

# Congregational Care Committee

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# CONGREGATIONAL CARE PURPOSE & RESPONSIBILITIES

## **Purpose:**

To extend the love and compassion of Christ to the church family and friends in times of need, sorrow, illness, and joy.

## **Responsibilities:**

1. Fulfill the responsibilities set forth in the General Guidelines for All Standing Committees.
2. Oversee the ministries and subcommittees of the Congregational Care Committee, which currently are:
  - Almanah Women
  - Bereavement Ministry
  - Communion Ministry
  - Flower Ministry
  - Funeral Hospitality Ministry
  - Outreach Ministries
    - College
    - Home
  - Intercessory Prayer Ministry Prayer
  - Shawl Ministry
  - Transportation Ministry
  - Visitation Ministry
1. Make available sermons, worship recordings, newsletters, and devotions through Visitation Ministry or mail upon request.
2. Annually obtain a list of active members who died during the year. Invite the families to participate in a remembrance service on All Saints' Sunday, which is the first Sunday in November. Coordinate this with the pastors and the Worship Committee.
3. Annually obtain a list of members who have belonged to GPPC for 50+ years to be recognized on Reformation Sunday (last Sunday of October).
4. Upon request, provide input to the Personnel Committee concerning the work of the pastors and staff,
5. in order to facilitate the annual evaluation of the pastors and staff.
6. Evaluate regularly all work, activities, events, programs, and materials for which the committee is responsible, looking to further strengthen successful ministries and eliminate or change those that are judged not successful. Make time to envision new ministries and new ways of approaching committee responsibilities.

# CONGREGATIONAL CARE SUBCOMMITTEE DESCRIPTIONS

## **Almanah Ministry**

This group of widowed women meets twice a month for support and fellowship. Traditionally this means going out to lunch once a month and viewing a movie once a month.

## **Bereavement Ministry**

This ministry provides at least four follow-up visits or contacts by trained persons for the family of a member who has experienced a death of a spouse, child, or parent.

## **Flower Ministry**

This ministry provides a sign up sheet for placing flowers in the sanctuary. It also delivers donated sanctuary flowers to members listed on the white board and CCC List.

## **Funeral Hospitality Ministry**

This ministry provides a congregational reception for the family of a member whose funeral is held at the church.

## **Home Communion Ministry**

This ministry provides monthly communion to members who are unable to attend worship and would like to receive the sacrament.

## **Intercessory Prayer Ministry**

This ministry actively prays for the concerns submitted on prayer cards, email, and other forms of communication and maintains confidentiality when needed.

## **Outreach Ministry**

This ministry is comprised of two subgroups: College Ministry and Home Ministry. Remembrances for Home Ministry are sent at least twice a year, often around Christmas and Easter. Remembrances for College Ministry are sent twice a year, and on college students' birthdays.

## **Prayer Shawl Ministry**

This ministry provides prayer shawls handmade by church members and coordinates delivery to those members and friends in times of need, sorrow, illness, and joy.

## **Transportation Ministry**

This ministry provides a ride to church for members who are unable to drive.

## **Visitation Ministry**

This ministry provides visits by active church members to homebound members to keep them connected with the church.

# MONTHLY AGENDA ITEMS

Regularly receive and discuss reports from the chairperson of each Congregational Care subcommittee below:

- Almanah Women
- Bereavement Ministry
- Communion Ministry
- Congregational Nurse
- Flower Ministry
- Funeral Hospitality Ministry
- Intercessory Prayer Ministry
- Outreach Ministries
  - College Ministry
  - Home Ministry
  - Military Ministry
- Prayer Shawl Ministry
- Tool Men Ministry
- Transportation Ministry
- Visitation Ministry

## **JANUARY**

Select a vice-chair (if necessary) and secretary.

Select chairs for all CCC subcommittees.

Acquaint the committee with its Purpose and Responsibilities.

Review budget for the year.

Review the committee's Annual Report of the previous year.

Review and update the Congregational Care List (members who need congregational care in their home or other place of residence).

Review and update the list of those members or their family members who are serving in the military.

## **FEBRUARY**

Review and update the Congregational Care List.

Highlight Prayer Shawl/Lap Robe Ministry in Guidepost, church bulletins, and Minute for Mission.

Discuss ideas for Outreach/Lunch and Learn programs

## **MARCH**

Review and update the Congregational Care List.

Plan remembrances for GPPC college students.

Plan remembrances for members on the Congregational Care List.

Prepare for Blessing of the Prayer Shawls/Lap Robes in April.

## **APRIL**

Review and update the Congregational Care List.

Finalize and send remembrances to GPPC college students.

Finalize and distribute remembrances to members on the Congregational Care List.

Finalize the Blessing of the Prayer Shawls/Lap Robes in April.

## **MAY**

Review and update the Congregational Care List.

## **JUNE**

Review and update the Congregational Care List.

Review committee responsibilities and evaluate effectiveness in fulfilling them.

## **AUGUST**

Review and update the Congregational Care List.

Acquire and submit to the office the addresses and e-mails of our GPPC college students.

Highlight Prayer Shawl/Lap Robe Ministry in Guidepost, church bulletins, and Minute for Mission.

## **SEPTEMBER**

Review and update the Congregational Care List.

Begin discussing next year's budget proposal.

Begin planning for the recognition, on Reformation Sunday (last Sunday in October), of 50-plus year members.

Begin planning for the remembrance, on All Saints' Sunday (1st Sunday in November), of members who have died.

Prepare for Blessing of the Prayer Shawls/Lap Robes in October.

## **OCTOBER**

Review and update the Congregational Care List.

Finalize and submit next year's budget proposal.

Finalize plans for the recognition, on Reformation Sunday, of 50-plus year members.

Finalize plans for the remembrance, on All Saints' Sunday, of members deceased during the year.

Make next year's flower calendar (office), place on bulletin board, and advertise in church communications, and in Minute for Mission for member sign-up.

Plan remembrances for GPPC college students.

Plan remembrances for members on the Congregational Care List.

Bless Prayer Shawls/Lap Robes.

## **NOVEMBER**

- Review and update the Congregational Care List.
- Evaluate the recognition, on Reformation Sunday, of 50-plus year members.
- Evaluate the recognition, on All Saints' Sunday, of members deceased during the year.
- Send remembrances to GPPC college students.
- Begin preparing Annual Report by asking for a short synopsis in December from each subcommittee chairperson.
- Begin organizing a Home Communion List for the next year.
- Begin organizing a Flower Delivery List for the next year.

## **DECEMBER**

- Review and update the Congregational Care List. Finalize and submit Annual Report.
- Deliver unclaimed poinsettias to members identified by the committee. Distribute remembrances to members on the Congregational Care List.
- Send cards to families experiencing a death in the past year.
- Finalize next year's Flower Delivery List of church flowers to homebound or hospitalized members, and notify the deliverers.
- Finalize next year's Home Communion List for those members wanting communion at their residence and notify those serving communion.

# SUBCOMMITTEE COORDINATORS

## **Almanah (Widows) Ministry Coordinator**

### **Purpose**

To provide coordination of ministry for widows.

### **Relationships**

Working with the congregation and the pastors.

### **Responsibilities**

1. Identify and keep current the list of all members who are widowed.
2. Coordinate a lunch at a restaurant for the group once a month.
3. Coordinate a movie for the group once a month.
4. Update the Congregational Care Committee regularly regarding activities and any needs of the Almanah Ministry.

## **Bereavement Ministry Coordinator**

### **Purpose**

To support church members in a consistent way through the year following the death of a spouse, child, or parent (on occasion the list might include another close family member as suggested by one of the pastors).

### **Relationships**

Working with the pastors.

### **Responsibilities:**

1. Contact (preferably with a visit being the first contact) church members 3 weeks, 3 months, 6 months, and 11 months after the death of loved ones.
2. Share a "Journeying Through Grief" booklet (Stephen Ministry material) at each of these times.
3. Two people, a female and a male member of the congregation, will carry out this ministry and will visit the person of the same gender.
4. The visitor will use weekly E-News for the names of people who have lost family members.
5. Update the Congregational Care Committee regularly regarding activities and any needs of the Bereavement Ministry.

## **Home Communion Ministry Coordinator**

### **Purpose**

To provide communion to members unable to attend regular worship service.

### **Relationships**

Working with the congregation and the pastors.

### **Responsibilities**

1. Work with the pastors, congregational nurse, and other Congregational Care Committee members to determine who might need Home Communion.
2. Ask member if he/she would like to be on the Home Communion List.
3. Work with the pastor in recruiting and training volunteers for this ministry. Hold at least one training session a year.
4. Develop and give to the church administrator a Home Communion Calendar.
5. Update the Congregational Care Committee regularly regarding activities and any needs of the Home Communion Ministry.

## **Flower Ministry Coordinator**

### **Purpose**

To provide members the opportunity to place flowers on the Lord's Table and share them following worship.

### **Relationships**

Working with the congregation and the pastors.

### **Responsibilities:**

1. Coordinate donated flowers from The Lord's Table with persons who would appreciate and enjoy a visit and flowers.
2. Coordinate the sign-up and delivery of the Lord's Table flowers.
3. Coordinate and train flower delivery persons.
4. Update the Congregational Care Committee regularly regarding activities and any needs of the Flower Ministry.

## **Funeral Hospitality Ministry Coordinator**

### **Purpose**

To offer families a reception and related hospitality at the time of a funeral.

### **Relationships**

Working with the pastors.

### **Responsibilities**

1. Contact the family of the deceased upon receiving word of a death and offer support from the church.
2. If the deceased was in a circle, contact the circle. Assist with a meal if necessary.
3. If the deceased was not a circle member, offer to do a meal at the church or home for the family.
4. Offer and plan a reception before or after the funeral service, if it is desired.
5. Provide a table for family pictures and mementos to be displayed, if desired.
6. Update the Congregational Care Committee regularly regarding activities and any needs of the Funeral Hospitality Ministry.

## **Intercessory Prayer Ministry Coordinator**

### **Purpose**

To coordinate the work of the intercessory prayer ministry.

### **Relationships**

Working with the congregation and the pastors.

### **Responsibilities**

1. Maintain an on-going list of members who have volunteered to be on the Prayer Team.
2. Receive member prayer requests by way of prayer cards, email, the pastors, and other forms of communication.
3. Contact the Prayer Team by email, phone, or one-on-one when a prayer request is received, and maintain confidentiality at all times.
4. Regularly make the congregation aware of this ministry, by way of announcements in the Guidepost, during worship, and in the church bulletins.
5. Update the Congregational Care Committee regularly regarding activities and any needs of the Intercessory Prayer Ministry.

## **Outreach Ministries Coordinators**

### **Purpose**

To maintain connections with church members and friends.

### **Relationships**

Working with the congregation and the pastors.

### **Responsibilities of College Ministry Coordinator:**

1. Request names and college addresses of GPPC college students.
2. Purchase and send remembrances in fall and spring to the college students.
3. Update the Congregational Care Committee regularly regarding activities and any needs of the College Ministry.

### **Responsibilities of Home Ministry Coordinator:**

1. Work with the pastors, the congregational nurse, and the committee in identifying those members on the Congregational Care List who should receive remembrances.
2. Purchase and/or secure remembrances and distribute remembrances at Easter and Christmas to the identified members.
3. Prepare a distribution list of members to deliver the remembrances.
4. Update the Congregational Care Committee regularly regarding activities and any needs of the Home Ministry.

### **Responsibilities of Military Ministry Coordinator:**

1. Request names and address of GPPC members or family members serving in the military.
2. Purchase and/or secure remembrances and send at least in fall and spring to those in the military.
3. Update the Congregational Care Committee regularly regarding activities and any needs of the Military Ministry.

## **Prayer Shawl Ministry Coordinator**

### **Purpose**

To provide a tangible reminder of the love and prayers of the church in times of joy and sorrow.

### **Relationships**

Working with the congregation and the pastors.

### **Responsibilities**

1. Highlight this ministry in the Guidepost and other church publications twice a year.
2. Inventory the completed prayer shawls and request more when the supply is low.
3. Arrange with the pastors a Prayer Shawl Blessing during worship twice a year.
4. With the pastors (or other GPPC members), identify members who may need a prayer shawl and arrange for delivery.
5. Assist the church secretary in maintaining an up-to-date list of prayer shawl recipients.
6. Update the Congregational Care Committee regularly regarding activities and any needs of the Prayer Shawl Ministry.

## **Transportation Ministry Coordinator**

### **Purpose**

To coordinate transportation for those in need with those who are able to provide it.

### **Relationships**

Working with the congregation and the pastors.

### **Responsibilities**

1. Receive transportation requests from pastors.
2. Identify willing drivers.
3. Pair individuals and drivers appropriately.

## **Visitation Ministry Coordinator**

### **Purpose**

To provide a regular connection to the church for those members on the Congregational Care List.

### **Relationships**

Working with the congregation and the pastors.

### **Responsibilities**

1. Maintain a list of members needing visits.
2. Create a monthly list for visits by Congregation Care Committee members.
3. Coordinate with ministers to keep all lists up-to-date.