

Pastoral Care Plan for (month/ year)

Following the meeting held on (date) this is the updated and revised draft Pastoral care Grid to reflect our conversation.

In order to maintain the momentum for pastoral care as part of the worship and mission of the Parish Church, the following actions are proposed – ***this document needs to be read alongside the Pastoral Care Grid.***

Ref	Action needed	By whom	By when	Cost
S: Sustaining help				
S1 Prayer: intercessions	Information prepared on how to request prayer of intercession via a) contacting the Vicar b) completing the prayer request form available from the Verger or c) e-mail Form available in the shop and sacristy (already) Information then promoted on website on pew sheet	HP to check stocks JL S McK	Nov 19	Office admin
S2 Prayer: individual	“What happens to our prayers?” – information prepared on how prayers are collected and what happens to them. Information displayed at prayer trees	S McK	Nov 19	office admin
S3 Prayer: quiet space	Signage to where in the church someone can specifically find quiet space eg the Lesser Lady Chapel and the Holy Cross Chapel How to find the space with diagram / floor plan	S McK has template of church layout for signage to quiet spaces JG to check availability of laminated prayer guide cards in LLC and HCC	Nov 19	Office admin

Ref	Action needed	By whom	By when	Cost
S4 Prayer: candle light	Prayer – votive candle stand to be maintained and supply of candles made available	Verger and team	ongoing	church
S5 visiting	Parish Church visiting Organic based on friendships and fellowship	CW to advise on next steps	Nov 19	Church admin?
S6a Visiting Parishioners and Church members	Parish visiting: Volunteer co-ordinator role & team member role description to be drawn up Pew sheet notice re reformation of lay team and copies of role to be available Promoting a Safer Church (PSC) recruitment to be followed eg references, DBS, photo ID Team assembled Training offered (in house / Diocesan?)	JG to find template for volunteer roles from earlier papers J M to look into developing this item	Jan 2020	
S6b Visiting Parishioners	Requests for visit card to be designed and available in church in readiness for Pastoral Visiting Team being authorised to this ministry – note: if person requesting does not live in Parish, request will be directed to appropriate incumbent	JL to source examples	Nov 19	Church admin
S7 Visiting Church members	Holy Communion at home or in hospital – - Available on request after Tuesday morning mass - include in Pastoral Care info leaflet with info on how to access	JL to check with Fr P and Fr J as to current practice	Nov 19	Church admin
S8 Keeping in touch	Regular contact by phone, post, email, text as requested by individual	CW to help identify any gaps ie people who are not contacted	ongoing	Church admin

Ref	Action needed	By whom	By when	Cost
S9 Mission to elderly in Parish	Nursing Homes visits – check which are in Parish - Laurieston House, 118, Hady Hill - Ashcroft Care Home, 18, Lee Road, Hady Hill - Springbank House Care Home	JM & JG to investigate Care Homes visiting and advice team on mission opportunities	Jan 2020	
H: Healing Help				
Ref	Action needed	By whom	By when	Cost
H1 Time & Space to ask for prayer at end of Sunday mass	Prayer ministry at end of Sunday Mass Volunteer co-ordinator & team member role descriptions to be drawn up Pew sheet notice re-formation of lay team and copies of role to be available Promoting a Safer Church (PSC) recruitment to be followed eg references, DBS, photo ID Team assembled Training offered	JG to find template for volunteer roles from earlier papers J M to look into developing this item	Jan 2020	
H2a Service for healing ministry	Review with Fr J the re-introduction of monthly prayers for the sick at Monday midday mass	JM & Fr J PP	Jan 2020	
H2b Service for healing ministry	Develop idea of service for healing ministry on 3 times a year (“wholeness and healing”) https://www.churchofengland.org/prayer-and-worship/worship-texts-and-resources/common-worship/wholeness-and-healing/wholeness-and-healing	JM	July 202	

R: Reconciling Help				
Ref	Action needed	By whom	By when	Cost
R1 Sharing the peace	Continue to reach out to those near	All	ongoing	
R2 Listening	<p>“Duty listeners”: Volunteer Co-ordinator & team role descriptions to be drawn up Pew sheet notice re formation of lay team and copies of role to be available Promoting a Safer Church (PSC) recruitment to be followed eg references, DBS, photo ID Team assembled Training offered</p>	<p>JG to find template for volunteer roles from earlier papers J L to look into developing this item</p>	Jan 2020	
R3 Preaching		Clergy and Reader ministers	ongoing	
G: Guiding Help				
Ref	Action needed	By whom	By when	Cost
G1a Weddings	<p>Wedding Planner : Volunteer role description to be drawn up Pew sheet notice re formation of lay team and copies of role to be available Promoting a Safer Church (PSC) recruitment to be followed eg references, DBS, photo ID Training?</p>	<p>JG to find template for volunteer roles from earlier papers J M to look into developing this item</p>	Jan 2020	

G1b Post - weddings	Follow up contact after 1 month, 6 months and on anniversaries 1 – 5 years Purchase cards from Church House Publishing	JM	Nov 19	£6.25 for 20 cards Plus stamps
G2a Baptisms	Baptisms – Church Supporter Team Volunteer role description to be drawn up Pew sheet notice re formation of lay team and copies of role to be available Promoting a Safer Church (PSC) recruitment to be followed eg references, DBS, photo ID Team assembled	JM	Jan 2020	
G2b Post- baptisms	Follow up contact after 1 month, 3 months, 6 months and on 1 st anniversary (text, email, card) Purchase cards from Church House Publishing	JM	Nov 19	Anniversary £6.99 for 10 cards + stamps
G3a Funerals	Funeral – Church Supporter Volunteer role description to be drawn up Pew sheet notice re formation of lay team and copies of role to be available Promoting a Safer Church (PSC) recruitment to be followed eg references, DBS, photo ID Team assembled	JG to find template for volunteer roles from earlier papers J M to look into developing this item	Jan 2020	
G3b Post funerals	Follow up contact after 1 month, 3 months, 6 months and on 1 st anniversary (text, email, card) Purchase cards from Church House Publishing	JM	Nov 19	Cards from CHP £5.00 for 20 + stamps

G5a Reaching Out: Foodbank donations	Foodbank Larger hamper identified and located in narthex Donation appeals to feature in pew sheet 4 times per year	JL to send S McK item for pew sheet on quarterly basis to tie in with Church year (harvest; Advent; Lent; Pentecost)	Oct 19	
G5b Reaching Out: Foodbank vouchers	Information on where to obtain Foodbank vouchers in Chesterfield	JL	Nov 19	
G6 Reaching Out: Mission information	Exhibition on Foodbank twice per year in consultation with Foodbank Trustees – dates for diary to be agreed	JL to liaise with Fr P and events Apprentice	Nov 19	
G7 Reaching Out: Mission opportunities	Pew sheet notice re volunteering opportunities at Spire Foodbank venue (currently Wednesdays) To appear 4 times a year Treasurer to note “in kind” donation of space	JL to liaise with S McK and Foodbank Trustees SB	Nov 19	
G8 Reaching Out: Homelessness	Night Shelter provision: St Leonard’s Mission Church to host weekly from 01/12/19 – 31/3/20	JG act as co-ordinator	Oct 19 – April 20	
G9 Reaching Out: Homelessness	Pew sheet notice re volunteering opportunities at Nightshelters from Dec – March to appear during Sept – Oct with contact details for Derby City Mission	S McK	Oct 19	
G10	Reference handbook / loose leaf folder of places to signpost people to services		First draft by March 2020	

