

PASTORAL CARE TEAM

Revised 02/07

Constitution of Team:

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In accordance with an open process for nominations, members of the Pastoral Care Team shall be elected at the annual meeting of the Bathurst Pastoral Charge. There shall be a minimum of nine (9) voting members serving on the Pastoral Care Team including:

- the chairperson of the Community Outreach Sub-team;
- two (2) representatives from South Tetagouche congregation;
- six (6) representatives from First United congregation.

Constitution of Team Leadership:

In accordance with an open process for nominations, the Chairperson and Secretary of the Pastoral Care Team shall be elected at the annual meeting of the Bathurst Pastoral Charge.

Staff Support:

One member of the clergy shall be required to attend all meetings as a resource person without a vote. Although not required to attend meetings, the services of the office secretary may be required.

Duties and Responsibilities:

1. consult with and assist ministry personnel in caring for the pastoral needs of the community, including, but not limited to:
 - a. arranging transportation assistance when required;
 - b. contacting those who appear to have disassociated themselves from our church community;
 - c. circulating messages of congratulation, sympathy, or remembrance as the need arises;
 - d. maintaining an audio-tape ministry with circulation of all taped services on a regular basis;
 - e. circulating materials as requested by the Communications Sub-team.
2. facilitate training programs for those involved in visitation with emphasis on such requirements as effective listening, empathetic, and understanding skills and the ability to empower others to help themselves;
3. develop a program designed to welcome new members to our faith community;
4. develop and implement a friendly visitation program with preference assigned to those who are elderly, infirmed, bereaved or shut-in, either at home, in hospital or in long-term care centers;
5. receive a regular monthly report from the Community Outreach Sub-team concerning such matters as:
 - a. program support to local community agencies
e.g. Volunteer Center;
 - b. standards of response to street folk in need;
 - c. local, national and international outreach.

Duties and Responsibilities:

6. ensure that the Community Outreach Sub-team establishes official communication links with community social agencies, thereby developing an increased awareness of local community needs as well as available resources to address those needs;
7. assist the Nominations Team with the development of a gifts and talents inventory of human resources within the Pastoral charge;
8. submit, by November 1st of each calendar year, to the Financial Management Team a summary of projected revenues and expenses for the subsequent calendar year.

Frequency of Meetings:

The Pastoral Care Team shall schedule at least nine (9) meetings each year at the call of the chairperson and more often as circumstances warrant.

Reporting and Accountability:

The Pastoral Care Team reports in writing to and receives direction from the Pastoral Council at each meeting of the Council.