

Pastoral Care Committee Terms of Reference

Purpose

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

Structural accountability The Pastoral Care Committee is accountable to the Council of Rideau Park United Church (RPUC).

Responsibilities General

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

Specific

1. Maintain the Pastoral Care list, updating contact information and deciding, in conjunction with the Pastoral Care Minister, who should be on the list;
2. Visit and keep in touch with people who, for various reasons, are unable to participate in the regular life of the congregation. Generally these people are on our list, but the Pastoral Care Minister also visits additional people who may not be on our list;
3. Offer ministry to the bereaved;
4. Welcome both newcomers to the congregation and the existing church family by:
 - Organizing greeters for the between service refreshment time;
 - Being on “Welcoming Duty” at refreshment time (i.e., chatting with anyone who does not seem familiar and who is not already engaged in conversation);
 - Organizing refreshment hour volunteers;
5. Send cards and notes to acknowledge times of celebration, grief and illness;
6. Ensure that flowers are delivered following Sunday services to those either celebrating a significant event or who are ill, shut-in or bereaved. This includes the Easter lily distribution and is a joint project of Pastoral Care and the UCW;
7. Organize volunteers to provide tea service for funeral receptions when requested.
8. Organize the “Special Guest” event at the annual bazaar;
9. Organize an annual seniors’ communion service and tea party, sending invitations to people on PCC list (and others), who are not able to attend regular Sunday services, but are able enough to attend this dedicated service with help. Provide transportation to the event as needed.
10. The Committee in collaboration with the Stewards prepares and administers an annual budget.

Membership:

The Committee consists of members and adherents of the Congregation who join the group for its monthly meetings. Most Pastoral Care visitors are committee members, but need not be. Members are encouraged and funded to attend the Pastoral Care Basic Training Program offered at St.

Paul’s www.ottawapastoralcare.com

- The Chair is elected at the Annual Congregational meeting; usually for a term of three years;
- The Committee selects a secretary usually chosen from within the membership of Pastoral Care Committee usually for a 2-3 year term;

Frequency of Meetings: The Committee meets on the fourth Tuesday of each month, except for June, July, August, and December and during the Lenten period.