



The First
Unitarian Universalist
Church of Richmond

Lay Pastoral Care Leadership Guide



Lay Pastoral Care Program Leadership Handouts

Table of Contents

Timeline for an LPC Program	3
Questions to be Answered in Orientation	4
Example: New Associate Training Schedule With Times	5
LPCA Application/Questionnaire	6
Marketing Your LPC Program	9
Maintaining and Growing Your LPC Program	10
Suggestions for LPCA Recognition	11
Lay Pastoral Care/Care Committee Request Form	12

Timeline

Four Months to Begin a Lay Pastoral Care Program

Minister Program Chair

First Month

Identify Program Chair	X	
Discuss plans	X	X
Identify potential Lay Pastoral Care Associates (LPCA)	X	X
Communicate to congregation that you're starting a program	X	X
Identify congregants to receive care	X	X
Establish dates for: orientation, initial training weekend, monthly on-going training and synergy meetings	X	X

Second Month

Call potential LPCA and invite to orientation		X
Hold orientation	X	X
Determine interest in receiving training and invite them		X

Third Month

Present the initial training	X	X
Review written information and meet individually		X
Develop a list of congregants who might want to receive care	X	
Decide on training topic for first monthly meeting of the group	X	X

Fourth Month

Begin matching congregants with LPCA	X	X
Hold your first monthly meeting for on-going training or synergy	X	X

Questions to be answered at the LPCA Orientation:

1. What is the purpose of the LPCA Program?
2. How does it operate?
3. How are LPCAs trained?
4. How are LPCAs supported?
5. How much time is needed to serve as an LPCA?
6. How is it decided who will get a visit?
7. What does an LPCA do on a visit?
8. Why do the LPCAs meet monthly?
9. How are the LPCA meetings structured?
10. What happens if LPCAs encounter situations they are unsure about?
11. Why did current LPCAs choose to take on this role?
12. How can LPCAs assist at Vespers?

Notes

Lay Pastoral Care Training Schedule

(Example with times)

Friday, 6-9 pm

6-7	Hymn #69 "Give Thanks"	
	Dinner	
7:00-7:05	Chalice Lighting and Reading	Carol
7:06	Welcome Film	Rev. Jeanne
7:07-7:40	Getting to Know You	Carol
7:40-8:00	How Does Your Congregation Care for Your Members?	Carol
8:00-8:10	Break	
8:10-8:25	What is a Lay Pastoral Care Program?	Carol
8:25-8:30	Film: <i>Lay Pastoral Care in Different Sized Congregations</i>	Rev. Jeanne
8:30-8:55	Questions and Wrap-up	Carol
8:55-9:00	Extinguish Chalice and Reading	Carol

Saturday, 9 am—3 pm

9-9:15	Breakfast	
9:15-9:30	Worship	Rev. Jennifer
9:30-9:50	What is a Lay Pastoral Care Associate?	Carol
9:50-10	Listening Fully	Carol
10-10:20	Companioning	Carol
10:20-10:30	Break	
10:30-10:45	Being a Spiritual Presence	Carol
10:45-11:45	Active Listening	Helaine
11:45-12:30	Lunch	
12:30-12:34	Hymn #346 "Come Sing a Song With Me"	
12:34-1:30	Practice Listening	Helaine
1:30-1:40	Why do Congregants Need to be Seen?	Steve
1:40-2:06	Real Visits, Real Dilemmas	Katherine
2:06-2:16	How Matches are Made	Carol
2:16-2:26	From the Appointment to the Synergy: Logistics	Carol
2:26-2:46	Questions, Wrap-up, Evaluation	Carol
2:46-2:50	Farewell Film	Rev. Jeanne
2:50-3:00	Extinguish Chalice and Closing Hymn #298 v. 3 & 5 "Wake, Now, My Senses"	

Lay Pastoral Care Associate Application



Name: _____ DOB: _____

Address: _____

Phone: (h) _____ (m) _____ (w) _____

Employment/Job/Profession/Occupation: _____

Year Joined Church: _____

Current other volunteer work for the Church:

Previous volunteer work for the Church:

Training or experience in Pastoral Care or Mental Health work:

Reasons that you wish to be a Lay Pastoral Care Associate:

Lay Pastoral Care Associate Questionnaire



Name:

Date:

What personal gifts do you believe you have to contribute to this ministry?

What is your personal history of both receiving and giving care?

In what ways do you care for yourself?

What are your concerns or hesitations about serving as a Lay Pastoral Care Associate?

Describe your availability to visit with a congregant, including number of hours/week, times of day or evening, days of the week, and geographic range.

Describe any pertinent training or expertise you have which you'd like to share with us during one of our monthly trainings.

(cont'd on next page)

Lay Pastoral Care Associate Questionnaire (cont'd)



Name:

Date:

The following list includes many of the events in life that might lead to our congregants seeking Lay Pastoral Care. Please indicate for which events you'd be comfortable visiting a congregant, and also which events you'd prefer not to visit a congregant. (Don't worry about not being comfortable with every event; we understand!)

	Would like to support	Do not wish to support
Death of a child	<input type="checkbox"/>	<input type="checkbox"/>
Death of a spouse	<input type="checkbox"/>	<input type="checkbox"/>
Death of a parent or sibling	<input type="checkbox"/>	<input type="checkbox"/>
Divorce	<input type="checkbox"/>	<input type="checkbox"/>
Separation from spouse due to work or marital problems	<input type="checkbox"/>	<input type="checkbox"/>
Being held in jail	<input type="checkbox"/>	<input type="checkbox"/>
Serious injury or illness	<input type="checkbox"/>	<input type="checkbox"/>
Loss of a job	<input type="checkbox"/>	<input type="checkbox"/>
Death of a close friend	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy	<input type="checkbox"/>	<input type="checkbox"/>
Birth or adoption of a child	<input type="checkbox"/>	<input type="checkbox"/>
Miscarriage	<input type="checkbox"/>	<input type="checkbox"/>
Major business readjustment	<input type="checkbox"/>	<input type="checkbox"/>
Parent's divorce	<input type="checkbox"/>	<input type="checkbox"/>
Relative moving in with congregant	<input type="checkbox"/>	<input type="checkbox"/>

Marketing Your Lay Pastoral Care Program to the Congregation



- Describe your work at a Sunday service
 - Work with the Minister for consistency of messaging
- Submit an article for the Church Newsletter once a quarter
- Create labels for the name tags of the LPCAs
- Post the service request forms in the church and on the church website
- Devote a section of the Sunday service to commissioning the new trainees and inviting new people to make themselves known to receive or give care
- Describe your work to all Church staff, Board of Directors, committee chairpersons, etc.
- Submit a report to the Church Annual Report including hours spent giving care, receiving training, numbers of members served, etc.
- Set up an informational booth at Church during “activity fairs” or other appropriate times

Notes

Maintaining and Growing Your Lay Pastoral Care Associate Program

- Request Lay Pastoral Care Associates attend at least eight out of ten training and synergy meetings a year.
 - Whether or not they are currently seeing a congregant
- Ask for two-year commitment from Lay Pastoral Care Associate.
- Recognize the trainees and commission them as associates at a Sunday service after they complete a certain number of monthly trainings.
- As needed, develop a new set of trainees for the program
 - Host an orientation for the potential trainees to meet the current LPCAs; hear an overview of the program and ask questions
 - Use current LPCAs to assist during discussions in training and to present some of the training topics
 - Great refresher for the LPCA presenting the topic and any LPCAs that happen to be there to help in general
 - Strengthens LPCA commitment to the program
 - Minister and LPCA Chairperson can see how the LPCA has understood and utilized the training they received

Notes

Recognizing the Lay Pastoral Care Associates

- It's important to recognize the impact of the LPCAs work
- Our Church gave a lapel pin to each LPCA at their commissioning ceremonies. The pin is worn during Lay Pastoral Care visits. (Found at www.uniuniques.com.)
- What ideas do you have for recognizing your team?



Notes

Members and Friends Service Request Form



The First Unitarian Universalist Church of Richmond is committed to providing a caring, helpful response to the needs of our church members. Please use this form to let us know what you need. Indicate below the services you may need, provide your name/info, and give it to appropriate church staff. It will be forwarded to the appropriate service person, and you will be contacted.

Care Committee

Karin Ferguson, Chair

- Meals on a short term basis
- A card or a phone call to cheer you up
- A visit from a Care Committee person
- Babysitting in an emergency
- Transportation to and from doctor's appointments
- Respite care

Lay Pastoral Care

Carol Wayne, Chair

- Crisis help
- A caring presence to listen to your concerns
- A friend to visit when you are housebound
- Someone to come regularly to a nursing home
- A church member to spend time with you each week through a time of need due to grieving, illness, injury, disability, marital changes, unemployment, relocation, care-giving, or other challenges.

Name: _____ Email _____

Address: _____

Phone: (h) _____ (m) _____ (w) _____