

## Minutes of Care Team Meeting – Wednesday, August 2, 2017.

Attendees: Pastor Mark Brinkmann, Julie Duce, Elma Claridge, Maree Pukallus,  
Kay Jaunais, Jill Cutlack

Apologies:

1. Opening Devotion – Being intentional in prayer about our family relationships.

A resource from the web site Bible Study Tools, '7 Days of Praying for Parents', was distributed prior to the meeting.

Prayer for Family – Heavenly Father, please shine your light upon my family. Give us strength to overcome all the difficulties that we are dealing with now and protect us against any and all problems we may encounter in the future. O Lord, please bring us together as we are meant to be. May the love that binds us only grow stronger as we fulfil the destiny you have laid out for us.

2. Review of Pastoral Care visits –

Not much has changed as to the number of people who are receiving home visits. Kay is visiting and giving communion to Merle Gledhill since her operation. This will continue until Merle is able to return to Sunday service. The Team expressed concern for Aub & Ollie Muller and undertook to keep them in their prayers. We also discussed the possibility that people may offer to pick them up for church events.

Kay has an updated Pastoral Care Visit list. It was requested that this be made available to Pastor Mark and all Care Team Members.

Pastor Mark discussed with us how he would like prayer requests for congregation members notified. We agreed on a process and Kay will send this out in written form to all Team members.

Pastor Mark and the Team discussed the fragility of some members of the Congregation. We all recognise that we have an increasing number of members who could benefit from better seating in the church. The Team directed Kay to forward a proposal to M&V to purchase another four (4) chairs, the same as those purchased earlier in the year.

3. School Chaplaincy – Pastor Mark advised us that he will not be attending LCC meetings as often, feeling that it was sufficient to have Kay representing the congregation at these meetings.

School Chaplaincy Reports are now posted on the Grace web site. The most recent report for June was posted on July 3, 2017. It covered Chappy Week activities, May Care

Morning Tea visit by Alan Gater and students from Woody Point Special School, the Help Them Shine Chaplaincy Dinner and other activities by members of the Congregation.

We had a great response to Alan Gater's response for knitted beanies – some fifty were donated and delivered.

Upcoming Events such as the Clontarf Beach State High School High Tea on August 29 and the Clontarf High Chaplaincy Trivia Night on August 26 have been advertised in the bulletin, on the web site and promoted by email as well (Just found out it has been postponed; have advised Pastor Mark, Elke and Sam so they can let people know). Advertising and promoting has been successful as this year we have two full tables (12 people) booked to attend the High Tea. Pastor Mark was on vacation when this was organised. He would like to attend. Julie Duce will contact him if someone cancels.

#### 4. Review of Morning Tea Program for 2017 – Kay's Report

Positive feedback was received from everyone involved in the **May** Care Morning Tea. The Principal and Alan Gater have said they would like to see this as an annual event. The members of the Congregation who attended really enjoyed having the children from Woody Point Special School visit. The children enjoyed the special treats as well as having members read with them. A couple of congregation members have contacted the school to ask about volunteering because of their morning tea experience.

We were all tapping our toes at the **June** Care Morning Tea with the choir from Grace Primary. We had a great turn out with twenty-five (25) people attending, including several parents from the school.

**July** Care Morning Tea was the first to be held on the new day of Wednesday and attendance seemed to be reduced. Hopefully, things will settle on this change. We welcomed our Children, Youth & Family Ministry Chaplain, Danielle Robinson, and Grace Kindy & Crèche Service Leader, Karina Flanagan. Members were given insight into all the work that these ladies have done in children's ministry. Karina extended an invitation for members to come to the Kindy for morning tea and tour. We will follow up on this.

We had some discussion about when we should have this visit to the Kindy. Concerns were expressed about doing it too early in the year as this is an unsettled time for the children. We will take Karina Flanagan's lead on this; it should be organised to suit the Kindy.

#### Review of Grace Generations Brunch -

This year it really 'went off'. It truly was a cross-generational event with some great activities and not just food! Thanks to Fleur Lutter and the CYFM Team for their contribution – we have managed to make this event a cross-ministry event.

## 5. Upcoming Events –

### August Care Morning Tea – Bible Society

This is all organised. Sue Brown from the Bible Society will be the guest speaker. She will have a DVD to show and booklets with a trivia quiz have been distributed to members of the Congregation. Sue will be providing the answers to the trivia quiz and giving out prizes.

### September Care Morning Tea

Kay will be away on holiday. She proposed that it has a games theme to keep it simple. She can organise all the advertising and resources (from the Golden Carers subscription we purchased) before she leaves so that the Team should be able to run the morning tea in her absence. Julie was asked to bring the Creepy Critters game.

### October Care Morning Tea

Kay proposed that it should have something to do with the 500<sup>th</sup> Reformation Celebration. She asked the Team to put on their thinking caps and come up with some suggestions.

### November Care Morning Tea

Kay proposed that we do something like last year. It should be a reflection on the year e.g. the PowerPoint presentation shown last year was popular. She would prefer to keep away from anything to do with Christmas as it is too early to be focusing on this. Team members agreed with this idea.

### Portofino Fashion Parade 19/8

Organisation is well under way. Advertising within the Congregation and Grace places has been out for two weeks. Style Group, 'The Graceful Mummies' has been created. Ladies who have committed to modelling include Nicole Hagen and Rachel Hart. Unfortunately, Maree Pukallus will be out of town so we still need three more models. Gazebo from Grace Primary has been organised (like World Day of Prayer) and working on a supplier for the Devonshire Tea that will be provided. The meeting was interrupted with a phone call from the Redcliffe Herald confirming that they would do an editorial with photo like last year.

### Celebration of Grace 29/10 – replacing Longest Lutheran Lunch

We still haven't heard anything about this event. It was on the agenda for Pastor Mark to provide us with details. Unfortunately, Pastor Mark had to leave before we got to this so the Team has asked Kay to find out what's happening at the Ministry Team meeting scheduled for this evening.

## 6. Framework of Ministry –

At the last Care Team Meeting, Version 8 of the Framework of Ministry document was discussed. Pastor Mark had said that it is up to the various ministries/teams to review and contribute in their areas. We agreed that the Care Team should be actively involved in helping to develop this and that we should have a clear mission statement, ministry plan and job descriptions for Care Team Coordinator and Care Team members.

The team was provided with the relevant section of the Framework of Ministry document and a draft job description for the Care Team Coordinator. We looked at having a mission statement included similar to the opening paragraph of what was submitted for this year's AGM Book of Reports.

We agreed that reference to home communion should be removed and that this should be included in the Framework of Ministry document in a more appropriate place.

We reviewed the draft job description for the Care Team Coordinator. Point 11 was to be expanded to include the church web site.

We also discussed including the organisation of flowers and cards etc. that the Care Team send on behalf of the congregation in special circumstances. Kay will take everyone's input into account and add this to the draft. It will be sent out to Team members for their agreement before it is included.

We also discussed what circumstances would require the sending of cards and/or flowers to congregation members. The Team agreed that flowers and card should be sent to the family of members of the Congregation when they pass. Marilyn Cooper organises cards for members 'special' birthdays and anniversaries but the Team felt that attainment of 90 years of age should be acknowledged with something extra.

Apart from these two specific 'special circumstances', the Team recognised that member's 'special circumstances' are always unique and that the Care Team Coordinator can be given discretion in this matter.

Kay informed the Team that she had taken measures to be able to respond in a timely manner when these 'special circumstances' occur. Working with the Treasurer, Grace Church now has an account with Redcliffe City Florist, which means any Team member can pick up flowers when needed and not have to wait for re-imburement. This also means that we have a 'loyalty' card which will provide us with free flowers.

Also, Kay has contacted Fay Webb and she has agreed to make up a selection of cards that Kay can have on hand to send when necessary. Maree Pukallus offered to purchase and donate stamps for this when needed.

Before Pastor Mark left the meeting, he advised us that revisions to the Framework of Ministry should be sent to the M&V Team for review and inclusion.

7. We had a brief discussion about the church web site. Kay offered help to anyone needing tuition on how to use it.
8. Kay had planned to show the Team the 12-minute LCA video on Child Safety. It was decided that we had met long enough and this will be re-scheduled.
9. Closing Prayer – We prayed for God to bless our work and for his help in looking after our families.

The meeting closed at 12.30.

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