**St. Luke’s Church, Maidenhead**

**Pastoral Ministry Policy and Practice**

***Our Vision at St. Luke’s***  to be an inclusive church which is ‘In Faith, Out There’, bringing Jesus’ healing and wholeness to people around us. With the whole Diocese of Oxford, we seek to become more Christ-like as we live out his teaching and example.

***Our Mission:***

At St Luke’s we aim to grow in faith and encourage each other along the way. As Christian people, strengthened and enthused by our faith in God, Father, Son and Holy Spirit, we are committed to spreading the light of the Gospel into our community, our nation and our world. We are responding to the vision of the Diocese of Oxford to live out the Beatitudes (Matthew 5. 1-10) by trying to be more compassionate, contemplative and courageous disciples of Jesus.

***Our Values are:*** Inclusivity Creativity Generosity Spirituality Hospitality

**Pastoral intent**

As Jesus, the Good Shepherd, told Peter to feed his sheep, so we are all called to care for the people around us. This is the responsibility of all Christian disciples. Our pastoral team exists to ensure that we offer this care to those who have chosen to associate with our church, and to be aware of and alert to the wider needs of people within our parish. The pastoral team supports the vicar and ministry team in this front-line ministry.

**Pastoral Team**

The whole pastoral team consists of members of the ministry team and those who have been invited to minister as contactors within the church

Ultimate responsibility lies with Revd. Sally Lynch, vicar.

Contactors, as of February 2021:

Ann and Richard Burdett

Barbara Essam John Salter

Eileen and Peter Goford Sue Hinchliffe

Sally Lynch Johanna Raffan

Phyl Sopp Dorothy Strack-Hankey

Jean TD Ruth Sheppard

**Practice**

**1st tier: contactors**

Every person / couple / family on our Pastoral Roll will have an allocated contactor. Contactors will be given a list of the contact details of their contactees, updated as necessary.

Contactors are the first port of call and main link between the church and people on the pastoral roll. Their key roles are:

* To be a friendly and welcoming face to folk on their list.
* To contact someone who is a regular church attender and who has not been seen for a few weeks and check they are ok/ if they need anything.
* To deliver information about church activities etc to their contactees, especially those on the fringes of the church.
* To visit people on their list, if both parties so wish.
* To pass on to the ministry team, via the vicar or pastoral co-ordinator, any information or details of those who would like second tier care.
* To complete bi-monthly record sheets of pastoral contacts and pass to the pastoral co-ordinator.
* To attend six monthly pastoral team meetings.

What being a contactor is: commitment to

* Being alongside people
* Caring
* Offering practical help
* Praying for (and with if requested)
* Acting as a bridge between the church and individuals on the fringes

What it is NOT:

* Spiritual support or guidance
* Gossip
* Counselling
* Teaching / nurture
* Holding confidences

**2nd tier: ministers**

The ministers of the ministry team (Sally, , Terrie, Phyl) will respond to requests for further support either directly or via contactors. This may include:

* Home or hospital / hospice visits
* Home communion
* Prayer support

**Data Protection and Recording**

Our Pastoral Roll is wider than the Electoral Roll. It is a database of names and contact details of those who have expressed a wish to be in contact with this church. The original contact form includes a signature allowing for the storage of these details. The church is registered for Data Protection and the Pastoral Roll is kept on computer by the vicar. There is a copy in the parish office and with the pastoral co-ordinator. No one else has access to the full roll.

It is crucial that contactors complete and return the bi-monthly record sheets for record keeping and safeguarding.

**Safeguarding**

The parish has a Safeguarding policy and all contactors should be aware of it and work within it.

Any concerns regarding any aspect of safeguarding should immediately be passed to the vicar.

**Training and Support / Supervision**

Pastoral training and support will be offered regularly to team members. Should any contactor feel the need for supervision this will be provided from within the ministry team or more widely if necessary.

Contactors are encouraged to pray for their contactees. The whole pastoral roll is prayed for throughout each month on a daily basis, at Morning Prayer.

**The Occasional Offices:**

**Baptisms**

Baptism contactors support the ministers in welcoming and maintaining church contact with baptism families. Their role is crucial in helping parents to keep their baptismal promise to bring the child to church.

Baptism contactors:

* Meet the family prior to the baptism (preparation meeting or home visit) and welcome them at church.
* Maintain contact with the family – delivering information about church activities such as Messy Church.
* Deliver the annual Baptism anniversary cards for the first four years after Baptism.
* Deliver an invitation to the annual anniversary service.
* Make the odd contact to keep the family linked to the church.

**Weddings**

With time, we hope to introduce contactors to support wedding couples.

**Funerals**

Bereaved families and individuals are supported through the ministers and offered the opportunity to attend Keeping Company . All contactors are invited to attend Keeping Company from time to time and may offer to support an individual for whom the ministers are seeking a ‘friend’.