

**Pastoral Care Committee
TERMS OF REFERENCE**

Purpose

The mandate of the Pastoral Care Committee is to strengthen the spiritual well being of the entire congregation by fostering a sense of “church family” and of fellowship and belonging.

Structural accountability

The Pastoral Care Committee is a sub-committee of Session, to whom it reports.

Responsibilities

General

In addition to the mandate stated under ‘Purpose’ above, the specific responsibilities of the Pastoral Care Committee are to:

Specific

1. Visit and keep in touch with those people who, for various reasons, are unable to participate in the regular life of the congregation;
2. Offer ministry to the bereaved;
3. Welcome newcomers to the congregation, including greeting people as they go to coffee hour and operating a welcome corner;
4. Send birthday cards to children in the Sunday School;
5. With respect to elders’ districts, oversee the assignment of households to an elder, and help the elders to be prepared for their visits;
6. Send cards and notes to acknowledge times of celebration, grief and illness;
7. Ensure that flowers are delivered following Sunday services to remember those either celebrating a significant event or who are ill, shut-in or bereaved. This is a joint project of Pastoral Care and the UCW.

Membership

The Committee consists of those who join the group for its monthly meetings. Most visitors are committee members, but need not be.

Sub-committees:

There is one sub-committee – the Welcome Committee.

Frequency

The Committee meets the fourth Tuesday of each month, except for June, July, August, December and the Tuesday of the month during Lent.

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