted:

- If you could complete the electronic request off form, no later than January 10, for February through Easter Sunday, I would be grateful. This form centralizes requests for me and completing the form early allows for schedule preparation time.
- Please check your assigned schedule, listed phone number and email address on the contact list, e-mail me with any corrections.

May you all have a safe, healthy, and relaxing fall season and a blessed Christmas.

Grace Donahue

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CC: Fr. Bob Wozniak