**Pastoral Care Oversight Committee**

August 2021

# Vision

*“Keep watch over yourselves and over all the flock, of which the Holy Spirit has made you overseers, to shepherd the church of God” (Acts 20:28)*

The Pastoral Care Oversight Committee facilitates the Ministries of Hospitality, Compassion and Community, helping team members fulfill their roles by providing the key administrative components underpinning pastoral care activities. This happens through monitoring how the three Ministries are functioning, reporting back to the Ministry teams as well as to Church Council, providing orientation and training opportunities, communication of pastoral care matters to the wider congregation and liaising with other BUC committees.

# Role and responsibilities of the Oversight Committee

* Take responsibility for the implementation of the Pastoral Care Review Vision
* Identify roles and responsibilities of, and relevant protocols and policies for, the Ministries of Hospitality, Compassion and Community
* Oversee and regularly review these Ministries
* Determine requirements to equip ministry team members and interested others in collaboration with the Discipleship and Education team
* Determine what is required for BUC group leaders to be updated with pastoral care basics
* Organise training and mentoring for pastoral carers on the “front line”
* Determine membership of the three Ministries and the Oversight Committee
* Review processes for succession plans for BUC Group leaders in consultation with groups
* Determine required support for BUC group leaders in collaboration with groups
* Attend worship regularly
* Reviews ways pastoral care can engage with student house members
* Collaborate and communicate with the Ministry team when relevant
* Organise and run Joint pastoral care team meetings twice annually
* Report to Church Council (one member of the committee is on Church Council)
* Clarify ways to maintain confidentiality and sensitivity of pastoral concerns, including both written and verbal communications
* Nurture a culture of pastoral care by the whole community at BUC and determine ways to celebrate this

Reporting requirements

* The Oversight Committee is responsible for reporting directly to the Church Council for all pastoral care matters and to the Communications team for other incidental reports. This may require collating reports from all pastoral care teams. Reporting includes but is not limited to:
  + Monthly report to Church Council
  + Monthly report for the Olive Branch to the Communications team
  + Annual report for the Olive Harvest - Annual General Meeting - to the Communications team

Meetings – Members to:

* Attend bi-monthly meetings regularly and work as a team
* Attend Joint meetings twice annually where all pastoral care teams meet together

# Volunteer Characteristics

* A good administrator
* A good and sensitive communicator face to face and via electronic means
* A connector of people / resources
* Able to attend meetings and relevant training
* Familiarisation with and work within the BUC Culture of Safety policy
* Familiarisation with and work within UCA code of ethics
* Obtain an up-to-date Working with Children Check (WWCC)