

Forest Hills Presbyterian Church
Martinsville, Virginia

Congregational Care/Fellowship

Endorsed by Session[5/16/16]

Mission Statement:

A mission of the Congregational Care/Fellowship Ministry is to encourage all members of the congregation to develop and use their gifts in providing care to others and to provide a positive Christian fellowship experience to all who gather together.

Responsibilities: Congregational Care Focus

Prayer

- Work with Office Manager to maintain prayer lists for bulletin and monthly newsletter
- Follow up monthly by phone with all those who have requested prayer

Communication

- Work with minister and Office manager to send mass emails to notify congregation of deaths, illnesses, and prayer needs
- Maintain telephone tree for individuals without e-mail and execute as appropriate
- Send cards of sympathy, care and celebration and encourage members to do the same
- Maintain Pictorial Directory – publish & send out pages of new families and provide annual update of “Young Adults in Transition”
- Coordinate sending of College-age CARE packages
- Publish articles as needed in FH Newsletter focusing on a Congregational Care area and encouraging participation within the congregation
- Provide Congregational Care Training/Programming as appropriate

Visitation

- Visit homebound and/or individuals who are ill or injured
- Maintain list of individuals willing to visit and coordinate visitation
- Order and deliver Bereavement booklets to members who have lost a loved one
- Participate with minister in providing monthly Communion at Kings Grant and homebound individuals
- Serve as Kings Grant liaison and deliver bulletins to KG residents
- Tape and deliver copies of worship services to homebound individuals
- Christmas caroling to older adults, homebound and Kings Grant residents

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Transportation

- Maintain list of individuals willing to provide transportation and coordinate service to individuals as needed
- Coordinate bus service to Kings Grant

Food

- Maintain list of individuals willing to provide food and coordinate service to individuals as needed
- Maintain supply of take-out containers and encourage members to help deliver leftovers from various functions to those who are homebound or sick.
- Coordinate and assist with Memorial Receptions as needed

Visitors/New Members

- Follow up with new visitors by sending card and/or visiting
- Coordinate welcome of prospective members with visits as appropriate
- Work with minister to assign a sponsor (individual or family) to all new members

Responsibilities: Fellowship Ministry Focus

- To provide fellowship activities in alignment with the Session's Mission, Vision and goals.
- To develop and oversee the fellowship budget.
- To ensure kitchen policies and procedures are in place, including:
 - Kitchen use, order, and arrangement
 - Stocking of kitchen supplies including paper goods, trash bags, plates, napkins, bowls, utensils, etc.
- To plan, organize, publicize and carry out Fellowship events such as;
 - Retreats [for example, Hat Creek and church overnight camping trips]
 - Chapel events [for example, movie nights, theatre and drama events, inspirational speakers, and concerts in Common Ground].
 - Sport outings, such as; Mustang Baseball game, FHPC golf, table tennis, and corn hole tournaments. FHPC Game night
 - Fellowship events-, such as; Easter egg hunt & breakfast, Mother & Father's Day breakfast and talent show
 - Service events and groups [church workdays and spring cleaning, community events
 - Gatherings [Small groups, music groups and life groups.

Notes: Revised by Congregational Care/Fellowship [5/3/16]