

Christ Church Episcopal

Parish Life Committee

Policy: IX. J.
Initiated: 10.20.21
Revised:

PURPOSE: to plan and organize parish events and assist priest with pastoral care of parishioners through five areas of ministry. Priest appoints members.

- **SPECIAL EVENTS:** Organizes events for special parish celebrations on the liturgical calendar or events sponsored by the parish i.e. musical receptions, weddings, funerals or visitations. Events must be approved by the priest and/or vestry. Planning includes parish hall preparation including moving and relocating tables and chairs, menu planning, food preparation, tablecloths and decorations, advertising and cleanup. Volunteers are recruited from the parish to assist.
- **HOSPITALITY:** Prepares hospitality gatherings after 8:00 a.m. and 10:30 a.m. mass each Sunday to provide congregation and visitors opportunities to develop and maintain a sense of community. Includes enlisting volunteers to serve a light snack with coffee, ordering and maintaining inventory of supplies and purchasing through Christ Church office. Chairperson assists volunteer with set up and volunteer serves and cleans up afterwards
- **CARD MINISTRY:** Sends cards and notes to parishioners on occasions of illness, birthdays, caring or condolences to maintain contact with parishioners who are unable to attend services or are in long term care. Chairperson maintains inventory of greeting cards and stamps. Cost of cards included in Pastoral Care budget and stamps are supplied by Christ Church office from office supply budget. Chairperson works closely with the pastoral care team and priest.
- **PASTORAL CARE:** Works with priest to insure care of parishioners in any form of need. Duties include notifying priest of any illness or grief, planning and assisting with any individual care as required, involving the card ministry to send greeting from the Christ Church family and/or the priest requesting Eucharistic visitor.
- **EUCCHARISTIC VISITORS:** Chairperson works with priest to coordinate activities of Eucharistic Visitors including training, licensing with the Diocese, scheduling, tracking and reporting to priest. Maintains Home Communion kits and supplies and works with altar guild to insure Blessed Sacrament available at all times. Assists the priest to maintain contact and communion with parishioners unable to attend services. Home Communion visits must be approved and requested by the priest.