

**POLICY NAME: Pastoral Care**

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**1. Purpose**

- 1.1. Pastoral care is a broad term describing the myriad of ways that God's gracious gift of presence is experienced by people. The purpose of this pastoral care policy is to ensure that timely, heartfelt, spiritual support and care is extended to congregants of Deer Lake United Church and their extended communities when need arises.
- 1.2. This document outlines the structure and major policies of the Pastoral Care Committee at DLUC.

**2. Scope**

- 2.1. The pastoral care policies apply to the Pastoral Care Committee, the Care Ringers and the recipients of pastoral care.

**3. Policy Statement**

- 3.1. The Pastoral Care Committee consists of at least three DLUC congregants. The Minister is an ex-officio member of the committee. The Minister meets with the Pastoral Care Committee under most circumstances. Two subcommittees also operate under the umbrella of the Pastoral Care Committee:
  - 3.1.1. **Care Ringers** make call-outs to DLUC congregants. The size of the committee is determined by the number of ringers required to satisfy the ratio of no more than a 1:10 ringer : ringee ratio.
  - 3.1.2. **Sunshine Committee** sends out cards on behalf of DLUC.
- 3.2. Confidentiality is required due to the sensitive nature of what may be discussed by this Committee.
- 3.3. It is the policy of the **Pastoral Care** team to:
  - 3.3.1. Meet on the 2<sup>nd</sup> Tuesday of the month . The Committee generally does not meet in December, July and August
  - 3.3.2. Gather to pray for the congregants of DLUC, and raise awareness of individuals in need of care.
  - 3.3.3. Provide pastoral care or refer pastoral care needs to the Minister as appropriate.
  - 3.3.4. Regularly notify the Sunshine Committee of cards that need to be sent out.
  - 3.3.5. Maintain the Care Ringers lists. (The Church Secretary has the list in the church computer and updates it at the Committee's request)
  - 3.3.6. Maintain the Care Ringers network and assist them in connecting with their assigned individual and family groups.
  - 3.3.7. Provide ongoing support and training to the Care Ringers by presenting an annual Pastoral Care Workshop, usually in the Spring.

**Warning – Uncontrolled when printed! The current version of this document is kept on the DLUC office PC.**

Authorized by: DLUC Board

*Staff position or organization responsible for authorising the policy*

Maintained by: Pastoral Care Committee Chairperson

*Staff position responsible for keeping the policy up to date and error free*

Approval Date: [2006/12/19]

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- 3.3.8. Ensure that all people at worship have a name tag, order new ones, and have the Church Secretary print tags as needed.
- 3.3.9. Maintain the official membership roll of the church and encourage new people to consider membership at the church.
- 3.3.10. Coordinate the admission of new members to the church by transfer and/ or profession of faith.
- 3.3.11. Oversee the Memorial Book and Memorial Plaque by ensuring that entries are updated to honour active members and adherents who have died. (EG: An inactive member who passed away in Newfoundland whom we have not seen for 20 years might not be added even though they were still a member at the time of death, whereas an active adherent would be added even though they were not a full member at the time of death.)
- 3.3.12. Oversee the worship taken to Care Homes.
- 3.3.13. Update the DLUC website on any matters pertaining to this committee.
- 3.4. It is the policy of the **Care Ringers** to:
  - 3.4.1. Make call-outs as advised by the team captains in a timely manner. The team captains will provide relevant details to their care ringers to prepare for their call out. A call out has two purposes. Firstly, to distribute information on upcoming events. Secondly, the call out provides an opportunity for the care ringer to connect with the ringee and 'check in' with them. This second component is important, in and of itself, and is understood as an example of pastoral care.
  - 3.4.2. Refer appropriate issues to the Minister and/or the Pastoral Care Committee. This will be done only if the care ringer feels the issues require referral and obtains the ringee's consent to do so.

**4. Definitions**

- 4.1. **Congregant:** An individual who is either on the official roll of DLUC (member) or who regularly attends and supports DLUC (adherent).
- 4.2. **Ex officio member:** A person who is a member of a committee by virtue of office or position. Ex-officio members have exactly the same rights, privileges and responsibilities as do all other members, including, of course, the right to vote.
- 4.3. **Ringer:** A member of the Care Ringers who is responsible for calling the people on their contact list
- 4.4. **Ringee:** A congregant of DLUC who is on the contact list of a ringer.

**5. Responsibility / Owner**

- 5.1. The Pastoral Care team is responsible for ensuring this policy is kept up-to-date and adhered to.

**6. Legislative Context / External References**

- 6.1. None

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**7. Associated Documents / Internal References**

7.1. None

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