



# *First Presbyterian Church*

## **CONGREGATIONAL OUTREACH (CCC-PRO01)**

### **1.0 RESPONSIBILTY**

- 1.1 Congregational Care Committee
- 1.2 Pastor

### **2.0 APPROVAL AUTHORITY**

- 2.1 Session

### **3.0 PROCEDURE**

- 3.1 A list of members is developed from the prayer list, newsletter and reports from church members that are experiencing significant life events.
- 3.2 At monthly meetings, the list of members is reviewed. Each member is assigned to a designated committee member that will deliver/mail the appropriate materials.
  - 3.2.1 CCC meets with Pastor to decide who will need a personal visit from clergy.
- 3.3 Occasion cards are mailed.
- 3.4 Prayer books for newly baptized babies are given out.
- 3.5 Care packages for deployed military are sent.
- 3.6 Meals are coordinated by signing up on Take-Them-a-meal.com.
- 3.7 Food trays are taken to families at the funeral home.

### **4.0 ASSOCIATED DOCUMENTS**

### **5.0 REVISION HISTORY**

<u>Date:</u>	<u>Rev.</u>	<u>Description Revision:</u>
03/21		Initial Release

\*\*\*End of Procedure\*\*\*