

# Congregational Care Team

## Meeting Minutes

### Tuesday, April 3, 2018

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Meeting Opened with Prayer by Rev. Bill Johnson

Members Present: Jennifer August, Helene Caldwell, Rev. Bill Johnson, Ann Scott, Anna Truman, Shari Wesche.

Members Absent: Hazel Palmer, Wayne Price, June Price,.

Guests Present: Carolyn Davis

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1. Team Mission Statement: Reviewed a possible mission statement. Will bring written copy to next meeting.
2. Further discussion of Areas of Support: Discussed the difference between Hospitality and Member Care – which led to reorganizing & redefining some of the areas listed below.
  - a. Hospitality –
    - i. Follow up on guests /
    - ii. Name tag availability for guests
    - iii. Information card / Brochure about church and what it offers – Ann Scott provided samples and Jennifer will work on a layout.
    - iv. Welcoming guests at Sunday service – How can we improve this? Ann Scott has been making bread for new/visitors.
  - b. Member Care
    - i. Greeting Cards & Gifts – Helene Caldwell is currently sending cards/gifts
    - ii. Follow up on members who have missed church or are sick, etc.
    - iii. Invitations to events, things happening in the church
    - iv. Coffee & Fellowship –Carolyn Davis stepped down from the position as of March 30, 2018. Need to coordinate for future months. Discussion in regards to ordering the supplies and instructions about setup/cleanup of fellowship.
  - c. Visitation/ Support for homebound, care facilities, hospitals, sick persons
    - i. Who is currently visiting hospitals – Anna Truman & Darcey Raymond.
    - ii. How is information being shared?
    - iii. What can we do to develop a program? How do we follow up on people's status?
    - iv. Delivery of Chimes/bulletins/devotions – possibly read to them?
    - v. Transportation to appointments? Assistance Services? Men's Group?
    - vi. CD's of service – possibly set up lending library, who gets & how, returning them?

(information regarding homebound visit requests, looking for person's willing to transport & Home communion will be put in the May Chimes to see if there is interest.)
  - d. Prayer Chains
    - i. Email – Wayne & June Price currently oversee
    - ii. Phone – June Price offered to call people who would like to be on list and do not have an email address.
    - iii. Published information in bulletin & Chimes to increase members on prayer chain.
    - iv. Prayer Shawls – Luv & Stitches is involved.
  - e. Meals
    - i. UMW (Ann Scott) currently oversees providing meals to families

- f. Home Communion
    - i. Training – anyone can do, how do we inform people? There are cards to follow.
  - g. Pictorial Directory – Pastor Bill has information on creating our own directory - options
  - h. Small Groups
  - i. Other Areas of Support
3. Next Meeting: Tuesday, May 8, 2018 @ 12:00 p.m. (classroom)  
Will finish creating mission statement and continue working of areas above.  
Will continue working on the fellowship after service.

Respectfully submitted,

Jennifer August, Ministry Assistant