How to Navigate This Document

When you open this document, you can display all of the “bookmarks” created. If you are using Adobe Reader*, click on the icon at the left side of the screen (it looks like a bookmark). It will be the second one in a row of three.

When you do that, it will expand the list of bookmarks to major sections of this document. Click on any of the bookmarks and it will take you directly to that page. You can then scroll one page at a time by using your Down Arrow key, the Page Up or Page Down key, or by placing your cursor on the scroll bar at the right side of the screen and scrolling up or down.

*You can download the most recent Adobe Reader software [here](#).
VISION STATEMENT

The IHM Community envisions and is committed to bring about the dream of God on planet Earth through respect for, nurturing of and promoting the liberation and well-being of all persons and all of nature as God’s good creation.

MISSION STATEMENT

Urged by the love of God we choose to work with others to build a culture of peace and right relationship among ourselves, with the Church, and the whole Earth community.

IHM MOTHERHOUSE MISSION STATEMENT

We, the resident community of the Sisters, Servants of the Immaculate Heart of Mary Motherhouse witness to our Christian discipleship by our mutual respect and loving concern for one another, for all persons and for all creation. Rooted in prayer and living interdependently, we commit ourselves to a global vision and to the ministry of hospitality, service and outreach.

We engage in:

- spiritual growth
- life-long learning
- pursuit of the Arts
- enjoyment of Life’s gifts
In Jesus’ Spirit, we struggle to love one another with a genuine love, to accept, affirm and forgive one another and to encourage and challenge one another to live the gospel of Jesus Christ, to proclaim the reign of God, and to be faithful to the discipleship we have publicly vowed.

IHM Constitutions, Art. 19

I want to live where my whole life says: Welcome! Here you can be at home.

(from “Harbor Heart,” by Patricia Rourke, IHM)
Dear Resident,

We extend the warmest of welcomes to you and hope that in a very short time the Motherhouse will truly feel like HOME to you. It is in that hope that we offer this resource guide as a tool for easing the process of your adjustment.

Few sisters returning home today come from a large community experience. This necessarily demands a period of adjustment that could be heightened by feelings of loss and separation. We understand this and wish to do all that we can to ease you into your new surroundings. This booklet is offered as a resource guide to help you become acquainted with available services and the personnel who are here to assist you. It is not exhaustive, but will, we hope, help you to get through the beginning days. The staff of the MRC (Motherhouse Resident Community) is ready to help you at any time. Our Pastoral Care department and auxiliaries, also, are available to listen and accompany you through this time of adjustment.

Because this is a large house, there are, inevitably, certain procedures and policies that are necessary to help us live together and ensure the good of all. Within that structure, however, is room for creativity and initiative that enrich and strengthen our sense of community. We encourage you to use your particular gifts to help us to create a vital, warm and supportive community.

Welcome home!

MRC Administration
# TABLE OF CONTENTS

## MRC ADMINISTRATION

- Residents’ Administrator ................... 7
- Pastoral Services Director ................. 7
- Resident Services Coordinator ............ 7
- Administrative Secretary ................. 8

## RESIDENT SERVICES

- Attic ................................................... 8
- Buddy ................................................ 8
- Building Access (after hours) ............ 8
- Classes/Support Groups .................... 9
- Committees ....................................... 9
- Communications ................................ 9
- Computers ........................................ 9
- Copies ............................................... 9
- Elder Council .................................... 9
- Emergency Number ................................ 9
- Exercise Equipment ............................ 9
- Fire and Severe Weather Drills .......... 10
- Golf Carts ........................................ 10
- Guests ............................................ 10
- Guest Room Reservations ................. 10
- Hair Care ........................................ 10
- Housekeeping .................................. 10
- IHM Gift Shop .................................. 10
- IHM “Mini Mall” ................................. 11
- Library ............................................. 11
- Mail .................................................. 11
- Maintenance Work Requests ............. 11
- Meals ............................................... 11
- Ministries ....................................... 12
- Off Campus ...................................... 12
- Opportunity Shop .............................. 12
TABLE OF CONTENTS

Service Office ........................................ 12
Shoppe .................................................. 13
Tech Team ............................................... 13
Telephone ............................................... 13
Transportation ......................................... 13
TV Programming ....................................... 13
Volunteering ........................................... 13
Wheelchairs, Carts, Walkers ....................... 14

PASTORAL CARE SERVICES

Pastoral Care Team .................................... 14
Auxiliary Pastoral Care Team ..................... 14
Liturgical Assistant .................................. 14
Liturgical Services ................................... 14
Evening Prayer ....................................... 15
Sacrament of Reconciliation/
Sacrament of the Sick ............................ 15
Retreats .................................................. 15

HEALTH SERVICES

Health Care Center Administrator .................. 15
Health Services Mgt. Team ....................... 15
Clinic ....................................................... 15
Physicians .............................................. 16
Dental Care ............................................. 17
Foot Care ................................................. 17
Healing Touch ......................................... 17
Lab and X-rays ....................................... 17
Physical, Occupational, Speech
Therapy ................................................. 17
Prescriptions .......................................... 17
Leave of Absence Policy ......................... 18
TABLE OF CONTENTS

COMMITTEES

Elder Council .................................. 20
Food Committee ............................. 21
Liturgy Committee ........................... 22
Retreat Committee .......................... 23
Social Activities Committee ............ 24
Tech Committee ............................. 25
MOTHERHOUSE RESIDENT COMMUNITY

The following role descriptions are to give residents a sense of the services offered by the MRC office. They are neither exhaustive nor inflexible; there is much collaboration on the part of the MRC staff. If you are uncertain as to whom to contact, any team member can offer assistance.

**Residents’ Administrator:**
Gretchen Webb, IHM, LMSW, (ext. 749)
- Plans, directs, coordinates and evaluates the activities of MRC Administration.
- Approves expenditures and residents’ budgets.
- Oversees position selection for MRC Administration and reporting departments.
- Presides at Elder Council meetings and Small and Large group meetings.
- Serves as communication link with Leadership Council liaison.
- Is present to residents of the Motherhouse and those outside the Motherhouse desiring relocation to the Motherhouse.
- Volunteer Director

**Pastoral Services Director:**
- Oversees the pastoral and liturgical life of the Motherhouse Community, such as: pastoral ministry, spiritual opportunities, and liturgical functions.

**Resident Services Coordinator:**
Sue LeBrun, A.A. (ext. 751).
- Oversees Transportation, Hair Care, The Shoppe and the Opportunity Shop.
- Is responsible for procurement and replacement of furnishings, coordination of resident relocations and transition, special events, daily census and special reports.
**Administrative Secretary:**
Ann T. Fielder (ext. 717).
- Serves as receptionist for department.
- Provides secretarial support for Residents’ Administrator, Health Care Center Administrator, and the general needs of the department.
- Makes appointments and sets meetings for Residents’ Administrator and Health Care Center Administrator.
- Publishes monthly activities calendar for residents, posts announcements and notices on Channel 12 and on the telephone.
- Makes room reservations for overnight guests.
- Assists residents with work order requests and any other requests a resident may have.

---

**RESIDENT SERVICES**

**Attic:** It is accessible through the D/E elevator only and is open from 7 a.m. to 6 p.m., Sun – Sat. The stairwell entrance is locked. Contact Sue LeBrun, Ext. 751, or complete a Request for Service Form in the MRC office if you need any furniture from the attic or you want an item taken to the attic from your room.

**Buddy:** All residents are encouraged to choose a “buddy” and keep that person informed of their schedule in case of any safety drills or other emergencies.

**Building Access (after hours)**
The receptionists’ hours are as follows:
  - Main Floor C – 8:30 a.m. to 5:00 p.m.
  - Ground Floor G – 7:00 a.m. to 8:00 p.m.
  - West Entrance ~ Ground Floor ~ Use call button

After 8:00 p.m. a security guard is at the Ground Floor G-Wing entrance.
**Classes/Support Groups:** Days and times for classes in art, exercise, line dancing, etc. are listed on the monthly calendar. Support Groups (vision, hearing) are also listed.

**Committees:** Current committees are: Elder Council; Food Committee; Liturgy Committee; Retreat Committee; Social Activities Committee and Tech Committee. A list of the committees and current members are on pages 20 to 25.

**Communications:** Each unit assigns a communications person for distribution of community announcements. Also see Channel 12. The daily menu can be heard by dialing ext. 668 and announcements can be heard by dialing ext. 669.

**Computers:** Each resident lounge has computer access. Computers and a printer are also available in the library. Printers are also available in the 2 C Lounge and the 3 E Lounge. If you need assistance with your personal computer, please contact the Tech Team – Co-chairs are Josephine Sferrella, ext. 426, and Joyce Durosko, ext. 214.

**Copies:** A copier is available in the library or you can make a request from Copy Center, H-041, ext. 681.

**Elder Council:** The Elder Council is an advisory group of IHM residents and MRC administrative staff who meet approximately 8 times each year to discuss current items of concern to Motherhouse residents. Each fall, Motherhouse residents have a renewed opportunity to serve on the Elder Council.

**Emergency Number:** Call Security, (ext. 888) and identify need, e.g., fire, plumbing, nurse, etc. (any concern/any maintenance) Security will make the contact for you. (In the event of fire, sound the fire alarm).

**Exercise Equipment:** Residents may use the exercise equipment located in the Physical Therapy room during the hours this room is open. They may request assistance in their use, if needed.
**Fire and Severe Weather Drills:** Fire and tornado drills are scheduled periodically. When these occur, residents must leave their rooms immediately, closing their door, and proceeding to a designated area. When an all-clear notification is broadcast, they may return to their rooms.

**Golf Carts:** Two golf carts are available for use on the campus. Drivers must be trained and approved to drive. If interested, call Sue LeBrun, ext. 751 or Ann Fielder, ext. 717 for more information.

**Guests:**
- If you have a guest or guests who stay for lunch or supper (not overnight), please notify Food Service (ext. 739 or ext. 773) of the expected number of guests.

**Guest Room Reservations:**
- Contact Ann Fielder, ext. 717 or Sue LeBrun, ext. 752, to reserve a room for an overnight guest. They will contact the appropriate staff.
- Sisters are expected to hostess their overnight guests. Help guests by briefing them on room arrangements, linens, towels, meal arrangements, Mass and afternoon prayer times, and the location of friends and services.

**Hair Care:** By appointment. D-006 (ext. 519)

**Housekeeping:**
Housekeepers clean residents’ bathrooms weekly and rooms bi-weekly between 12:15 and 1:15 pm, Monday – Friday, (sills, floor, molding, vents, door, blinds.) Common areas are cleaned on weekdays. If you want your trash removed, tie up your trash bag and leave it in your trash can or put it outside your door.

**IHM Gift Shop:** Room D-104 (ext. 308)
Hours: Tuesday – Saturday – 11:00 am to 4:00 pm
Sells IHM publications and other expressions of IHM Mission, hand-made items by IHM Sisters and others and donated items of quality.
IHM “Mini Mall”
The services in the ground floor, D corridor, are The Shoppe, The Service Office, The Mail Room, Transportation, The Opportunity Shop and Hair Care.

**Library:** Full circulation, audio-visual tapes.  
Anne Marie Murphy, IHM, Director (ext. 713)  
  Desk: C-001 (ext. 678)  
  Hours: Monday - Friday: 10:30 am to 4:30 pm  
       Saturday: 10:15 am to 11:45 am  
       Sunday: 1:00 pm to 2:30 pm  
       Closed during funeral Liturgy  
Reading Room is open 24 hours a day/7 days a week  
Computer Room is open daily from 7:00 am to 7:00 pm

**Mail:**  
- **Receiving:** Room D-004. Distributed around 1:00 pm, Monday-Friday. There are times when special circumstances will delay delivery.  
- **Sending:** Mailboxes are on Main A/B and Main Liguori near elevator. Mail collected 9:00 am & 3:00 pm, Monday-Friday  
- **Wrapping a package:** Supplies available in Community Room closet. Do not cover a package with brown paper-just tape up a box. Do not tape an addressed envelope to a box-mark the address directly on the box. Take to Copy Center (H-041) to mail.  
- **Health Care mail is distributed to residents’ rooms.**

**Maintenance Work Requests:**  
Maintenance requests can be given to the MRC office, either in person or by telephone (Sue LeBrun, ext. 751 or Ann Fielder, ext. 717). They will submit it electronically. A request can also be written on a maintenance form and put in their mailbox in the H-Wing mail room.

**Meals:**  
Breakfast: Self-serve daily  
Lunch: 11:00 am to 1:00 pm, Monday - Friday  
Supper: 4:45 pm to 6:00 pm, Monday – Friday
Saturday: Main Meal 11:00 to 1:00 – pack lunch for evening meal
Sunday: Brunch: 11:00 am to 1:00 pm
        Dinner: 4:45 pm to 6:00 pm
On funeral days, the main meal is served after the funeral. The lighter meal is served in the evening.

**Ministries:** IHM’s can offer valuable ministries within the house. We encourage each IHM to consider ways that she can share her talents and time with others. Please consult with the Director of Pastoral Care.

**Off Campus:**
- If you will be out overnight or longer, complete an Off-Campus form at either the G-wing reception desk, the main entrance reception desk, or in the MRC office.
- If you will be out for a few hours or walking on the campus, please sign out when you leave and sign in when you return, on the lists either at the front entrance or the G-wing reception desk.

**Opportunity Shop/Secondhand Apparel:** D-007
Tuesday: after Mass until 11:30 am
Wednesday: 1:00 pm to 2:30 pm
Saturday: 10:00 am to 2:00 pm (self-serve)

**Service Office:** D-008
- Hours: Mon, Tue, Wed, Fri, - 10:30 am to 11:30 am
  Funeral days - 9:00 am to 9:45 am
  Closed holy days and holidays.
- Budgets are distributed normally on the second of the month. Budget money not needed for the month may be put into savings for future withdrawal or into a “brown envelope” for ready cash.
- Checks: If check is made out to the resident or to “cash” the check can be cashed. Checks made out to Sisters IHM need to be deposited.
- Vacation/Travel or other money: Fill out a Pink Form available in MRC office and have signed by the Residents’ Administrator. Take to Service Office to receive monies.
• Checks: Checks for $5.00 or more are obtained by filling out a “Check Request” slip and handing it in with the cash.
• Postage: Stamps for the USA, Canada, and foreign countries are available, as well as post cards.

**Shoppe (sundries):** D-009.
Open daily after Mass until 11:30 am, except on funeral days, holy days and holidays.

**Tech Team:** If you need assistance with your telephone, your answering machine or your personal computer, please contact the Tech Team first. Refer to the Tech Committee on page 21.

**Telephone:**
• Outside calls, dial “9” and then the number you are calling.
• In-house calls use last three digits of phone number.
• Audio: Daily Menu ext. 668 ~ Daily Announcements ext. 669
• If relocating to another room, be sure to set up appropriate messages on your answering machine. The Tech Team can assist you.

**Transportation:** D-004
Dennis Clevenger – ext. 685 or Dan Johnson – ext. 679
• Cars are available for personal use through the Transportation Office.
• Arrangements for transportation needs for non-drivers can be made by contacting the Transportation Office.

**TV Programming:**
A monthly calendar distributed to residents’ mail boxes lists scheduled events and movies.
  Channel 11: Liturgical
  Channel 12: Announcements, items of interest
  Channel 62: Movies

**Volunteering:** There are many opportunities to volunteer throughout the Motherhouse for Non-IHM residents. Please contact Cindy Dragan, ext. 312 to learn of areas of need.
**Wheelchairs, Carts, and Walkers:**
In Chapel, those with wheelchairs or carts normally sit in the east transept (St. Joseph side), where someone is present to offer assistance. If the resident is able to walk into the Chapel, his or her walker, cart, or wheelchair may be parked in the hallway outside the Chapel on main floor.

In the Motherhouse dining room, these aids may be left just outside the doors of the dining room, to the right. If you need to use your walker to navigate the dining room, please select a table near a wall and put your walker next to the wall so no one will trip on it.

**PASTORAL CARE SERVICES**

**Pastoral Care Team:**
Judith Bonini, IHM, Director (ext. 748)
Christine Bielenda, OSF/T (ext. 343)
Laura Hardage, IHM (ext. 315)
Donna Prickel, OSF (ext. 345)
Arlene Jekielek, IHM, Secretary (ext. 699)

**Auxiliary Pastoral Care Team:**
Annette Boyle, IHM  
Laetitia Lariviere, IHM  
Dorothy Diederichs, IHM  
Madonna Oswald, IHM  
Marie Gatza, IHM  
Eileen Semonin, IHM  
Gloria Glinski, IHM  
Barbara Weigand, IHM

**Liturical Assistant:**
Genevieve Petrak, IHM, (ext. 342)

**Liturical Services:**
Weekdays, M-F: 9:30 am  
Sundays: 10:00 am (ordinarily, but can vary)  
Funerals: 10:00 am (ordinarily, but can vary)
**Evening Prayer:** Monday-Thursday at 4:30 pm
Eucharist and evening prayer are broadcast in-house on Ch. 11.

**Sacrament of Reconciliation and Sacrament of the Sick:** These sacraments are scheduled regularly. Dates and times are posted on the monthly calendar. If there is a special need, please contact a member of the Pastoral Care Department.

**Retreats:** The Pastoral Care Department schedules a variety of in-house retreats and days of reflection. Residents may sign up for a retreat of their choice on the form provided in their area. For off-campus retreats, residents should complete a purple form available in the MRC office and give it to Judith Bonini. Residents can then pick up their check at the MRC Office.

---

**HEALTH CARE CENTER**

**Health Care Center Administrator:**
Jeff Ceo, Nursing Home Administrator ~ *interim*
- Oversees services offered in the Health Care Center.

**Health Services Management Team:**
This team collaborates in the management of the Health Services Departments. It consists of the following members:
- Deb Szilagyi, RN, Health Services Director (ext. 738)
- Debby Diehl, LPN, Asst. Health Services Director (ext. 732)
- Nicole Kennedy, LPN, Education Coordinator (ext. 731)

**Clinic:**
Kelly Calkins-Fox, LPN, Unit Manager for Clinic, F-014 (Ext. 776)
Monday-Friday, 7:30 am to 3:00 pm
Carolyn McMullen, LPN, Unit Supervisor, (ext. 680)
Visiting Nurse (Ext. 348)
If no answer, call Security at 888. They will contact the Nursing Supervisor.

Staff strive to provide health care services as needed to enable the Motherhouse residents to remain in an independent familiar home-like environment as long as safely possible. This is accomplished by:

- Assisting with medications, hygiene needs, dressing, laundry, treatments, and arranging for meal trays to be delivered to individual resident rooms during periodic illness.
- Scheduling of routine health assessments, physician appointments, labs and tests as required, and arrangements for transportation to medical appointments if needed.
- Providing ongoing education and counseling to assist the Motherhouse residents in making informed personal health choices.
- Providing emergency assessment and treatment, as needed.

Anne Marie Murphy, R.N., N.P., M.S.N. (ext. 303)
- Works with Dr. Snider
- Reviews resident’s lab and test results and follows up re: any abnormal results.
- Examines and assesses any of Dr. Snider’s patients.
- Takes care of prior authorizations needed for Dr. Snider’s patients.
- Will serve as a consultant for any resident; however, she can only place orders for Dr. Snider’s patients.

**Physicians:**
In-house physicians are:
Abdul Kabir, M.D: Medical Director
Mark Snider, M.D.
Mohamed Soofi, MD.

Residents are encouraged to meet with a clinic staff member as soon as possible after arrival re: medical matters, i.e., securing physician, dentist, transferring medical records, filling prescriptions, etc.

- If you meet with a doctor at his or her office, then please notify the Clinic (ext. 680 or ext. 776) of your next appointment and indicate if transportation is needed so arrangements can be made.
• On the day of the appointment, please stop at the clinic to pick up an envelope that has been prepared for you. This envelope contains your personal and medical information needed for your visit, along with a progress note for the doctor to complete. Please return this envelope to the Clinic nurse. The doctor’s progress notes gives directions to the nurse regarding any necessary follow up for appointments, tests, medications, etc.

**Dental Care:** Please contact the Clinic ext. 680 to utilize our in-house dental service.

**Foot Care:** Please contact the Clinic ext. 680 to request an appointment with the podiatrist.

**Healing Touch:** Appointments can be made through Sr. Donna Schroeder, IHM, ext. 210.

**Lab and X-rays:** Ground Floor – G Wing.
• Routine lab work and X-rays are provided weekly each Tuesday morning.
• All lab and X-rays are ordered by a doctor and arrangements are made through the clinic nurse.

**Physical, Occupational and Speech Therapy:** E-013 (ext. 670) These therapies are ordered by a physician. They are offered by appointment through the therapist. The therapy staff plans and initiates person-centered care plans that focus on assisting residents to regain their physical losses as well as helping them to regain self confidence which is reflected in their individual care plans.

**Prescriptions:** Prescriptions/refills may be faxed by you, the Clinic or the visiting nurse staff on the second floor. Fax machines are located in clinic lobby and the 2nd floor nursing station (C-205). A box is next to each fax machine if you want a nurse to fax your prescription. Plastic medicine bottles (#5) can be recycled and can be placed in the container in clinic or recycle room.
Leave of Absence Policy (LOA) (for HC Center)

Policy/Procedure Statements:

1. Whenever leaving the licensed floor (Main or Second), residents, designee or their responsible party must sign out in the LOA book.
   - Areas defined as being outside the licensed area include Motherhouse Chapel, Hair Care, Activity Room on Ground level, Motherhouse dining room, Triple Dining room, The Shoppe, Service Office, and so on.
   - The Community Room is considered part of the licensed facility.
   - If they are outside of the licensed area, it is assumed that they are on LOA.

2. The resident or their responsible party signs out on the resident’s individual form. They fill in the following information:
   Signing Out:
   - Date & time
   - Signature of person accepting responsibility
   - Destination
   Signing In:
   - Date & time
   - Signature of facility representative (for example, a nurse, CENA or housekeeper)

3. There are situations in which there is a group sign-out from the licensed area. Example destinations include:
   - Chapel
   - Triple Dining Room
   The group sign out is only used for a location that several residents are attending. In this situation, it is used instead of the individual sign out sheet.
4. When a resident is discharged from the licensed area, their LOA form is pulled from the binder and sent to the Assistant Health Services Director.

5. If a situation arises with the resident while in a non-licensed part of the building (see above), appropriate nursing staff and the nursing supervisor are notified. Security is called to complete a Security incident report. The SSIHM Health Services Incident/Accident Report is not completed at this time.

6. If a situation occurs in the Community Room (part of licensed facility), the appropriate nursing staff and nursing supervisor are notified. The SSIHM Health Services Incident/Accident Report IS completed and appropriate follow through is completed.
Elder Council

Mary Copperstone    thru 12-31-13
Terry Lenihan    thru 12-31-12
Martha Jean McGarry    thru 12-31-12
Donna Hart    thru 12-31-13
Mary Ann Untener    thru 12-31-13

MRC Administration

Judith Bonini
Sue LeBrun
Gretchen Webb (Chair)

Elder Council Mission Statement

The Elder Council is a channel for increasing and improving communication and dialogue within the Motherhouse community. The membership is composed of volunteer representatives from the Motherhouse community and MRC Administration. Members on this committee are appointed.
Food Committee

Craig Brown
Jeff Ceo
Christine Weber
Ann Gabriel Kilsdonk
Sue LeBrun
Sharon Ploeger
Eileen Semonin
Regina Fanning
Ann Christine Charron (Chair)
Diane Zdunczyz-Waligora

Focus and Function: The focus and function of the Food Committee is to assist the Food Service Director in addressing dietary issues of concern to both the Dietary Department and the Sisters of IHM. This is accomplished through the exchange of information and ideas in two directions – to the Sisters from the Dietary Department and from the Sisters to the Dietary Department.
Liturgy Committee

Judith Bonini (Chair)
Alys Currier
Rita Fisher
Marie Gatza
Terry Jankowski
Mary Ellen Loren
Genevieve Petrak
Marcella Regan
Mary Fran Uicker

Educate and work on Liturgical activities in the Motherhouse
Retreat Committee

Judith Bonini (Chair)
Dorothy Diederichs
Donna Hart
Marie André Walsh
Mary Ann Bredice
Alys Currier
Mary Fran Uicker

Plan spiritual activities offered at the Motherhouse for residents and others.
Social Activities Committee

Catherine Broughton
Alys Currier
Ann Currier
Josephine Sferrela (Chair)
 Therese Mary Rudell
 Helen Williams

Plan parties and social activities that take place once a month for all residents.
Tech Committee

Catherine Broughton – ext. 217
(telephones only)

Dorothy Diederichs – ext. 190

Joyce Durosko (Co-chair) – ext. 214

Josephine Karas – ext. 117

Josephine Sferrella (Co-chair) – ext. 426

Pat Vasta – ext. 192

TIP: To hear the menu of the day, call extension 668; to hear daily announcements, call 669.
Home is where each lives for the other and all live for God.

In Jesus’ Spirit, we struggle to love one another with a genuine love, to accept, affirm and forgive one another and to encourage and challenge one another to live the gospel of Jesus Christ, to proclaim the reign of God, and to be faithful to the discipleship we have publicly vowed.

IHM Constitutions, Art. 19

I want to live where my whole life says: Welcome! Here you can be at home.

(from “Harbor Heart,” by Patricia Rourke, IHM)
Dear Resident,

We extend the warmest of welcomes to you and hope that in a very short time the Motherhouse will truly feel like HOME to you. It is in that hope that we offer this resource guide as a tool for easing the process of your adjustment.

Few sisters returning home today come from a large community experience. This necessarily demands a period of adjustment that could be heightened by feelings of loss and separation. We understand this and wish to do all that we can to ease you into your new surroundings. This booklet is offered as a resource guide to help you become acquainted with available services and the personnel who are here to assist you. It is not exhaustive, but will, we hope, help you to get through the beginning days. The staff of the MRC (Motherhouse Resident Community) is ready to help you at any time. Our Pastoral Care department and auxiliaries, also, are available to listen and accompany you through this time of adjustment.

Because this is a large house, there are, inevitably, certain procedures and policies that are necessary to help us live together and ensure the good of all. Within that structure, however, is room for creativity and initiative that enrich and strengthen our sense of community. We encourage you to use your particular gifts to help us to create a vital, warm and supportive community.

Welcome home!

MRC Administration
# TABLE OF CONTENTS

## MRC ADMINISTRATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents’ Administrator</td>
<td>7</td>
</tr>
<tr>
<td>Pastoral Services Director</td>
<td>7</td>
</tr>
<tr>
<td>Resident Services Coordinator</td>
<td>7</td>
</tr>
<tr>
<td>Administrative Secretary</td>
<td>8</td>
</tr>
</tbody>
</table>

## RESIDENT SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attic</td>
<td>8</td>
</tr>
<tr>
<td>Buddy</td>
<td>8</td>
</tr>
<tr>
<td>Building Access (after hours)</td>
<td>8</td>
</tr>
<tr>
<td>Classes/Support Groups</td>
<td>9</td>
</tr>
<tr>
<td>Committees</td>
<td>9</td>
</tr>
<tr>
<td>Communications</td>
<td>9</td>
</tr>
<tr>
<td>Computers</td>
<td>9</td>
</tr>
<tr>
<td>Copies</td>
<td>9</td>
</tr>
<tr>
<td>Elder Council</td>
<td>9</td>
</tr>
<tr>
<td>Emergency Number</td>
<td>9</td>
</tr>
<tr>
<td>Exercise Equipment</td>
<td>9</td>
</tr>
<tr>
<td>Fire and Severe Weather Drills</td>
<td>10</td>
</tr>
<tr>
<td>Golf Carts</td>
<td>10</td>
</tr>
<tr>
<td>Guests</td>
<td>10</td>
</tr>
<tr>
<td>Guest Room Reservations</td>
<td>10</td>
</tr>
<tr>
<td>Hair Care</td>
<td>10</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>10</td>
</tr>
<tr>
<td>IHM Gift Shop</td>
<td>10</td>
</tr>
<tr>
<td>IHM “Mini Mall”</td>
<td>11</td>
</tr>
<tr>
<td>Library</td>
<td>11</td>
</tr>
<tr>
<td>Mail</td>
<td>11</td>
</tr>
<tr>
<td>Maintenance Work Requests</td>
<td>11</td>
</tr>
<tr>
<td>Meals</td>
<td>11</td>
</tr>
<tr>
<td>Ministries</td>
<td>12</td>
</tr>
<tr>
<td>Off Campus</td>
<td>12</td>
</tr>
<tr>
<td>Opportunity Shop</td>
<td>12</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

| Service Office                      | 12 |
| Shoppe                              | 13 |
| Tech Team                           | 13 |
| Telephone                           | 13 |
| Transportation                      | 13 |
| TV Programming                      | 13 |
| Volunteering                        | 13 |
| Wheelchairs, Carts, Walkers         | 14 |

PASTORAL CARE SERVICES

| Pastoral Care Team                  | 14 |
| Auxiliary Pastoral Care Team        | 14 |
| Liturgical Assistant                | 14 |
| Liturgical Services                 | 14 |
| Evening Prayer                      | 15 |
| Sacrament of Reconciliation/        | 15 |
| Sacrament of the Sick               | 15 |
| Retreats                            | 15 |

HEALTH SERVICES

| Health Care Center Administrator   | 15 |
| Health Services Mgt. Team          | 15 |
| Clinic                              | 15 |
| Physicians                          | 16 |
| Dental Care                         | 17 |
| Foot Care                           | 17 |
| Healing Touch                       | 17 |
| Lab and X-rays                      | 17 |
| Physical, Occupational, Speech      | 17 |
| Therapy                             | 17 |
| Prescriptions                       | 17 |
| Leave of Absence Policy             | 18 |
# TABLE OF CONTENTS

## COMMITTEES

<table>
<thead>
<tr>
<th>Committee</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elder Council</td>
<td>20</td>
</tr>
<tr>
<td>Food Committee</td>
<td>21</td>
</tr>
<tr>
<td>Liturgy Committee</td>
<td>22</td>
</tr>
<tr>
<td>Retreat Committee</td>
<td>23</td>
</tr>
<tr>
<td>Social Activities Committee</td>
<td>24</td>
</tr>
<tr>
<td>Tech Committee</td>
<td>25</td>
</tr>
</tbody>
</table>
The following role descriptions are to give residents a sense of the services offered by the MRC office. They are neither exhaustive nor inflexible; there is much collaboration on the part of the MRC staff. If you are uncertain as to whom to contact, any team member can offer assistance.

**Residents’ Administrator:**
Gretchen Webb, IHM, LMSW, (ext. 749)
- Plans, directs, coordinates and evaluates the activities of MRC Administration.
- Approves expenditures and residents’ budgets.
- Oversees position selection for MRC Administration and reporting departments.
- Presides at Elder Council meetings and Small and Large group meetings.
- Serves as communication link with Leadership Council liaison.
- Is present to residents of the Motherhouse and those outside the Motherhouse desiring relocation to the Motherhouse.
- Volunteer Director

**Pastoral Services Director:**
- Oversees the pastoral and liturgical life of the Motherhouse Community, such as: pastoral ministry, spiritual opportunities, and liturgical functions.

**Resident Services Coordinator:**
Sue LeBrun, A.A. (ext. 751).
- Oversees Transportation, Hair Care, The Shoppe and the Opportunity Shop.
- Is responsible for procurement and replacement of furnishings, coordination of resident relocations and transition, special events, daily census and special reports.
**Administrative Secretary:**
Ann T. Fielder (ext. 717).
- Serves as receptionist for department.
- Provides secretarial support for Residents’ Administrator, Health Care Center Administrator, and the general needs of the department.
- Makes appointments and sets meetings for Residents’ Administrator and Health Care Center Administrator.
- Publishes monthly activities calendar for residents, posts announcements and notices on Channel 12 and on the telephone.
- Makes room reservations for overnight guests.
- Assists residents with work order requests and any other requests a resident may have.

**RESIDENT SERVICES**

**Attic:** It is accessible through the D/E elevator only and is open from 7 a.m. to 6 p.m., Sun – Sat. The stairwell entrance is locked. Contact Sue LeBrun, Ext. 751, or complete a Request for Service Form in the MRC office if you need any furniture from the attic or you want an item taken to the attic from your room.

**Buddy:** All residents are encouraged to choose a “buddy” and keep that person informed of their schedule in case of any safety drills or other emergencies.

**Building Access (after hours)**
The receptionists’ hours are as follows:
- Main Floor C – 8:30 a.m. to 5:00 p.m.
- Ground Floor G – 7:00 a.m. to 8:00 p.m.
- West Entrance ~ Ground Floor ~ Use call button

After 8:00 p.m. a security guard is at the Ground Floor G-Wing entrance.
**Classes/Support Groups:** Days and times for classes in art, exercise, line dancing, etc. are listed on the monthly calendar. Support Groups (vision, hearing) are also listed.

**Committees:** Current committees are: Elder Council; Food Committee; Liturgy Committee; Retreat Committee; Social Activities Committee and Tech Committee. A list of the committees and current members are on pages 20 to 25.

**Communications:** Each unit assigns a communications person for distribution of community announcements. Also see Channel 12. The daily menu can be heard by dialing ext. 668 and announcements can be heard by dialing ext. 669.

**Computers:** Each resident lounge has computer access. Computers and a printer are also available in the library. Printers are also available in the 2 C Lounge and the 3 E Lounge. If you need assistance with your personal computer, please contact the Tech Team – Co-chairs are Josephine Sferrella, ext. 426, and Joyce Durosko, ext. 214.

**Copies:** A copier is available in the library or you can make a request from Copy Center, H-041, ext. 681.

**Elder Council:** The Elder Council is an advisory group of IHM residents and MRC administrative staff who meet approximately 8 times each year to discuss current items of concern to Motherhouse residents. Each fall, Motherhouse residents have a renewed opportunity to serve on the Elder Council.

**Emergency Number:** Call Security, (ext. 888) and identify need, e.g., fire, plumbing, nurse, etc. (any concern/any maintenance) Security will make the contact for you. (In the event of fire, sound the fire alarm).

**Exercise Equipment:** Residents may use the exercise equipment located in the Physical Therapy room during the hours this room is open. They may request assistance in their use, if needed.
Fire and Severe Weather Drills: Fire and tornado drills are scheduled periodically. When these occur, residents must leave their rooms immediately, closing their door, and proceeding to a designated area. When an all-clear notification is broadcast, they may return to their rooms.

Golf Carts: Two golf carts are available for use on the campus. Drivers must be trained and approved to drive. If interested, call Sue LeBrun, ext. 751 or Ann Fielder, ext. 717 for more information.

Guests:
- If you have a guest or guests who stay for lunch or supper (not overnight), please notify Food Service (ext. 739 or ext. 773) of the expected number of guests.

Guest Room Reservations:
- Contact Ann Fielder, ext. 717 or Sue LeBrun, ext. 752, to reserve a room for an overnight guest. They will contact the appropriate staff.
- Sisters are expected to hostess their overnight guests. Help guests by briefing them on room arrangements, linens, towels, meal arrangements, Mass and afternoon prayer times, and the location of friends and services.

Hair Care: By appointment. D-006 (ext. 519)

Housekeeping: Housekeepers clean residents’ bathrooms weekly and rooms bi-weekly between 12:15 and 1:15 pm, Monday – Friday, (sills, floor, molding, vents, door, blinds.) Common areas are cleaned on weekdays. If you want your trash removed, tie up your trash bag and leave it in your trash can or put it outside your door.

IHM Gift Shop: Room D-104 (ext. 308)
Hours: Tuesday – Saturday – 11:00 am to 4:00 pm
Sells IHM publications and other expressions of IHM Mission, hand-made items by IHM Sisters and others and donated items of quality.
**IHM “Mini Mall”**
The services in the ground floor, D corridor, are The Shoppe, The Service Office, The Mail Room, Transportation, The Opportunity Shop and Hair Care.

**Library:** Full circulation, audio-visual tapes.
Anne Marie Murphy, IHM, Director (ext. 713)
- Desk: C-001 (ext. 678)
- Hours: Monday - Friday: 10:30 am to 4:30 pm
  - Saturday: 10:15 am to 11:45 am
  - Sunday: 1:00 pm to 2:30 pm
Closed during funeral Liturgy
Reading Room is open 24 hours a day/7 days a week
Computer Room is open daily from 7:00 am to 7:00 pm

**Mail:**
- **Receiving:** Room D-004. Distributed around 1:00 pm, Monday-Friday. There are times when special circumstances will delay delivery.
- **Sending:** Mailboxes are on Main A/B and Main Liguori near elevator. Mail collected 9:00 am & 3:00 pm, Monday-Friday
- **Wrapping a package:** Supplies available in Community Room closet. Do not cover a package with brown paper-just tape up a box. Do not tape an addressed envelope to a box-mark the address directly on the box. Take to Copy Center (H-041) to mail.
- **Health Care mail is distributed to residents’ rooms.**

**Maintenance Work Requests:**
Maintenance requests can be given to the MRC office, either in person or by telephone (Sue LeBrun, ext. 751 or Ann Fielder, ext. 717). They will submit it electronically. A request can also be written on a maintenance form and put in their mailbox in the H-Wing mail room.

**Meals:**
- **Breakfast:** Self-serve daily
- **Lunch:** 11:00 am to 1:00 pm, Monday - Friday
- **Supper:** 4:45 pm to 6:00 pm, Monday – Friday
Saturday: Main Meal 11:00 to 1:00 – pack lunch for evening meal

Sunday: Brunch: 11:00 am to 1:00 pm
        Dinner:  4:45 pm to 6:00 pm

On funeral days, the main meal is served after the funeral. The lighter meal is served in the evening.

**Ministries:** IHM’s can offer valuable ministries within the house. We encourage each IHM to consider ways that she can share her talents and time with others. Please consult with the Director of Pastoral Care.

**Off Campus:**
- If you will be out overnight or longer, complete an Off-Campus form at either the G-wing reception desk, the main entrance reception desk, or in the MRC office.
- If you will be out for a few hours or walking on the campus, please sign out when you leave and sign in when you return, on the lists either at the front entrance or the G-wing reception desk.

**Opportunity Shop/Secondhand Apparel:** D-007
- Tuesday: after Mass until 11:30 am
- Wednesday: 1:00 pm to 2:30 pm
- Saturday: 10:00 am to 2:00 pm (self-serve)

**Service Office:** D-008
- Hours: Mon, Tue, Wed, Fri, - 10:30 am to 11:30 am
  - Funeral days - 9:00 am to 9:45 am
  - Closed holy days and holidays.
- Budgets are distributed normally on the second of the month. Budget money not needed for the month may be put into savings for future withdrawal or into a “brown envelope” for ready cash.
- Checks: If check is made out to the resident or to “cash” the check can be cashed. Checks made out to Sisters IHM need to be deposited.
- Vacation/Travel or other money: Fill out a Pink Form available in MRC office and have signed by the Residents’ Administrator. Take to Service Office to receive monies.
• Checks: Checks for $5.00 or more are obtained by filling out a “Check Request” slip and handing it in with the cash.
• Postage: Stamps for the USA, Canada, and foreign countries are available, as well as post cards.

Shoppe (sundries): D-009.
Open daily after Mass until 11:30 am, except on funeral days, holy days and holidays.

Tech Team: If you need assistance with your telephone, your answering machine or your personal computer, please contact the Tech Team first. Refer to the Tech Committee on page 21.

Telephone:
• Outside calls, dial “9” and then the number you are calling.
• In-house calls use last three digits of phone number.
• Audio: Daily Menu ext. 668 ~ Daily Announcements ext. 669
• If relocating to another room, be sure to set up appropriate messages on your answering machine. The Tech Team can assist you.

Transportation: D-004
Dennis Clevenger – ext. 685 or Dan Johnson – ext. 679
• Cars are available for personal use through the Transportation Office.
• Arrangements for transportation needs for non-drivers can be made by contacting the Transportation Office.

TV Programming:
A monthly calendar distributed to residents’ mail boxes lists scheduled events and movies.
• Channel 11: Liturgical
• Channel 12: Announcements, items of interest
• Channel 62: Movies

Volunteering: There are many opportunities to volunteer throughout the Motherhouse for Non-IHM residents. Please contact Cindy Dragan, ext. 312 to learn of areas of need.
Wheelchairs, Carts, and Walkers:
In Chapel, those with wheelchairs or carts normally sit in the east transept (St. Joseph side), where someone is present to offer assistance. If the resident is able to walk into the Chapel, his or her walker, cart, or wheelchair may be parked in the hallway outside the Chapel on main floor.

In the Motherhouse dining room, these aids may be left just outside the doors of the dining room, to the right. If you need to use your walker to navigate the dining room, please select a table near a wall and put your walker next to the wall so no one will trip on it.

PASTORAL CARE SERVICES

Pastoral Care Team:
Judith Bonini, IHM, Director (ext. 748)
Christine Bielenda, OSF/T (ext. 343)
Laura Hardage, IHM (ext. 315)
Donna Prickel, OSF (ext. 345)
Arlene Jekielek, IHM, Secretary (ext. 699)

Auxiliary Pastoral Care Team:
Annette Boyle, IHM  Laetitia Lariviere, IHM
Dorothy Diederichs, IHM  Madonna Oswald, IHM
Marie Gatza, IHM  Eileen Semonin, IHM
Gloria Glinski, IHM  Barbara Weigand, IHM

Liturical Assistant:
Genevieve Petrak, IHM, (ext. 342)

Liturical Services:
Weekdays, M-F: 9:30 am
Sundays: 10:00 am (ordinarily, but can vary)
Funerals: 10:00 am (ordinarily, but can vary)
**Evening Prayer:** Monday-Thursday at 4:30 pm
Eucharist and evening prayer are broadcast in-house on Ch. 11.

**Sacrament of Reconciliation and Sacrament of the Sick:** These sacraments are scheduled regularly. Dates and times are posted on the monthly calendar. If there is a special need, please contact a member of the Pastoral Care Department.

**Retreats:** The Pastoral Care Department schedules a variety of in-house retreats and days of reflection. Residents may sign up for a retreat of their choice on the form provided in their area. For off-campus retreats, residents should complete a purple form available in the MRC office and give it to Judith Bonini. Residents can then pick up their check at the MRC Office.

---

**HEALTH CARE CENTER**

**Health Care Center Administrator:**
Jeff Ceo, Nursing Home Administrator ~ *interim*
- Oversees services offered in the Health Care Center.

**Health Services Management Team:**
This team collaborates in the management of the Health Services Departments. It consists of the following members:
- Deb Szilagyi, RN, Health Services Director (ext. 738)
- Debby Diehl, LPN, Asst. Health Services Director (ext. 732)
- Nicole Kennedy, LPN, Education Coordinator (ext. 731)

**Clinic:**
Kelly Calkins-Fox, LPN, Unit Manager for Clinic, F-014 (Ext. 776)
Monday-Friday, 7:30 am to 3:00 pm
Carolyn McMullen, LPN, Unit Supervisor, (ext. 680)
Visiting Nurse (Ext. 348)
If no answer, call Security at 888. They will contact the Nursing Supervisor.

Staff strive to provide health care services as needed to enable the Motherhouse residents to remain in an independent familiar home-like environment as long as safely possible. This is accomplished by:

- Assisting with medications, hygiene needs, dressing, laundry, treatments, and arranging for meal trays to be delivered to individual resident rooms during periodic illness.
- Scheduling of routine health assessments, physician appointments, labs and tests as required, and arrangements for transportation to medical appointments if needed.
- Providing ongoing education and counseling to assist the Motherhouse residents in making informed personal health choices.
- Providing emergency assessment and treatment, as needed.

Anne Marie Murphy, R.N., N.P., M.S.N. (ext. 303)

- Works with Dr. Snider
- Reviews resident’s lab and test results and follows up re: any abnormal results.
- Examines and assesses any of Dr. Snider’s patients.
- Takes care of prior authorizations needed for Dr. Snider’s patients.
- Will serve as a consultant for any resident; however, she can only place orders for Dr. Snider’s patients.

**Physicians:**

In-house physicians are:

Abdul Kabir, M.D: Medical Director
Mark Snider, M.D.
Mohamed Soofi, MD.

Residents are encouraged to meet with a clinic staff member as soon as possible after arrival re: medical matters, i.e., securing physician, dentist, transferring medical records, filling prescriptions, etc.

- If you meet with a doctor at his or her office, then please notify the Clinic (ext. 680 or ext. 776) of your next appointment and indicate if transportation is needed so arrangements can be made.
• On the day of the appointment, please stop at the clinic to pick up an envelope that has been prepared for you. This envelope contains your personal and medical information needed for your visit, along with a progress note for the doctor to complete. Please return this envelope to the Clinic nurse. The doctor’s progress notes gives directions to the nurse regarding any necessary follow up for appointments, tests, medications, etc.

**Dental Care:** Please contact the Clinic ext. 680 to utilize our in-house dental service.

**Foot Care:** Please contact the Clinic ext. 680 to request an appointment with the podiatrist.

**Healing Touch:** Appointments can be made through Sr. Donna Schroeder, IHM, ext. 210.

**Lab and X-rays:** Ground Floor – G Wing.
• Routine lab work and X-rays are provided weekly each Tuesday morning.
• All lab and X-rays are ordered by a doctor and arrangements are made through the clinic nurse.

**Physical, Occupational and Speech Therapy:** E-013 (ext. 670) These therapies are ordered by a physician. They are offered by appointment through the therapist. The therapy staff plans and initiates person-centered care plans that focus on assisting residents to regain their physical losses as well as helping them to regain self confidence which is reflected in their individual care plans.

**Prescriptions:** Prescriptions/refills may be faxed by you, the Clinic or the visiting nurse staff on the second floor. Fax machines are located in clinic lobby and the 2nd floor nursing station (C-205). A box is next to each fax machine if you want a nurse to fax your prescription. Plastic medicine bottles (#5) can be recycled and can be placed in the container in clinic or recycle room.
Leave of Absence Policy (LOA) (for HC Center)

Policy/Procedure Statements:

1. Whenever leaving the licensed floor (Main or Second), residents, designee or their responsible party must sign out in the LOA book.  
   - Areas defined as being outside the licensed area include Motherhouse Chapel, Hair Care, Activity Room on Ground level, Motherhouse dining room, Triple Dining room, The Shoppe, Service Office, and so on.  
   - The Community Room is considered part of the licensed facility.  
   - If they are outside of the licensed area, it is assumed that they are on LOA.

2. The resident or their responsible party signs out on the resident’s individual form. They fill in the following information:
   - Signing Out:
     - Date & time
     - Signature of person accepting responsibility
     - Destination
   - Signing In:
     - Date & time
     - Signature of facility representative (for example, a nurse, CENA or housekeeper)

3. There are situations in which there is a group sign-out from the licensed area. Example destinations include:
   - Chapel
   - Triple Dining Room
   The group sign out is only used for a location that several residents are attending. In this situation, it is used instead of the individual sign out sheet.
4. When a resident is discharged from the licensed area, their LOA form is pulled from the binder and sent to the Assistant Health Services Director.

5. If a situation arises with the resident while in a non-licensed part of the building (see above), appropriate nursing staff and the nursing supervisor are notified. Security is called to complete a Security incident report. The SSIHM Health Services Incident/Accident Report is not completed at this time.

6. If a situation occurs in the Community Room (part of licensed facility), the appropriate nursing staff and nursing supervisor are notified. The SSIHM Health Services Incident/Accident Report IS completed and appropriate follow through is completed.
Elder Council

Mary Copperstone    thru 12-31-13
Terry Lenihan    thru 12-31-12
Martha Jean McGarry    thru 12-31-12
Donna Hart    thru 12-31-13
Mary Ann Untener    thru 12-31-13

MRC Administration

Judith Bonini
Sue LeBrun
Gretchen Webb (Chair)

Elder Council Mission Statement

The Elder Council is a channel for increasing and improving communication and dialogue within the Motherhouse community. The membership is composed of volunteer representatives from the Motherhouse community and MRC Administration. Members on this committee are appointed.
Food Committee

Craig Brown
Jeff Ceo
Christine Weber
Ann Gabriel Kilsdonk
Sue LeBrun
Sharon Ploeger
Eileen Semonin
Regina Fanning
Ann Christine Charron (Chair)
Diane Zdunczyz-Waligora

Focus and Function: The focus and function of the Food Committee is to assist the Food Service Director in addressing dietary issues of concern to both the Dietary Department and the Sisters of IHM. This is accomplished through the exchange of information and ideas in two directions – to the Sisters from the Dietary Department and from the Sisters to the Dietary Department.
Liturgy Committee

Judith Bonini (Chair)
Alys Currier
Rita Fisher
Marie Gatza
Terry Jankowski
Mary Ellen Loren
Genevieve Petrak
Marcella Regan
Mary Fran Uicker

Educate and work on Liturgical activities in the Motherhouse
Retreat Committee

Judith Bonini (Chair)
Dorothy Diedrichs
Donna Hart
Marie André Walsh
Mary Ann Bredice
Alys Currier
Mary Fran Uicker

Plan spiritual activities offered at the Motherhouse for residents and others.
Social Activities Committee

Catherine Broughton
Alys Currier
Ann Currier
Josephine Sferrella (Chair)
Therese Mary Rudell
Helen Williams

Plan parties and social activities that take place once a month for all residents.
Tech Committee

Catherine Broughton – ext. 217
(telephones only)

Dorothy Diederichs – ext. 190

Joyce Durosko (Co-chair) – ext. 214

Josephine Karas – ext. 117

Josephine Sferrella (Co-chair) – ext. 426

Pat Vasta – ext. 192

TIP: To hear the menu of the day, call extension 668; to hear daily announcements, call 669.