

SHUT-IN VISITATION

Time required: Varies and can be flexible, at least one contact a month. More if desired.

Members visiting a Shut-in are asked to visit or call at least once a month; more if desired. Guidelines for visiting in the home are similar to those for visiting in the hospital:

1. Call ahead to see if visitation is appreciated.
2. Take small the "Visitation Card" provided by LHUMC so that other family members will know you visited.
3. Upon leaving, ask if prayer would be appreciated.
4. Refer to Hospital Visitation Information for additional hints on visitation.

Material provided by Chair:

1. List of Shut-ins (address, telephone, etc.) and who visits.
2. Large Visitation Cards for you to list person visited with date and additional information where relevant for the Church Office and Pastor.
3. "Small" Visitation Cards (Church name and telephone number) to leave when necessary.

STEPHEN MINISTRY



Time Required: Weekly training sessions are 2 ½ hours long and require homework. Twice monthly meetings are each 2 ½ hours long. Meetings with care receivers are usually about an hour per week.

Stephen Ministry is a supervised lay Christian ministry. After 50 hours of training and being commissioned for Christian service, a Stephen Minister is assigned to a care receiver of the same gender. Typically, the Stephen Minister meets once a week with the care receiver for about an hour to listen and support the care receiver as he or she deals with a stressful situation. Twice a month the Stephen Minister participates in continuing education and peer supervision and support. The Stephen Minister prays daily for the care receiver and other Stephen Ministers and Leaders.



ON BECOMING METHODIST

When becoming a member of The Methodist Church, we give thanks for all that God has already given us and are reminded that we are the body of Christ and in this congregation of The United Methodist Church, we renew our covenant faithfully to participate in the ministries of the Church by:

- **Our Prayers**
- **Our Presence**
- **Our Gifts**
- **Our Service**

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Which is Right for YOU?

CARE AND CONCERN

When there is a death of a church member or a death that affects a member of our congregation, persons in **CARE AND CONCERN** are involved in taking food to the family and/or to the church in a timely manner. When food is brought to the church, they arrange the food in the dining room for family and friends after the service.

CARE AND CONCERN members also take food to the home of new mothers soon after a birth.

FUNERAL CARE

These committee members help prepare the Sanctuary for a funeral or memorial service, changing out paraments and setting up the Paschal Candle, obtaining the pall (if used), etc.

HOSPITAL VISITATION

Hospital visits can help brighten a patient's day and bring comfort to their fears.

THE KNITPICKERS MINISTRY

If you have time to spare on Monday afternoons and enjoy knitting or crocheting, check out **THE KNITPICKERS MINISTRY** which provides free-of-charge shawls, lap robes and baby blankets.

NOTE WRITERS

Another way to bring comfort to another is through cards and notes of cheer. **NOTE WRITERS** send a note to shut-ins of our congregation twice a month, on birthdays, and on other special occasions. The program is designed so that shut-ins receive a note weekly.

SHUT-IN VISITATION

Members of this committee are "assigned" a shut-in to visit or call at least once a month.

STEPHEN MINISTRY

If you are a compassionate listener with a heart for helping others and can keep confidentiality, **STEPHEN MINISTRY** may be for you. Stephen Ministers undergo 50 hours of training followed by twice monthly continuing education and peer supervision sessions. Stephen Ministers may then be "assigned" a care receiver of the same gender to listen to and support while going through a time of stress or crisis.

IN HIS SERVICE...

YOU CAN MINISTER THROUGH

MEMBERSHIP CARE

*"It is more blessed to give
than to receive..."*
Act 20:35

Committees within Membership Care

- ◆ Care and Concern
- ◆ Funeral Care
- ◆ Hospital Visitation
- ◆ The Knitpickers Ministry
- ◆ Note Writers
- ◆ Visiting Shut-ins & Homebound
- ◆ Stephen Ministry

All God's people can experience God's grace through everyday helping ministries. Membership Care is a meaningful way for a congregation to "give" to others in a special "ministry" called Membership Care. The ministries described in this brochure are only a few of many ways that a congregation can be **In His Service**.

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CARE AND CONCERN

Time required: Few times a year

When a death occurs, the Chair and Co-Chair oversee the delivery of food to the family. If a reception is to be held at the Church, teams see that an appropriate number of tables (utensils, etc.) are available.

The following procedures are followed:

1. The Church office will notify Chair of the CARE AND CONCERN COMMITTEE of the death of a Church member.
2. Care and Concern Chair will notify the Chair and Co-Chair of the Committee next in line to serve. For varied reasons, there are times when no Committee action is necessary:
 - a. Burial outside San Antonio;
 - b. No family members left;
 - c. Other reason given by family.
3. There are times when more than one Committee is needed.
4. If food is requested, the Chair of the Committee serving will call the family:
 - a. Does the family prefer finger food or a hot meal? And...
 - b. What time of day should food be delivered to the home? To the Church?
 - c. A family may request use of the Church dining room. In that case, the Committee serving helps to arrange setup before family and friends arrive after the service.
 - d. How many are expected?

The Committee Chair or Co-Chair then notifies the Care and Concern members of the group or groups involved in order to determine what each wishes to provide and when and where the food should be taken.

FUNERAL OR MEMORIAL SERVICE STEWARDS

Time required: About one hour per funeral

Funeral Care: These persons help greet and direct the family to the Parlor when services are held at the Church. These persons also check in the Sanctuary to see that Altar candles are lit. If a coffin is present, the Baptismal Candle is to be lit and placed at the head of the coffin. In a Memorial Service, the Baptismal Candle is placed near the Baptismal Font.

Stewards working in pairs assume responsibility on an alternating basis. Chair of the Committee will inform Stewards of services needed.

1. Check to see that Funeral or Memorial bulletins are available in the Sanctuary.
2. Check PA system to see that it is ON. If not, contact a custodian or someone in Church Office.
3. Ask Clergy if the Processional Cross is to be used. If it is, it is to go at the foot of the casket. When Processional Cross is used, it should precede casket from the Sanctuary. Have Clergy or steward ready to carry cross in this way.
4. Change paraments to white (ones with a crown on them). This includes: Bible marker, Communion table runner, and Antependia on Lectern and on Pulpit.
5. The Pascal Candle is to be in the Chancel area Easter through Eastertide. After Pentecost it should be placed near the Baptismal Font. If there is a casket in the Sanctuary, place Paschal Candle (with Plexiglas square beneath) at head. (Paschal Candle is kept in the Sacristy.)
6. If the Funeral Pall is to be used, retrieve it from Pastor. Place it on the front pew and notify the funeral director to place the Pall over the coffin.
7. When flowers are present, use your judgment as to placement in Sanctuary. If there is an abundance, use what is necessary in Sanctuary and place

additional ones in the Foyer at Rowe Plaza entrance.

8. Thirty (30) minutes prior to Service, light candles on altar and Paschal Candle.
9. Following service put out candles (altar candles first and Paschal Candle last) and return Paschal Candle to Sacristy.
10. Return Funeral Pall to the Pastor.
11. Change Funeral paraments back to the seasonal ones previously in place.

IF REQUESTED BY FAMILY
Altar Guild Communion Stewards will handle
Communion on their scheduled assignments.

HOSPITAL VISITATION

Time required: Varies by number in hospital, but possibly one or two hours a month.

Even though hospital visitation is somewhat a "personal matter," some relevant points to consider are shown below:

1. When learning a LHUMC member is in the hospital, call the Church Office or hospital to verify the member is still hospitalized and able to receive visitors, and to verify room number and visiting hours, which may change.
2. Take LHUMC Visitation Cards to identify yourself to the patient and family or to leave on table in patient's room if:
 - a. Patient is asleep or
 - b. Patient is out for tests, etc.
3. Wear your Laurel Heights NAME TAG as an additional identification for others.
4. Ask if patient would appreciate prayer! We hope that you will be able to offer a short prayer upon leaving. If you want, write out a prayer before your visit if that will help you feel more comfortable.
5. Please, let Church Staff know of your visit, especially the Senior Pastor, the Rev. Jon Lowry.
6. In case of an extreme situation or serious illness, be calming and peaceful.

Or, as someone said, "Be a gliding duck along the water."

7. Go into every visit "neutral," taking your "cues" from the patient. Chances are you will get a reading quickly on the patient's physical & emotional condition.
8. If possible, check with family at a later date to see how the patient is doing.
9. If you find yourself in a situation where you know a patient is dying, be sensitive to what is happening in his or her life.
10. As in all Membership Care Sub-committees, we are representing Laurel Heights United Methodist Church and what a joy that is!

Hopefully, these ideas will be helpful as you minister to members of our Church community.

THE KNITPICKERS MINISTRY



Time required: The group meets for about an hour on Monday afternoons.

The Knitpickers knit or crochet shawls, lap robes and baby blankets for anyone in emotional, spiritual or physical need. Recipients need not be church members. Each item is prayerfully created and blessed by the group before given away.

NOTE WRITERS



Time required: Varies and depends, in part, on whether individuals write a lengthy or short note. Probably one hour per month.

Every two weeks note writers send notes to Shut-ins or homebound members. Program is designed so that these receive a note every week from note writers. Note writers also send birthday cards and other cards on special days.

At present, the Chairperson provides:

1. List of Shut-ins
2. List of Note Writers
3. Schedule for note writing
4. Note paper for six months