

WOODCLIFF UNITED CHURCH PASTORAL CARE COMMITTEE

Look after yourselves and everyone the Holy Spirit has placed in your care.

Be like shepherds to God's church.

Acts 20:28

Pastoral Care is the ministry of offering loving and compassionate concern, assistance, support, nurture and prayer to the Woodcliff United Church (WUC) family and the wider community. As Christians, we are called to shepherd God's flock that is under our care (1 Peter 5:2) and to build up one another (1 Thessalonians 5:11) in our daily lives. We are commanded to love one another (John 15:12), pray for one another (James 5:16), and bear one another's burdens (Galatians 6:2).

Pastoral Care at WUC is a ministry of the whole church community, living its faith through continually reaching out with a caring, respectful presence to all. In so doing, we recognize our interconnectedness as God's people, and the inherent worth and dignity of each person.

The Pastoral Care Committee (Committee) is a standing committee of the WUC Council (Council) with responsibility for oversight of all pastoral care offered by WUC, working in collaboration with the Minister.

Tasks

The tasks of the Committee include:

- organizing and supporting initiatives that promote pastoral care of the Congregation
- identifying individuals, families, and groups for whom pastoral care is needed
- sharing information amongst Committee members about pastoral care needs of individuals, families, and groups with adherence to confidentiality, federal and provincial privacy legislation, and United Church of Canada privacy guidelines
- responding, with timeliness, compassion, and sensitivity, to identified pastoral care needs
- informing the Congregation about the various Committee ministries and encouraging people to actively participate
- ensuring, with the assistance of the Duty of Care Committee, that all Committee activities adhere to the WUC Duty of Care Policy and Guidelines
- maintaining, in collaboration with the Church Administrative Coordinator, a database of significant dates for congregants including birthdays and anniversaries
- maintaining current contact information for people ministered through the One-on-One Ministry and their next of kin
- maintaining records about pastoral care provided by ministries of the Committee with adherence to confidentiality, federal and provincial privacy legislation, and United Church of Canada privacy guidelines
- participating in, and promoting, continuing education pertaining to pastoral care
- ensuring a schedule is set by the Prayer Shawl Ministry for prayer shawl blessings during Sunday worship, in consultation with the Worship Committee and the Minister
- regularly reviewing the catering portion of the fees charged for funerals and memorial

services at WUC and presenting recommendations to the Worship Committee to present to Council for ratification

- doing ongoing review of the effectiveness of pastoral care approaches and ministries, and making changes as required
- ensuring that volunteers who contribute to the activities and programs of the Committee are recognized
- preparing a report of the Committee's activities for the Annual Report of WUC
- administering the Benevolent Fund which supports members and adherents of the Congregation and members of the broader community in times of need
- overseeing the following ongoing ministries of the Committee:
 - Card Ministry – sends greeting cards on behalf of the Congregation to acknowledge the life situations and passages of members of the WUC family
 - CareNotes Ministry – ensures CareNotes literature is available for anyone seeking resources for comfort, strength, and healing
 - Casserole and Baking Ministry – provides nutritious food for distribution to people experiencing situations that pose a challenge with obtaining and preparing wholesome food
 - Cedars Villa Extending Ministry – plans and conducts a monthly worship service for residents and staff
 - Wentworth Manor Ministry – plans and conducts a sing-along service and a formal worship service for residents and staff once per month
 - Funeral and Memorial Service Catering Ministry – provides catering for receptions following funeral and memorial services
 - Healing Pathway Ministry – offers healing sessions by volunteer practitioners trained in the Healing Pathway Program of The United Church of Canada
 - One-on-One/In Touch Ministry – reaches out through phone calls and visits to people of WUC who are unable to regularly attend services and participate in other church activities
 - Prayer Chain Ministry – offers intercessory prayer on behalf of those for whom a prayer request is made
 - Prayer Shawl Ministry – creates and offers the gift of a prayer shawl to comfort people during times of difficulty or celebration

Accountability and Communication

The Committee is accountable to Council. The Committee Chair or a delegate shall be a member of the Council.

The Committee shall usually meet every other month. The majority of the ministries within Pastoral Care shall usually meet on a monthly basis, excluding July and August. Each ministry provides a report of its activities that is included in the minutes of meetings of the Pastoral Care Committee. Minutes of Committee meetings shall be provided to Council and staff, made available to the Congregation upon request, and archived in the Church Office.

Communication with the Congregation regarding Committee matters shall occur throughout the

year using methods such as:

- personal conversation
- the Woodcliff Messenger
- the WUC website
- service bulletins
- printed materials provided by the Committee and its ministries
- information offered during the Sunday morning worship services
- request forms for services offered by some of the ministries
- bulletin boards

Human Resources

The membership of the Committee shall include a Chair, the Minister, and at least one (1) representative from each of the ministries. One of the members of the Committee will act as the recording secretary for each Committee meeting.

In fulfilling its responsibilities, the Committee shall collaborate with other committees as needed, particularly the Committees of Worship and Duty of Care.

The over-riding attributes required of Committee members are empathy, compassion and a spiritual calling to this ministry. The ability to communicate through listening fully and responding without judgment and to maintain confidentiality with adherence to relevant privacy legislation are important in all areas of pastoral care. Skills such as visiting, phoning, praying, knitting and crocheting, cooking and baking, serving food and beverages, cleaning, leading worship and providing music facilitate the work of the specific ministries. The Healing Pathway Ministry involves ongoing education in Healing Pathway courses. The Minister contributes significantly through providing resources, coaching and leadership.

Financial Resources

The Committee's budget shall be examined on a yearly basis and submitted to Council as part of the WUC budgeting process. Budget items include:

- the Card Ministry and Care Notes Ministry
- the Cedars Villa Extencicare Ministry and Wentworth Manor Ministry
- the Benevolent Fund
- Prayer Shawl Ministry
- Healing Pathway Ministry

The casseroles and baking for the Casserole and Baking Ministry are donated by individuals.

There are no financial costs associated with the Prayer Chain Ministry.

The Pastoral Care Committee portion of the WUC Committee Structures document was originally approved by the WUC Council on December 13, 2016.

Last revision: _____