

ELISHA HOUSE ADVISORY BOARD MINUTES APRIL 18, 1991

The meeting opened and closed with a song instead of a prayer -- just for variety.

PR: St. Mary's Scottsville: Brian and I preached at all 3 masses last weekend. A second collection was taken at each for EH.
Canterbury Tales: We took in about \$300
Network 19: A newly organized group of area agencies which attempts to coordinate services. We meet quarterly for lunch and 3 brief presentations from agencies. I presented today for EH

NURSES: Our nurse administrator, Martie Benfante, is loved by all who have met her. She will be away from us for 3 mos. beginning May 1 to finish her degree. During that time Rsemarie, a Caritas nurse will be taking Martie's place.

Only Louise and Liz turned out for the nurses' meeting last night. Louise reported that the meeting itself was quite worthwhile, but the turn-out was disappointing.

PHONE TREE: We now have 7 shorter trees which include every one. Elisha House boxes will be placed in both churches so volunteers can pick up correspondence there and save stamps.

Problem Solving: Communications between floors has been a problem, especially in light of Dan's hearing problem. We now have a new inter-com system with a monitor on each floor, and a cordless phone for Dan's room. We will be installing a bell system which will be heard by Dan, and easy to use for the resident.

Social Work: Dick and I have been working with Marie and her neice during their adjustment period. Things are going more smoothly. We have done an in-service on volunteer grieving and will follow it up May 4. Dick will look into using the K of C hall for in-services with the other 4 houses.

Rummage Sale: May 2,3,4 In our front yard. Tony Burrows is coordinator.

Newsletter: will be in the mail next week.

Party: Friday, April 26 at noon. It's Marie's 80th birthday. We'll have ice cream and cake, balloons, gifts, even a clown. Also we'll be hosting 12 ecumenical deacons for lunch downstairs.

Next meeting: May 22 Wed at 8:00 instead of 7:30

Present: Bob Ring, Dick St. Pierre, Lynne and Brian McNulty, Maribelle Reiss, Dick Comegys, Louise Hapeman

Absent: Nick and Elaine Francesco, Anna Erdle, Gerry Murty, Martie Benfante

...Lynne

Jim

Advisory Board Minutes
May 22, 1991

Present: Gerry Murty, Bob Ring, Nick and Elaine Francesco, Brian and Lynne McNulty, Louise Hapeman

Absent: Maribelle Reiss, Dick Comegys, Dick St. Pierre

The meeting opened with a prayer.

Rummage Sale: We made \$400 in May. Tony plans another one for June.

Spaghetti Supper: Tony and friends are planning this for August at St. Stephen's. They hope to involve all SWEM churches.

Strawberry Festival: June 20 - St. Stephen's. We'll have a display and donation basket for Elisha House.

GRAIN Service: St. Stephen's May 25. (This was a lovely service which unfortunately was poorly attended.)

Social Work: Charlie was with us from May 20-24. Because of insurance, he did not qualify for aide service. His total care was provided by his mother, sister and many friends from Strong Hospital. Everything that was not provided for in his will is being donated to EH.

Dave came to us from Schyler County and we are in the process of changing his medicaid over to Monroe County.

Final Arrangements: Gary was buried by the county. I, with the help from our singing social worker, officiated at a graveside service.

Dave will also be cremated by the county. Ashes will be sent to his mother in Florida. Funeral mass will be done through St. Augustine's.

AIDS Inservices: Saturday, June 8 9:30 - Video tape - Br. Bob
Saturday, July 6 9:30 - Syd Chase

Volunteer Picnic: At Tony's. Date TBD

Financial: EH will begin reimbursing St. A's for salaries on a quarterly basis June 30.

Nursing: Masks are not covered by Medicaid. It's fine to use own mask as long as it's dry. Louise doesn't think they do that much good but will have them available for the comfort of the volunteers.

Other: Dan is no longer with us.

Next meeting date: Tuesday, June 25 at 8:00 p.m.

Meeting closed with a prayer. 9:00 p.m.

— SSL FYI

ADVISORY BOARD MINUTES DEC.17, 1992

PRESENT: Louise, Bob, Dick C., Nick, Gerry, Brian, Lynne
ABSENT: Maribelle, Dick St., Elaine, Anna, Tony

The meeting opened at 8:20 with a prayer.

In terms of volunteers, we have gotten more and we need still more now that we have both beds open. I have had to dismiss two volunteers: one because he was bringing things for Del that Del had not requested and then asking to be paid back on the basis of phoney receipts; the other (in conjunction with her therapist) because she was using EH to meet her own needs rather than her meeting the needs of the ministry. Also, we have started volunteer support groups which meet on Thursdays from 6-8pm. They are facilitated by volunteer John Doody, CSW. Since Tony has been unable to act as volunteer coordinator and it is too much for Ray to do right now, it was decided that I will ask Linda Dronsfield to take it over. Linda had expressed a desire to do some administrative work for the house in the past. Every one was very grateful for the hours and dedication that Ray puts in in exchange for his third floor room. He works as many as 16 hrs./day and concern was expressed about this. Volunteers have not been coming in as they had agreed to -- probably due to Christmas and the flu. I will be taking on some extra hours to give Ray some relief.

In terms of social work, I have completed all of Del's paperwork for Jersey and Parkside Manor as well as MCH. Parkside has a bed for him, and he has been to visit and looks forward to going there. Shirley is failing slowly. Her friend, Oscar, visits daily. Her mother has not visited, and is herself demented. We have two AIDS referrals on our waiting list: one from RGH whom Martie will visit 12/19, and the other incarcerated in Albion referred through SMH.

HPA has awarded us a \$7000.00 grant for a wheelchair ramp, climate control, and chairlift. Daisy Marquis Jones has requested a year-end report which I am working on. I'll include a copy of Gerry's financial report. It was agreed that we will leave the HPA money in the bank to collect interest until Spring when the work can be done.

We have computers in the office. Nick will be in to work on building one that will be useable. A computer desk, dishwasher, and fax machine have been donated. It was decided that the fax will be hooked up to one of St. Augustine's lines and will be available for use by both parishes and EH.

Advisory Board meetings will be the 4th Tues. of each month. There is a sign up sheet for people to do prayers and minutes at each meeting.

The meeting ended at 9:07 with a prayer.

Peace,
Lynne

ELISHA HOUSE ADVISORY BOARD AGENDA JANUARY 28,1992

1. OPENING PRAYER: Louise
2. INTAKE PROCEDURES: Martie and Jeremy
3. VOLUNTEERS: Linda and Lynne
4. OVERNIGHT STIPENDS: Martie and Lynne
5. FINANCIAL: Gerry
6. GRANTS: Dick St. .
7. THIRD FLOOR RESIDENT: Lynne
8. COMPUTER: Nick
9. OTHER
10. CLOSING PRAYER: Louise

SEFA PART ONE

2. PURPOSES OF THE ORGANIZATION

To provide relief and health care to the needy, poor and indigent of the neighborhood and community-wide area, train care-givers, and lessen the burden on government.

Breakdown by Ethnic Background

Total " " "

3. PROGRAM OF SERVICES AND ACTIVITIES OF ELISHA HOUSE

A. DIRECT CARE:

I. All direct care takes place at Elisha House. This includes any physical care for comfort, giving medications, preparing and serving meals, companionship, laundry, and housekeeping.

II. The expense is \$3943.33/yr. for salaries plus a variable amount for food, laundry supplies, cleaning supplies, and so on.

III. An average of 14 people/yr. receive these services on a daily basis, as opposed to the average of 79.5 persons/yr. whom we are unable to accomodate.

IV. For each of the 14 people it costs us roughly \$150 for food and other essentials. Added to that is the cost of salaries for two paid staff (\$3943.33 for each of the six activities/services listed) divided by 14 = \$431.66/yr.

V. Volunteers provide a majority of all direct care services.

B. VOLUNTEERS:

I. Volunteer recruitment is done in a variety of places including churches, neighborhoods, clubs and organizations and is closely linked with our public relations program. In addition, existing volunteers recruit new ones by word of mouth. Volunteers are trained on an individual basis to meet the needs of each resident, and also in a group setting with the help of a volunteer nurse during monthly or so in-service sessions. Volunteer support is always available. This includes 1:1 with the director by appointment, as well as more spur of the moment contact by phone or in person, and the support/sharing component of our in-services. Volunteer scheduling is done by a volunteer coordinator in concert with the director. Our Advisory Board consists of our two paid staff and the rest volunteers from various walks of life. (Please see our Advisory Board list.)

II. The expense for this is \$3943.33/yr. or one sixth of staff salaries.

III. Same as III above for 14 residents plus approximately 13 volunteers for support.

IV. \$281.66 (\$3943.33 divided by 14) for residents plus \$3943.33 divided by # volunteers 13 = \$584.99 vs total # volunteers 25.

V. Volunteers attend and participate in memorial services, support groups, Advisory Board meetings, contact director as needed, and help with volunteer recruitment.

C. FAMILY AND RESIDENT SUPPORT:

I. Grief counseling is an on-going part of life at Elisha House for residents and their loved ones until the time of death to assist these people in facing their own grieving process as death becomes more imminent. After the death, bereavement care is offered to loved ones for a period of one year. This consists of phone calls, letters, and personal contact. At the time of death, the director is called by the volunteer or aide on duty. The director then comes in and contacts family members and makes several other necessary calls, and is present for loved ones who wish to visit the body one last time at Elisha House. Family reconciliation is sometimes an issue, particularly with persons with AIDS whose very diagnosis has revealed a life-style unacceptable to other family members. When such a need arises, the director (along with care-givers providing consistency) attempts to facilitate reconciliation. After a resident dies, a memorial service is held at Elisha House for the benefit of volunteers and interested family members. In addition, the director and other Advisory Board clergy are available to assist/officiate at funerals and memorial services in churches, funeral homes, and cemeteries when called upon to do so. Spiritual support is available throughout the entire process upon request. Outside clergy are always encouraged to participate.

II. \$3943.33/yr.

III. Same plus average of 35/yr. vs 35/yr. as needed.

IV. Salaries divided by # of people (35) =
\$112.66/person/yr.

V. Volunteers assist director as needed, and attend funerals and memorial services as they are able.

D. FINANCIAL:

I. The acquisition of material goods needed by the house is done by phone initially to parties likely to donate such goods. Then arrangements are made to transport them and to provide a receipt for tax purposes when desired. Often people will donate such things on their own accord, as well as services. All of this saves us some major expenses. Since we receive no third party reimbursement and charge no fees for our residents to be with us, we rely totally upon grants and donations to survive. Grant writing is done by the director with the assistance of our accountant. Fund raisers are carried on several times a year. Memorial gifts are also

a help, although with many of our residents on public assistance there often is not much left over to donate. Bookkeeping is done by our assistant director who also helps with fund raisers and provides overnight direct care five nights/week.

II. \$3943.33/yr.

III. 14/yr. plus 2 paid staff = total need/yr.

IV. $\$281.66 + \$15,500 + \$8160 (+ \text{benefits}) = \$23,941.66$
(+benefits)

V. Volunteers run fund raisers, and do the accounting and arrange for acquisitions.

E. PUBLIC RELATIONS:

I. Our quarterly newsletter is a source of establishing public relations for the house. In addition, we hope to work with the Rochester Advertising Council this year to increase community awareness of our services and needs. Presentations about Elisha House have been made in the following locations: St. Augustine's, St. Stephen's, Westminster Presbyterian Church, St. Monica's R.C. Church, Our Lady of Good Counsel R.C. Church, St. Pious X outreach committee, Church of the Good Shepherd Episcopal Church, Holy Name of Jesus R.C. Church, the Victor Lions Club, Grace Episcopal Church in Scottsville, St. Andrew's Episcopal Church in Caledonia, St. Mary's Church in Scottsville, the annual "HIV+ and the Caregiver" conference sponsored by Strong Memorial Hospital, Marketplace Mall's Volunteer Opportunities Day, and the Names Project AIDS Quilt Display. In addition, Elisha House has had coverage in the following publications: Gannett papers, Westside Connection, Courier Journal, and the 19th Ward Community Association newsletter "Update".

II. \$3943.33

III. The number of users for the year was approximately 8570 people as opposed to the total population of Rochester and nine county area.

IV. $\$3943.33 \text{ divided by } 8570 = \$2.17/\text{per person}.$

V. Volunteers submit articles to the newsletter, as well as help prepare it for bulk mailing (\$33), and give presentations in the community.

F. NETWORKING/INTAKES:

I. Elisha House networks with the following agencies: Rochester Area Task Force on AIDS, AIDS of Rochester,

Greater Rochester AIDS Interfaith Network, National Episcopal AIDS Coalition, Choice in Dying, Community Health Network, AIDS Clinic and Social Work Department at Strong Hospital, Social Work Departments at other area hospitals, area churches, other "hospice" houses, Helping People with AIDS, American Cancer Society, Monroe County Department of Health, AIDS Home care Program of Monroe County, Finger Lakes Health Systems Agency, and Foodlink. We have had one resident come to us from Albion Correctional Facility, and hope that arrangements can be made for us to receive other inmates as well. Networking is a part of our intake procedures. Referrals are made by hospital social workers, nurses, doctors, clergy, family, and friends. One of our volunteer physicians screens the patient and arrangements are made for transportation, medicines, and paperwork.

II. \$3943.33/yr.

III. 14/yr. vs 79.5 people

IV. \$281.66

V. Volunteers assist the director as needed.

CONTACT PERSON:

Deacon Lynne Mc Nulty
Director/Elisha House
370 Chili Ave.
Rochester, N.Y. 14611
(716) 464-8852

PART TWO

LOCAL SERVICES CATAGORY

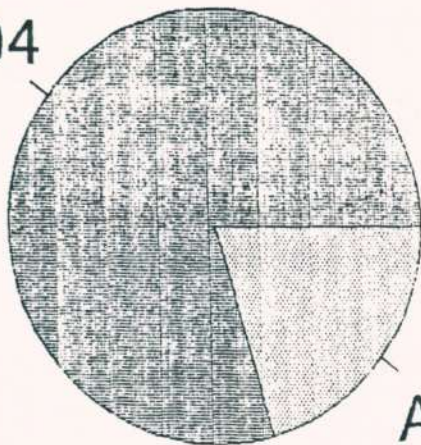
LOCAL SERVICE EFFECTIVENESS

1. Please see enclosed graphs and brochure.
2. At Elisha House, we continue seeking funds to continue existing services for those who need them.

Elisha House

Past Referrals

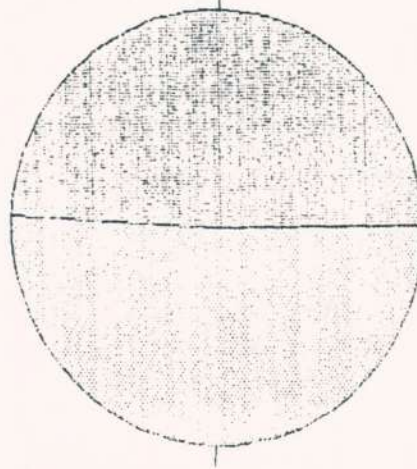
Cancer
104



AIDS
27

People Unable to Come
Due to Space Limitations

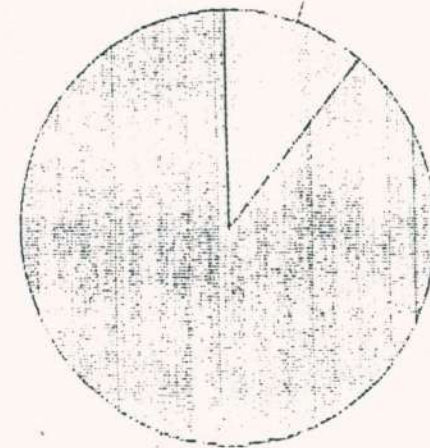
Male
51



Female
53

Cancer-Total 104

Female
3



Male
24

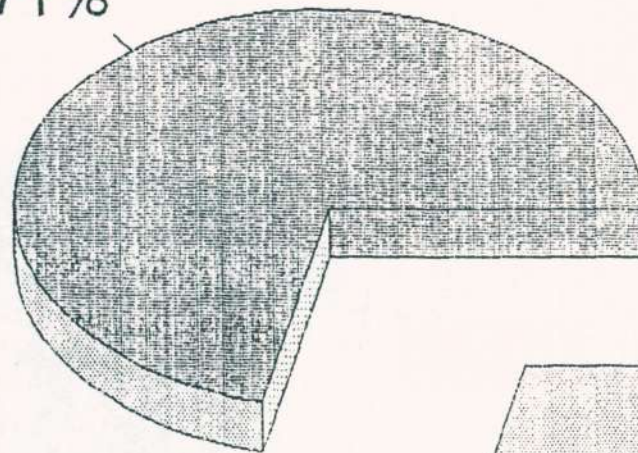
AIDS-Total 27

Total # 131

Elisha House

1991-1993

Male
20 71%



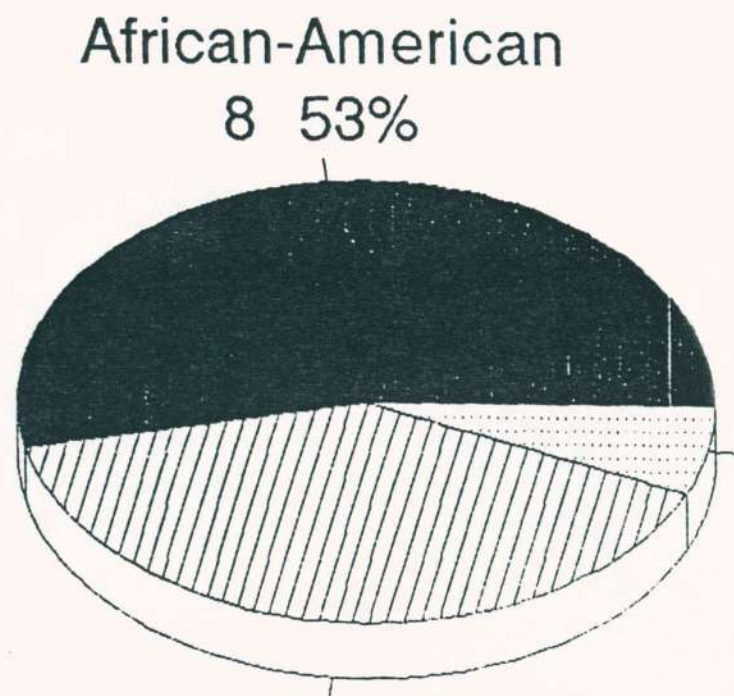
Female
8 29%

Resident's Profile
Total # 28

Breakdown by Gender

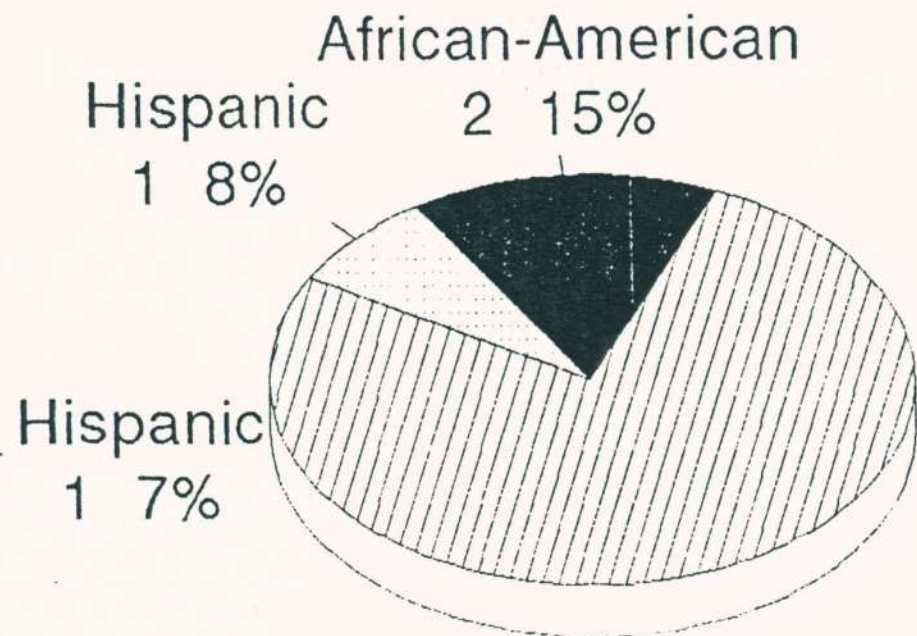
Elisha House

1991-1993



Caucasian
6 40%

AIDS



Caucasian
10 77%

Cancer

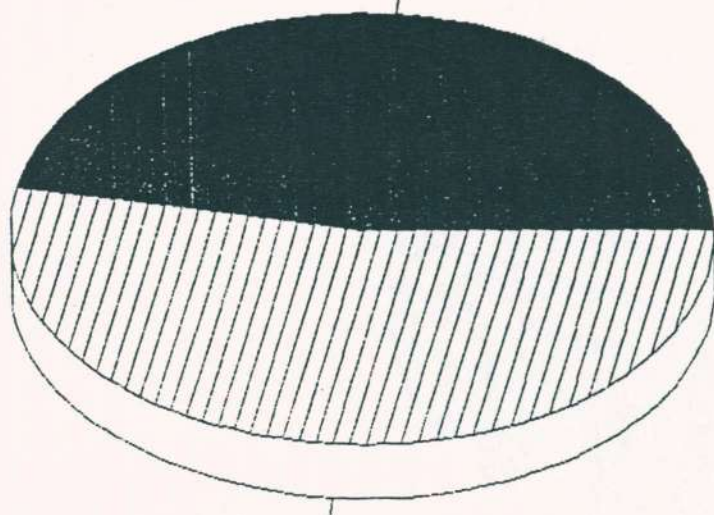
Breakdown by disease

Elisha House

1991-1993

AIDS without IV use

7

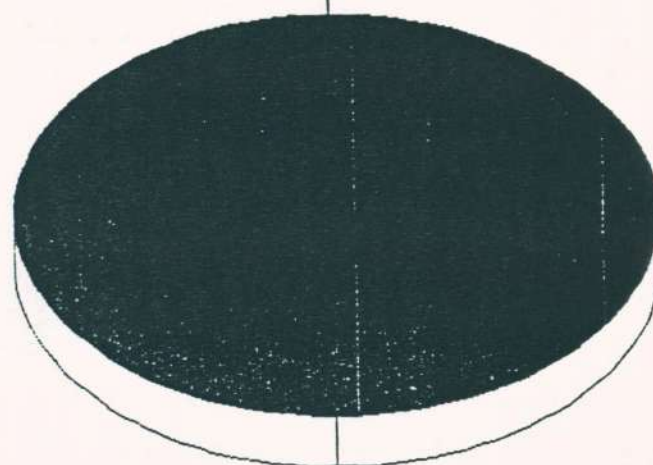


AIDS with IV use

8

Cancer without IV use

13



Total # 28

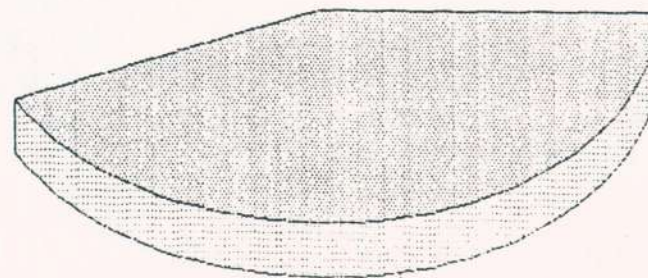
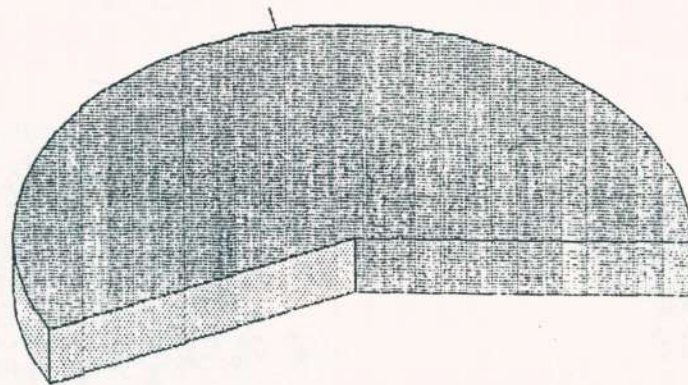
IV Risk Factor

Elisha House

Current Referrals

AIDS

8



Cancer

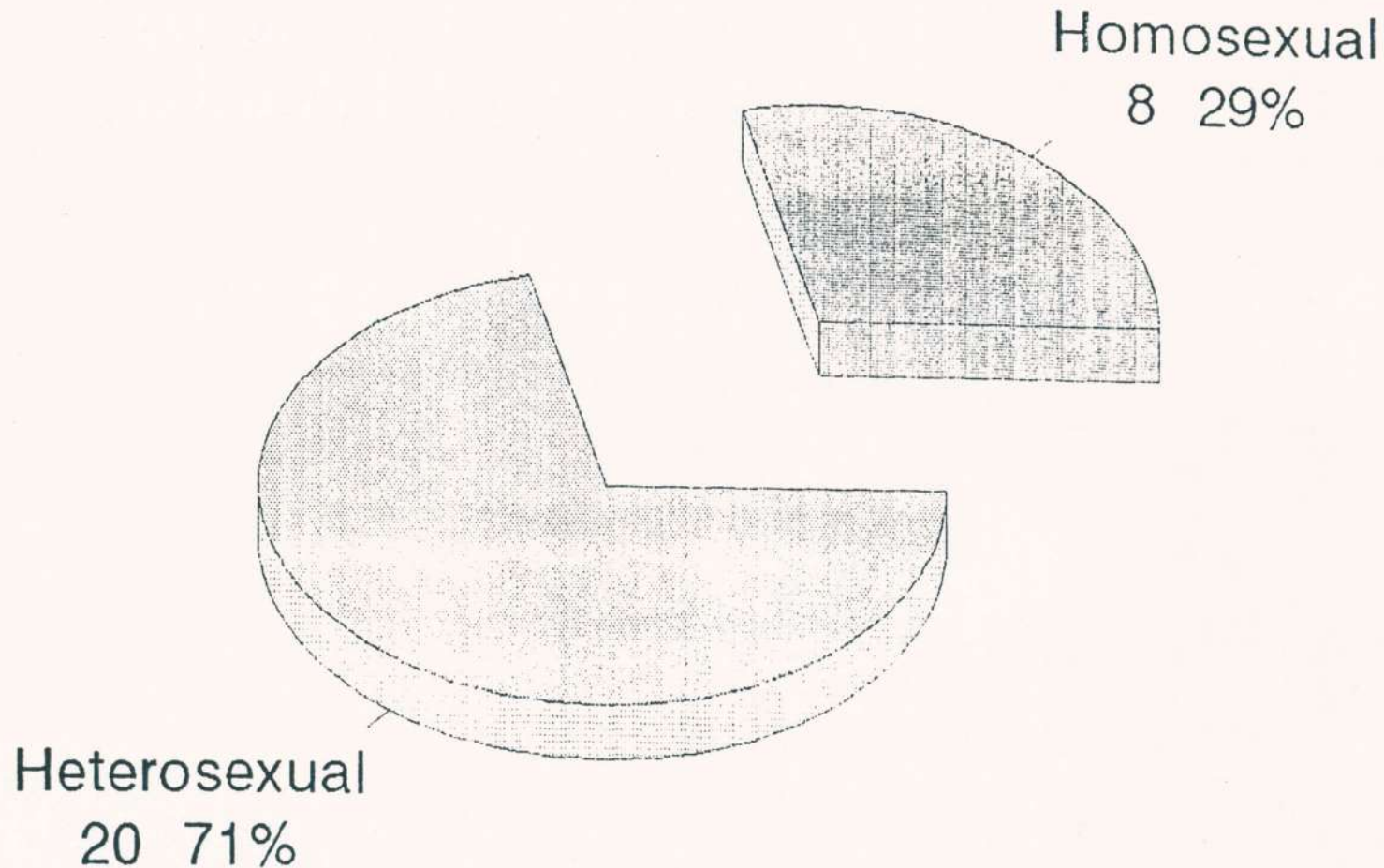
6

People on Waiting List

Total # 14

Elisha House

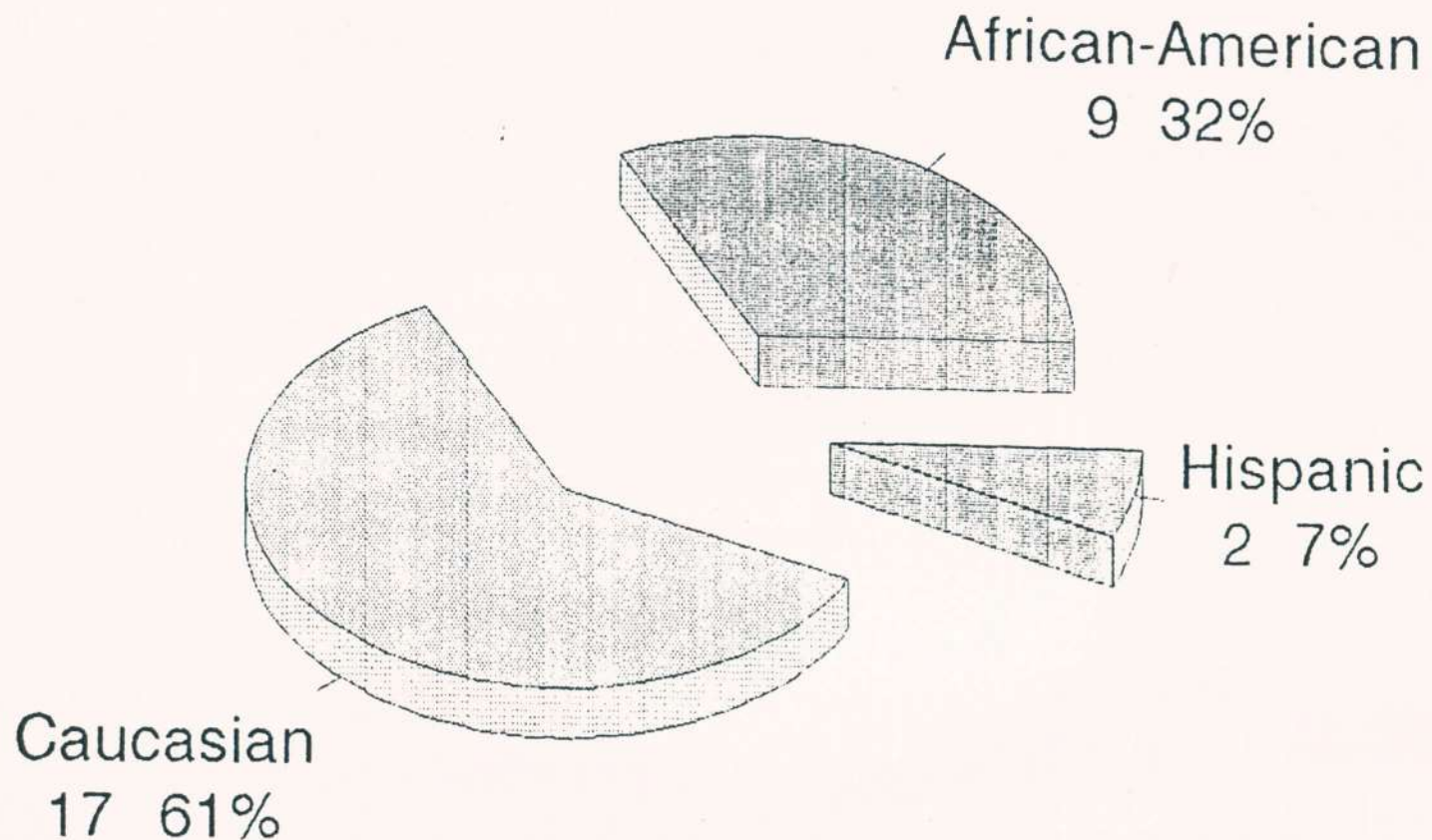
1991-1993



Resident's Profile

Elisha House

1991-1993



Resident's Profile

Total # 28

Breakdown by Ethnic Background

POINTS TO REMEMBER DURING THE DISCUSSION TO APPROVE ELISHA HOUSE
MINISTRY FOR NEXT YEAR

- 1.- Elisha House is a ministry of St. Augustine and function under the legal incorporation of St. Augustine Parish. This means that final legal and financial responsibilities for Elisha House are St. Augustine.
- 2- Staff of Elisha House are staff of St. Augustine therefore all practices and procedures that govern employment of staff at St. Augustine also applies to Elisha House employees.
- 3.- St. Augustine owns the house in which Elisha House is located; therefore, it is responsible for assuring that housing and fire codes are met by the house.
- 4.- Elisha House Board is a subsidiary Board of St. Augustine Parish Council. Therefore St. Augustine Parish Council needs to set clear and concise parameters on how the ministry is to be carried out and what are the powers delegated to the Board and which are reserved for St. Augustine Parish Council. This is done through by-laws which will govern the direction and operations of Elisha House.
- 5.- There is a need to be very clear regarding "conflict of interest" situations.

In Reviewing by-laws Keep in Mind the Following:

Purpose: Are they in accordance with the general purpose and mission of St. Augustine Parish?

Governance: Is accountability of Board and Staff clearly defined? Are you in accordance with this accountability?

Is the way set for the accountability to Parish Council one with which you concur?

Are the parameters under which the ministry is to be carried out in accordance with those set by Parish Council?

Do you concur with the commitments St. Augustine makes to Elisha House?

Board of Advisors: Do you concur with the procedure to nominate members for the Board of Advisors?

Do any of the members have to have specific skills or qualifications?

Do you concur with the terms of office specified?

Do you concur with the number of officers of the Board and their duties?

Meetings: Are the number of meetings and when different events are to occur acceptable?

Staffing: Is the role of the Executive Director clearly defined and are you in accordance with it? Is the accountability of the Executive Director spelled out? [Depending on who the

Executive Director is accountable to you might want to review her/his job description.] Do you agree with it? Is the Executive Director's role regarding the Board clear and acceptable?

Revisions: Is procedure to be followed by Board in amending the by-laws acceptable. Who has final say in changing the by-laws, is this clearly stated?



Elisha House

370 Chili Avenue Rochester, NY 14611 ☎ 716-464-8852

*conditional approval to be subject to
approval of clarifications, & revisions
+ additions & additions
implementation of changes to by laws
as discussed at 10/14 PC meeting
by Sun. before next meeting
JOE/SHARON/SSL
meet & Lynne*

ELISHA HOUSE BY-LAWS

(REVISED 7/27/93)

ARTICLE I

NAME

The name of the organization is Elisha House.

ARTICLE II

PURPOSE

To bear witness to Jesus Christ through the practice of Christian love; specifically:

- a) To provide assistance in the name of the Lord Jesus Christ, and in a spirit of Christian charity to persons who are terminally ill (expected to die within three-to-six months) and their families; and particularly to persons with AIDS since it is so difficult for them to find placement.
- b) To coordinate the efforts of volunteers and paid workers from a variety of denominational backgrounds in the local faith community, in order to effectuate the said provision of assistance.
- c) To provide, without cost to the individual or family, services in the area of palliative medical care, with referral services for family members in other areas of general welfare.
- d) To promote "evangelism by example" in the community through the integration of spiritual values and teaching with the practical aspects of human service.
- e) *could do without* { To do anything and everything necessary, suitable or proper for the accomplishment of any of the purposes.

ARTICLE III GOVERNANCE

Elisha House is a ministry of St. Augustine's Roman Catholic Church, Inc. in cooperation with St. Stephen's Episcopal Church and other agencies and individuals.

Immediate oversight of Elisha House and its ministry shall be by the Pastor of St. Augustine's or his authorized delegate and St. Augustine's Parish Council. In carrying out this oversight the Pastor and the Parish Council will rely on the advice of Elisha House Board. The Elisha House Advisory Board will consist of nine (9) members with the Pastor of St. Augustine's or his Delegate as an ex-officio member. The purpose of the Board is to carry out the ministry according to the following parameters set up by St. Augustine's Parish Council:

Accountability to St. Augustine's will be accomplished by:

- a) Submitting financial reports to St. Augustine's Financial Committee every four (4) months.
- b) Semi-annual reports of activities to St. Augustine's Parish Council (Oct. and May).
- c) Presentation in May would be not only an activities report, but also seek approval at June Meeting of Parish Council for the following fiscal year.

- d) A budget for the following fiscal year will be presented to St. Augustine's Finance Committee in May so that they can review it and have its recommendations ready for the June Parish Council presentation.

ARTICLE IV PURPOSE OF THE BOARD *RELATIONSHIP WITH ST. AUGUSTINE'S*

- a) Salary and wages will be paid through St. Augustine's payroll. St. Augustine's will submit a quarterly statement to the director of Elisha House who will reimburse St. Augustine's with Elisha House funds for the amount of the payroll.
- b) St. Augustine's will continue to pay all utilities, except phone and CTV, which Elisha House will pay. Elisha House will assume these financial responsibilities as soon as it is financially able to pay.

- c) Elisha House is covered under St. Augustine's 501 (c) (3) and will remain so until such time that Elisha House will separately incorporate.

- d) The Executive Director along with the Medical Director ^{with advice of the board} alone, shall be in charge of admitting residents to the house and deciding when and for how long the house will be closed for staff and volunteers to rest. ++

- e) Any repairs of the physical plant of the house will need to be discussed and negotiated with St. Augustine's Business Manager ^{Jim in house} in order to determine the extent of the repairs and who will be responsible for payment. ^{FIN COM}

ARTICLE V BOARD OF ADVISORS

Development of the Board of Advisors will follow these guidelines:

- a) Candidates for the Board will be sought by notice of impending vacancies to the governing boards of cooperating churches, and to the boards of community agencies located in the Elisha House Service Area.

- b) Nominations will be confirmed by a Nominating Committee of no less than three (3) persons named by the Board at its March meeting.

- c) The Nominating Committee will look at qualifications of the candidates in order to have persons on the Board with the required expertise to carry out the ministry. ^{As delete} per the original agreement, our volunteer lawyers are not required to attend Board meetings due to their many time commitments, but are required to be available to aide and support Elisha House as the need arises. One of our volunteer physicians is expected to participate in Board meetings.

- d) No member of the Board will receive hourly pay or salary for any work performed in conjunction with Elisha House.

- e) Any elected member of the Board absent from three (3) consecutive meetings without prior excusing notice will be asked to resign from Board membership.

*capital improvements, or building modifications
(so any owner will be apprised of changes in the structure)*

*IX
new d.
Employees of
Elisha House
are employees of
St. Augustine's
therefore
Elisha House
Personnel
Practices
Procedures are
those of St. Augustine's
or*

*need clarification
from Lynne
& Jim when com*

to IX

ARTICLE VI TERMS OF OFFICE

Three (3) Board positions will be filled each year. Board members will be elected for a term of three (3) years. Board members will be eligible for election to a second three year term. After that they will need to be off the Board for a term of three years before they become eligible for re-election.

A resigning Board member will be replaced at the meeting following the resignation, through nomination and election by Board members. The Nominating Committee will go through the same search as described under "Board of Advisors ¶ c".

A replacement will fill the unserved remainder of the resigning member's term. At that time this replacement may be nominated to a vacancy on the Board for one (1) full term. Time served in replacing a resigning Board member is not to be counted in considering term of re-election.

ARTICLE VII OFFICERS

Officers are elected by the Board from their own membership for a term of one (1) year, with re-election possible for no more than two (2) consecutive years.

The officers and their duties are as follows:

- a) President: conduct meetings, publicly represent the Board, and perform such other duties as may be needed for the conduct of the organization's business.
- b) Vice-President: conduct meetings in the absence of the President, head Nomination Committee and to perform such other duties as may be authorized by the Board.
- c) Secretary: take minutes of the meetings, handle official Board correspondence, and issue notices of regular and special meetings.
- d) Treasurer: account for funds and oversee the books for the organization, including monthly reports to the Board.

ARTICLE VIII MEETINGS

Meetings of the Board will be held on or about the 4th Tuesday of each month.

A quorum for Board meetings will consist of five (5) Board members.

Decisions of the Board will be by consensus of the members present. If an issue cannot be resolved by consensus then a vote of simple majority of members present at that meeting will decide the issue.

At the April meeting the annual budget will be presented.

Nominations to the Board will be presented at the April meeting. At the May meeting there will be an election of members to the Board.

New officers will be elected at the meeting in June.

*pay to bygone
recommend to bygone
that one be medical*

Special Board meetings may be held for a stated purpose, following a bona-fide effort to notify all Board members.

- a) Notices will be in writing and sent seven (7) days previous to the set date
- b) A reason for the calling of the Special Board meeting and who is requesting it will be stated in the written notice.
- c) Special Board Meetings may be initiated by any Board member at the discretion of the President, or if need be, the Vice-President.

The Executive Director is accountable to the Pastor of St. Augustine's or his delegate.

ARTICLE IX STAFFING

Operation of the Elisha House ministry will be through an Executive Director appointed by the Board with the concurrence of the Pastor of St. Augustine's. The Executive Director will hire staff, supervise day-to-day operations and take whatever actions are necessary to maintain the integrity of the program in accordance with standards to be stated by the Board in a Job Description which will be kept current.

The Executive Director is expected to be present at all Board meetings. With the Board Officers, the Executive Director will propose Board Agenda and further reports to the Board all issues pertaining to the maintenance of and effective ministry.

→ INSERT FROM P. 2

ARTICLE X REVISIONS

To amend or revise the by-laws, a notice must be sent to all Board members three (3) weeks before the intended meeting to consider the revision. Notice should include the text of proposed changes with time and place of meeting.

To be adopted, a proposed revision must receive an affirmative vote from two-thirds (2/3) of the Board members then serving. The ballot may be cast in-person at the meeting; or by proxy, consisting of a "Yes" or "No" with a witnessed signature, attached to the text of each proposed Amendment.

Revisions of these By-Laws will be presented to the Parish Council for notification and approval after the revision has been affirmed by vote of the Board of Elisha House.

*need clarification
"Executive Director"
who supervises? unpaid?
bond or salaried*

*need clear
statement of
WHO is the
supervisor of ED
both for day & n.d.*



Elisha House

370 Chili Avenue Rochester, NY 14611 ☎ 716-464-8852

Job Description

Title: Executive Director

Main Purpose of the Position: To oversee all aspects of the running of Elisha House in order to provide the holistic comfort care described in our brochure

- Duties:
- a) Oversee all other positions as stated in respective Job Descriptions
 - b) Perform duties as stated in Procedures for in-takes and post-mortems
 - c) Interview candidates for vacancies
 - d) Hire new employees and accept new volunteers
 - e) Supervise paid staff and if necessary terminate employment of paid staff for failure to correct written notice of deficits
 - f) Interview, orient, and support all volunteers
 - g) Oversee and approve writing of grants
 - h) Supervise student placement volunteers (Deacon Candidates, Students, etc.)
 - i) Insure accuracy of resident records
 - j) Give presentations on the ministry of Elisha House
 - k) Attend Advisory Board meetings and propose agenda to the Board
 - l) Provide direct care to residents when volunteers are unable to work assigned shift
 - m) Provide supervision to paid staff and volunteers as outlined in other Job Descriptions

Qualifications: Pastoral skills, organizational ability, ability to creatively solve problems, independent worker

Accountability: To the Advisory Board of Elisha House

*Alert them to get
this in accordance w/ by laws*



Elisha House

370 Chili Avenue Rochester, NY 14611 ☎ 716-464-8852

To: Parish Council of St. Augustine's
From: Lynne McNulty, Director Elisha House
Re: Elisha House By-Law revisions
Date: Oct. 9, 1993

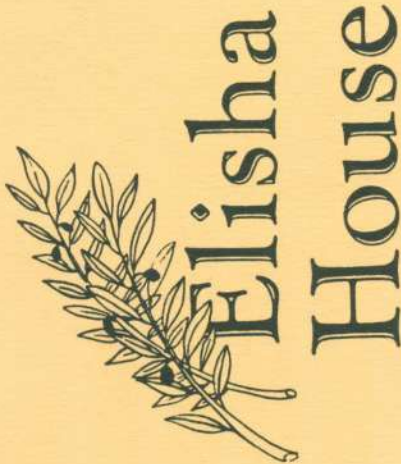
Our Advisory Board met after the last Parish Council meeting and reviewed the By-Laws that you received. There were noticed a few unclear items and one that was left out. So here are the latest revisions. Please take a moment to pencil them into your copy for discussion on Thursday night.

(page 2) ARTICLE IV - PURPOSE OF THE BOARD is changed to read
ARTICLE IV - RELATIONSHIP WITH ST. AUGUSTINE'S

¶ d) is changed to read: The Executive Director along with the Medical Director alone (changed to - **with advice of the board**), shall be in charge of admitting residents to the house and deciding when and for how long the house will be closed for staff and volunteers to rest. (This ¶ is then moved from here to page 4 and added to ARTICLE IX - STAFFING)

A new ¶ d) is added to read: Employees of Elisha House are employees of St. Augustine's, therefore Elisha House Personnel Practices and Procedures are those of St. Augustine's.

ARTICLE V - BOARD OF ADVISORS ¶ b) March meeting is changed to April meeting for consistency.



Rest ✻ Help ✻ Care

An Alternative Care Center for
the Terminally Ill

"For when I was hungry, you gave
me food; when thirsty, you gave me
drink; when I was a stranger you
took me into your home, when
naked you clothed me; when I was
ill you came to my help, when in
prison you visited me."

— Matthew 25:35-36

370 Chili Avenue
Rochester, New York 14611
716-328-4494

Elisha House
370 Chili Avenue
Rochester, NY 14611

Cut card on both lines to mail postcard.



Elisha House

410 Chili Avenue
Rochester, NY 14611

Your
Donation
of a Stamp
is also
Appreciated

Thank You
for Your
Interest and
Support!



Elisha House

Elisha House, affiliated with St. Augustine's Roman Catholic Church and St. Stephen's Episcopal Church, is a home for the dying. Our staff includes a director, physician, nurses and many carefully screened and trained volunteers.

We provide the opportunity for residents to die with comfort and dignity. They are surrounded by people who lovingly care for them, and respect and value them as children of God. Together we experience the death process as we celebrate the gifts of life and love.

Residents generally have a life expectancy of 3 months or less, as determined by a physician. No restrictions are made on the basis of age, race, religious affiliation, sex, illness, or ability to pay. Referrals are made by agencies, physicians, social workers, clergy, families and friends.

The Elisha House staff of dedicated men and women form an interdisciplinary team which provides a clean, safe, nurturing environment for residents and their loved ones. This includes palliative medical care, psychological and social assistance, and pastoral care. Bereavement counseling for the family continues to be available for one year following the death.

Elisha House is dedicated to preserving the residents' rights to maintain as much control and personal choice in their present situations as is possible. At the discretion of the resident, loved ones are encouraged to participate in care under direction of the staff.

We seek to witness in our community to the Lord who himself died for our salvation, manifesting God's unconditional love. Preference for admission is given to those who have no loved ones or other place to be, as we believe that no one should have to die alone.

While donations are always gratefully accepted, there is no charge for our services. Elisha House is funded by grants, donations, and fund raisers.



Advisory Board

Deacon Lynne McNulty, Director

Rev. Dick Comegys

Nick Francesco

Elaine Weinzler Francesco

Louise Hapeman, RN Practitioner

Deacon Brain McNulty

Gerry Murty, Accountant

Maribelle Reiss

Rev. Bob Ring

Sherry Thomassen, C.M.H.N.

Steve Witkowicz, Esq.

Yes, I would like to make a donation to Elisha House!

☐ \$100 ☐ \$50 ☐ \$25 ☐ \$_____

Please make your check payable to "St. Augustine's / Elisha House". Mail to:

Elisha House
410 Chili Avenue
Rochester, NY 14611

Elisha House is a not-for-profit organization. Your donations are tax deductible.



Yes, I would like to volunteer to help Elisha House! I am interested in -

- ☐ Renovations: Electrical, Plumbing, Painting
- ☐ Care Giver
- ☐ Meals
- ☐ Cleaning / Laundry
- ☐ Shopping / Errands
- ☐ Clerical
- ☐ Maintenance / Small Repairs

Name _____

Address _____

Phone _____

Cut card on both lines to mail postcard.

Elisha House also needs donations of furniture in good condition; a working washer & dryer, stove, & refrigerator; and renovating supplies. Call Elisha House for details. These donations are also tax deductible.





Elisha House News

Winter 1993 • Vol.3, Issue 1

370 Chili Ave. Rochester, NY 14611 • 716-464-8852

Wilson Day

For the second year we had the help of the students from the University of Rochester on their Wilson Day Project. Last year they helped paint the outside of the house.

This year about 15 students, one faculty member and one alumnus came to spend September 4th with us. They helped with a lawn sale and cleaned our basement and windows.

The lawn sale was a great success. The Adult Learning Center of the Rochester City School District (located at St. Augustine's and St. Stephen's) brought their students in for the sale. Many of these students are adult immigrants from Central Europe and Southeast Asia. The interchange between the U of R freshman students from all over the USA and the Learning Center students from all over the world was a good time for all. The haggling over a bike and accessories that went on for over one-half hour in three languages was a fun time and an experience that the students from both schools will always remember.

The work that these freshman did netted about \$140 for the house and opened the doors for more cooperation between the University and the community. Also, we were invited to place a booth in Wilson Commons for a day, along with other community agencies, to recruit volunteers from the student body. We are happy to have this opportunity to work with the University and to have their help in raising funds for the House.

Press Conference

A Press Conference is to be held on Thursday February 18 from 10:30 to 11:30 am at Elisha House. We hope to raise awareness of our existence and of our needs. As is true of many not-for-profit organizations, Elisha House is dangerously close to lacking necessary funds to continue operations. We do not however, have a shortage of people who need our services. Please help us if you can.

More Than One...

This is a message of encouragement for all those of you out there who want to be a part of the Elisha House ministry but for whatever reason find yourself unable to take on patient care as your contribution to the house.

My name is Maribelle Reiss, am I the Administrative Director of the 19th Ward Community Association. My life is one of 60 hour work weeks and a telephone that never stops ringing. You know, just like everyone else in this crazy world.

When Elisha House was first conceived I knew that it would be important for me to participate in its operation, but the reality of my job made it impossible for me to responsibly commit to a schedule of direct care giving. Time was a major factor, but I also knew that those 60 hours a week I spend with the Community Association are spent taking care of the needs of our diverse population here in the neighborhood and I just don't have a lot left to give in terms of empathy and care giving. Since most of my self image is tied up with a nurturing personality, (I don't have the nickname "Mother Maribelle" for nothing), I felt guilty about this at first, but through prayer and discernment and with your help Lynne, I came to realize that I have other gifts that Elisha House could use.

I've learned an important lesson from all this. God works with us to get His work done and He often does it with a surprising use of our talents that we discount as not very important in the grand scheme of things. If you, like me, think that your particular talent is one of direct patient care-giving but that's not possible, step back and listen to what God might be trying to tell you. Whatever gift you put at his disposal, He will use and He will very often give you back the gift of self-knowledge and a new understanding of how He shows himself forth in the lives of all of us.

- Maribelle Reiss

REFLECTIONS OF A VOLUNTEER

Still Caring and Loving

The scene of deceased resident, and Marie and I cleaning his body, wrapping it in a shroud. This brought back the scripture passage of the women preparing Jesus' body for burial. The scene also of Easter Sunday morning - the women going to complete the anointing and dressing of his body for burial, since they were rushed on Friday (the Sabbath) night.

The scene is not one of sorrow, even though it was a sorrowful experience. What I reflected upon was the scene of servant. Here were the women serving Jesus even after he had died. There was no hope, the cause was lost, the future bleak, but here they are still caring and loving.

The phrase is often quoted, "what greater love than to lay down your life for a friend". I think there is a equally strong and emotional caring, what greater love of the friend in return than to wash, dress, anoint his friend's most treasured possession and his last, his body.

Special Moments

What is Sacrament? Special moments in our lives which speak to us about God. We are a sacramental people. The God we seek is not a far off God but present, alive in all creation.

Such is the world of Elisha House, Special Moments: The hugs, the tears, the laughter, the quiet. Each, if we listen, is our God speaking. We feel the reassurance of the hug, that all is a right, all is in control. Even when we weep, we weep for our loss, we weep with the assurance that all is not over, that we will be reunited.

These special moments are not confined to the individual in the bed, that person is only the focal point. From this centering purpose the strength and love (grace) of God flows. It is God becoming real in the moment. Real in the weakness we all have. These moments are moments of trust, when our defences are down. These moments are the gifts that our God provides that enables each of us to make a response of great love, heroic sacrifice and faith-filled courage.

These moments we put into our storehouse to draw upon in the dry times, the quiet times. These reflections enable us to plunge into the depths of God's love

FROM THE DIRECTOR

Little girls in pretty dresses and bows in their hair - little boys in brightly colored jackets - laughing, squeals of delight - running, playing with huge red rubber balls, sliding down the slide - taking turns pulling, pushing and riding in the red wagon - constant motion - faces always smiling - hair shining in the sun

... Asian, Black, Russian and more ...

That's the view from the kitchen window of Elisha House as the children of immigrants studying in RCSD adult education programs at St. Augustine's and St. Stephen's, are brought out to play in the yard. What a sharp contrast it makes to the scene upstairs as an elderly gentleman receives Holy Communion through a gastric tube because he cannot swallow. Yet he brought much joy with him. It was a pleasure to serve him and he always had a thank you for everyone. We miss him very much.

Now in that bed lies a younger man, dying of AIDS, and we have 2 more waiting to come here. What's different about this one though, is that his wife and 2 year old daughter and one year old son all are HIV+. Yet he too brings us gifts of joy. There's a sort of sacred beauty as his wife lies next to him in bed at night. There's also an extra special kind of mirth to be seen and heard when his little ones giggle and laugh and clap their chubby hands.

May we all be filled with joy as little children, for indeed we are all children of God.

- Lynne McNulty

ARTIST IN RESIDENCE

In our last issue you heard from Ray Hersha whose friend died at Elisha House in May 1991. I'm pleased to say that Ray is still with us. He has a room on the third floor and when he's not at work he helps us out in a variety of ways including as a direct caregiver. Ray has written a book, a science fiction novel. If published he has promised 50% of the profits to Elisha House. Thanks, Ray! Thanks for all you do.

as our creator exposes his/her self to our probing. Thus our God strengthens us, encourages us, uplifts us so that we can continue to be avenues of God's grace to each other.

- Tom Beck

HOME IMPROVEMENTS

Thanks to grant money from Helping People with AIDS (HPA) (\$7,000) and Davenport-Hatch (\$5,000) we are able to make some major improvements on the house. We have removed the old "octopus" furnace and replace it with a much smaller new one which includes not only heat, but central air and an air purifying system!

Also in the works is a wheelchair lift from the ground up onto the front porch, and a chair lift inside from the first floor to the second. These projects will be helpful for some of our residents who will be able to go outside in good weather to enjoy the garden, and for visitors and some volunteers who find the stairs difficult. HPA has also given us an additional grant of \$400 to replace a very worn-out washing machine.

Many thanks to HPA and Davenport-Hatch for making this all possible.

FUND RAISERS

As always, funding to keep the house going is at a premium. So far since the fall we have raised \$500 at a raffle, \$140 at our yard sale, \$150 from our golf tournament and \$100 from a craft sale. This last item compliments of Brian McNulty who donates 10% to Elisha House for every candle he makes and sells. If your group or organization would be interested in doing a fund raiser for Elisha House, please contact Lynne McNulty at 464-8852. Your help would be greatly appreciated.

WISH LIST & ON-GOING NEEDS

- Pic-nic table with benches
- 24 pin printer (any variety)
- Paper Goods (Towels, tissues, TT)
- Garbage Bags (tall kitchen size)
- Coffee (regular and de-caf)
- Laundry Supplies (soap, bleach)
- Volunteers
- Donations of money

VOLUNTEERS

We always need more, and probably always will - especially the kind who are direct care givers. Recently, we've had the pleasure of welcoming several new ones, as well as the sad task of saying good-bye to a few others. Special thanks go to Deacon candidates Tony Caruso and Tom Beck who were with us during the summer for their field placements. We miss you both!

One of the new ones we have welcomed is Dr. Tony Blofson, a third year resident from Highland Family Medicine. Tony works along with our Medical Director, Dr. Jeremy Golding of Chili Family Medicine, to cover our medical needs. Welcome aboard, Tony!

A frequently asked question is, "What do volunteers need to do?" Basically, you do here what you would do at home to care for someone who is ill: fix a meal, give medicine, do some laundry, wash some dishes, do some cleaning, visit with the resident if s/he feels like it or leave them to their own thoughts when that is what they want. Sometimes they want to talk about dying and sometimes they don't. We usually work in four hour shifts, but there's lots of flexibility there. If you would like more information about joining our Elisha House "family" please call Lynne at 464-8852.

AN ELISHA HOUSE FIRST

We have had the privilege of having an HIV+/AIDS resident come to us from Albion Correctional Facility. It was a very positive experience for her and us. Hopefully arrangements can be made with Albany for other inmates to be released from prison to die at Elisha House with dignity and comfort in a loving atmosphere.

FOOD LINK

We are now members of the Foodlink on West Ave. This enables us to purchase some foods and cleaning supplies at 14 /lb. - a great savings to us. We are most grateful for this.

UNITED WAY

We have received \$3500 as a United Way Option this year, and are most grateful to all who contributed! Our UW number is #1628. Please remember Elisha House in your giving.

Elisha's Reflections

I am always amazed at the ways that people come to visit and stay with us. Some come by word of mouth (just as Naaman did from his servant-girl). They may be residents or they may be volunteers, but the way that the word gets around is amazing. The people who have come to live with us for the last few months have brought interesting gifts of strength, courage and patience. Their strength in the face of pain is impressive. I learn how to face my own pain in body and soul in seeing what they go through. Their courage to face the mystery of death and to trust the strangers that care for them helps me to have courage to face the uncertainties of this life when I have to meet the King or talk to someone about what they fear

the most (which is very often what I also fear). I am moved by the patience that our residents have. They wait to die yet they do it in their own good time. None of them seem hurried to get it over with and none seem to linger past the time that God has set out for them. It is not always convenient for me. Yet, it is in God's time. The person who this death most effects appears to leave this world quietly and in peace. This is what we are about, to help people to know their own time and place to meet the Creator. It is an honor to serve our guests as they wait in strength, with courage and patience for a death they know is certain and will one day come to us all. I am humbled by their example and try to learn from them.

- Elisha

St. Augustine's Church
Elisha House
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