

## **PASTORAL CARE COMMITTEE HANDBOOK**

### **PURPOSE**

The Pastoral Care Committee (PCC) is responsible for demonstrating God's overflowing love for Mission Presbytery and providing care, nurture, and advocacy for teaching elders (TE), commissioned ruling elders (CRE), certified christian educators (CCE) and their families.

### **COMMITTEE MEMBERSHIP**

The PCC consists of twelve (12) members in equal numbers of teaching elders (TE) and ruling elders (RE), arranged in three classes, representing the six (6) regions in the Presbytery. They are elected at the annual meeting of Presbytery upon nomination by the Nominations Committee (NOM). Any vacancy shall be filled upon approval by the General Council if less than one (1) year left on a term or by nomination by NOM at the next meeting of Presbytery. Members are eligible to serve no more than six (6) consecutive years. The PCC elects its own recorder. The NOM, with approval of General Council, nominates the Chair for election by the Presbytery.

### **MEETINGS**

Ordinarily, the PCC will meet at least three (3) times a year as a minimum. Telephone conference call or skype conference call meetings are permitted so long as these electronic meetings facilitate simultaneous discussions of business matters among members. E-Meetings (email) may be permitted per Roberts Rules of Order for e-meetings, not require discussion beyond simple clarifications, and have a start date/time and a cut-off date/time (no less than 24 hours) for members to respond to the email.

### **QUORUM**

A quorum shall be declared if 50% of members of the committee, which includes the Chair and at least one (1) teaching elder, are present.

### **STAFF RESOURCE**

The staff resource for this committee will be the General Presbyter (GP) or designated staff.

## **PCC CHAIR**

The Chair of PCC shall serve as a member of General Council and report as required by Presbytery policy and budgetary considerations. The Chair may be invited by Committee on Ministry (COM) to attend meetings as a means of sharing pastoral care concerns beyond the COMs responsibilities. The PCC Chair and the GP or designated staff member work confidentially with a TE and the Board of Pensions (BOP) to review and decide funding levels for the Presbytery's shared grant responsibility with the Board of Pensions grant thresholds to assist TE and disburse funds from the Pastor Crisis Fund.

## **REPORTING**

PCC reports to Mission Presbytery at stated and called meetings.

## **RESPONSIBILITIES**

1. Subscribe to newsletter for Presbyterian Pastoral Care Network.
2. Subscribe to newsletter for Association of Retired Ministers, Their Spouses or Survivors (ARMSS).
3. Host a "Meet and Greet" and orientation for TEs, CREs, and CCEs before opening worship at the Spring and Fall Presbytery meetings with the GP and staff.
4. Maintain contact with Honorably Retired (HR) members, spouses, and widows/widowers on birthdates, anniversaries, and for other significant life events.
5. Receive and review requests from TEs, HRs, CREs, and CCEs for funds from the Pastor Crisis Fund.
6. Identify and publish the names by region of the PCC members assigned to provide dedicated information and pastoral care.
7. Maintain Regional Pastoral Care Teams from the PCC membership and the regions themselves to provide pastoral care and leadership the breadth (presbytery-wide) and depth (agencies, churches, ministries) of a given region:
  - a. Provide dinners for Ministers and Spouses in each region on rotating basis.
  - b. Provide co-sponsored lunches with BOP for HRs, spouses, widow/widowers.
  - c. Provide support groups with a trained leader.
  - d. Make sure the Presbytery office knows of joys and concerns.

- e. Provide the same level of care and support by establishing a regular schedule of contact by sending cards (condolence, congratulations, thinking of you, etc.) to all validated ministries for whom we have some responsibility (TEs, CREs, CCEs, HRs, chaplains, pastoral counselors and HRs widows or widowers).
- f. Personally welcome every new pastor in the region face to face, if possible or at minimum with a phone call. Let them know of the role that the PCC and Pastoral Care Team (PCT) play in the region.
- g. Check Presbytery Directory that is published on the Presbytery website on a regular basis for current TE, HR, CRE, and CCE for each region.
- h. Share online resources with persons in your region, e.g. The Presbyterian Pastoral Care Network <http://www.pastoralareneetwork.org>.
- i. Work with COM representatives from each region to be aware of new pastors, pastors moving, or pastors of conflicted congregations.

### **CONFIDENTIALITY**

All matters discussed within this committee is confidential and not to be shared outside the committee.