

Pastoral Care and Outreach Commission - Meeting Notes

Date: Wednesday, February 8, 2017
Time: 7:00 PM
Place: Meeting Room A/B

I. Opening

M. Rupert opened the meeting with a prayer.

II. Roll Call

The following were present:

Beth Frola	Mary Ann King	John Mihalik	Kathy Palmer
Martha Rupert	Irene Youngman		

III. Items Discussed

1. Growing Into Christ - Commissions/Goals (Martha Rupert)
 - a. Martha provided an update on the individual commissions; status of each commission working towards the Growing Into Christ initiatives, goals and objectives for each commission. The goal for the Pastoral Care & Outreach Commission, to provide parish support for family members immediately following the death of a loved one, was the main topic for the commission meeting.
2. Consolation/Bereavement - Interim Outreach - (B. Frola/I. Youngman)
 - a. Beth and Irene provided an overview of the ministry they represent; what each ministry does.
 - i. The parish receives notification of a death from the funeral home (or family). The Consolation Minister is then notified who, in turn, contacts the family to arrange a meeting to plan the funeral liturgy. There are five (5) Consolation Ministers. The "turnaround" time between the Consolation Minister being contacted and the funeral liturgy is often very short. The Consolation Minister completes a form and submits it to the parish office. Susan Petrina receives a copy of the form and drafts a condolence letter from the pastor to the family. This is sent one (1) week later.
 - ii. Around one (1) week after the funeral liturgy, the Bereavement Ministry follows up with the family to offer a visit and ask if they have any particular needs. A sympathy card as well as Easter and Christmas cards are sent to the families. A card is also sent on the 1st anniversary of the death. There are nine (9) Bereavement Ministers.
 - b. A discussion followed on what kind of parish support could be offered to the families immediately following the death. Mentioned were: drivers to take someone to an appointment, provide meals to the family, stay in the house during the funeral liturgy/liturgies, sit with or spend time with the family member(s), pray with the families (the Prayer Shawl group offered to provide "prayer squares"), meet for a cup of coffee, offer to make phone calls to perhaps notify the nurse ministry of health concerns/issues, offer to sort through medications/where to dispose of them, offer to assist with cleaning the house/disposing of clothing/furniture.

- c. Martha, Beth and Irene will meet to formulate a plan to introduce this goal to the parish. A notice will be placed in the bulletin to introduce this ministry to the parish.
- 3. Open Discussion - Miscellaneous (All)
 - a. No other items discussed.

IV. **Next Meeting**

Date: Wednesday, April 19, 2017
Time: 7:00 PM
Place: SJA School Library

V. **Closing**

M. Rupert closed the meeting with a prayer.