

**Pastoral Care Associates**  
**Committee Charter**  
**First Unitarian Church, Wilmington, DE**  
February 12, 2018

**Mission Statement:**

Serving and strengthening our beloved community by providing support to those in the congregation experiencing a difficult or challenging time. Pastoral Care Associates are a shared Ministry of the congregation.

**Methods for Fulling Mission:**

- Offer a loving presence in the congregation, an extension of the Minister's Pastoral Care role and responsibilities
- Communicate regularly with congregation about the roles and availability of PCAs via e-news, weekly bulletin, etc.
- Be available to accept requests from congregants experiencing life crisis and requesting PCA support
- Send cards and/or make phone calls to congregants who are home-bound, hospitalized, experiencing illness, a loss or other life crisis
- Offer a caring, listening presence for congregants experiencing a crisis by visiting at home, in hospital or hospice
- Maintain confidentiality in relation to in-person, verbal and/or written information (e.g. information on PCA spreadsheet)
- Record contacts with congregants by completing online Pastoral Care Contact form within one week of the contact
- Distribute Comfort Cloaks, hand made by a member of First Unitarian Knitting Ministry
- Assess the need for support groups and/or refer congregants to existing groups

Pastoral Care Associates team also coordinates caring functions such as:

- Assistance with receptions at Memorial Services
- Cards to congregants on bereavement anniversaries, illness/get well, thinking-of-you cards
- Food shelf/pantry
- Rides to/from service or doctor's appointments
- Prepare, coordinate and deliver up to 3 meals to congregant's home

**Roles:**

- Pastoral Care is a shared ministry with the Minister, together creating a framework for supporting the congregation
- PCA Chair organizes bi-monthly meetings and creates, in consultation with the Minister, meeting agenda
- PCA Chair supports the Pastoral Care Associates in providing the services described above
- Minister is kept informed about the activities of the PCAs via online Contact forms that are added to the spreadsheet

**Responsibilities:**

- PCA Chair is selected by the Minister
- PCA Chair is a two-year commitment
- PCAs are invited to serve for a flexible term

**Guidelines:**

- Meetings are bi-monthly
- Agenda is proposed by the Chair in consultation with the Minister
- PCA contact form, transferred to spreadsheet, primarily to keep Minister informed of PCA activity

**Goals:**

- Specific Pastoral Care goals are established at the beginning of the year
- Used for self-evaluation at the end of the year

**Accountability:**

- Accountable to Minister and Executive Team, ongoing
- Annual report to the Congregation