



In the name of The Father, the Son and the Holy Spirit, One God Amen.

**Coptic Orthodox Patriarchate**  
**St. Mary and St. Joseph**  
**COPTIC ORTHODOX CHURCH**

**Minutes for Deacons' Meeting on August 11, 2013**

1. The schedule is no longer being followed even though nothing has changed. Amir sends an email to the group leader who has the responsibility of sending the rest of their group about the service.

**Action Item:** Abouna Shenouda to send an email list to every deacon encouraging them to check the schedule.

**Action Item:** Abouna Shenouda to send each group leader the contact info of their groups.

2. The readings are to be distributed to the members of the altar group. The Gospel is to be distributed to (a) Abouna if he is able to read it and (b) a senior deacon who is able to read it properly.

3. There is an issue with some groups having members who consistently cannot make it on Sunday.

**Action Item:** Each group leader is responsible for checking with their groups who wishes to remain in the group and who wishes to be removed.

4. There is also an issue with commitment for the Presentations and the kids not knowing what to do with it.

**Action Item:** Michael Boutros is responsible for organizing the Presentations schedule and for finding / training the kids who will be responsible for doing it.

5. For future emails regarding special events, Amir will make the email he sends more specific to ask who can lead outside, take care of the altar, etc.

6. There is a need for commitment during the week for the liturgies, especially for the new services during special times like the Fast of St. Mary.

**Action Item:** Michael Boutros and Amir to look at new methods of communicating with the deacons.

7. Abouna Youssef is stressing that it is up to the Lead Deacon of the altar group to be the main communicator with their group members.

8. The new Coptic Class curriculum is beginning in September and with the new schedule / organization there will be a weekly class for adults to learn the hymns of the church. Additionally, there will be another class for the deacons to coordinate their voices to learn how to sing like a choir.

**Action Item:** Abouna Shenouda will email the leaders of the St. Mary Revival Week a list of the hymns for St. Mary for the lead deacons to decide what will be said on what day.