



PASTORAL CARE RESOURCE GUIDE 2025-2026

Grace Episcopal Church ♦ Bainbridge Island, WA

inclusion service discovery gratitude

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Pastoral Care FAQs

What's pastoral care?

Everyone needs loving spiritual care. People often experience spiritual questions and crises in times of greater stress, and stress is typically linked to significant life transitions.

These might include:

- Death of a loved one
- Physical or mental illness
- Economic uncertainty
(loss of job, financial instability)
- Birth and adoption
- Marriage and divorce
- Family conflict
- Aging and isolation

Who provides pastoral care?

Each of us is called by virtue of our participation in Christian Community to care for one another. Likewise, each individual has special gifts they can use in caring for others: provide Home Eucharistic visit, quiet listening, providing food to relieve some of the pressure during a difficult time, and offering prayer. Each of these gifts becomes pastoral care when carried out in the name of Christ.

Pastoral Care Leadership Team

The Pastoral Care Leadership Team's main concerns are:

- To ensure that requests for pastoral care are met in a timely way while protecting desired confidentiality
- To broaden our thinking about what constitutes pastoral care (beyond a visit from clergy)
- To provide pastoral care resources for the community

The Rector of Grace Church oversees and guides the Pastoral Care Leadership Team.

Members of the Pastoral Care Leadership Team act as "Shepherds," supporting the Pastoral Care Liaisons in each Home Group and acting as communications liaisons between the Pastoral Care Leadership Team and Home Groups. They also coordinate care with those not in Home Groups by using friendships and "affinity groups" as sources of care. Pastoral Care Leadership Team members also coordinate various ministries related to pastoral care (see pp. 5-8).

Current Pastoral Care Leadership Team members:

Eric Mason, Rector | reveric@gracehere.org

Shannon Moore (co-chair) | shannon.moore247@gmail.com

Rhonda Peacock (co-chair) | uurhonda@gmail.com

Jim Quitslund | jquitslund@gmail.com

Terry Jones | terry.jones@cbterry.com

One does not need to be a member of a Home Group to request pastoral care.

What is the Home Group's role in pastoral care?

For members of Grace Church who are connected to a Home Group, their group serves as a first tier of pastoral support.

It's often hard for many of us to ask for help. One of the best things we can do in our Home Groups is to develop genuine friendships with others. Then when life's difficulties come our way and we could use some extra support, we're close enough to reach out to one another more readily, and to offer or ask for help.

Each Home Group has a designated Pastoral Care Liaison, who is partnered with a "Shepherd" from the Pastoral Care Leadership Team. The Liaison, Shepherd, and often the Home Group Leaders serve together to coordinate pastoral care within the Home Group.

The Pastoral Care Liaison's role is to:

- Reach out to provide pastoral care for people in their Home Group
- When appropriate, share information with their Shepherd, Home Group Leaders, and/or clergy to decide what care can be offered and how best to offer it.
- Create a healthy environment for pastoral care in their Home Group and coordinate the flow of pastoral care, while being clear about what is reasonable.

What steps should the Pastoral Care Liaison take if someone in the Home Group needs help?

When someone in your Home Group requests support, it's often the Pastoral Care Liaison who will reach out to inquire about the details. Could they use meals delivered to their home after surgery? Do they have transportation needs, or would they like someone to talk to or pray for them? The next section provides some simple but essential steps to take when you contact a person requesting pastoral care.

The ABC's of Pastoral Care

The first step is to **ASK**. Determine what support the person or family has and what support they desire, if any.

The second step is for both the person requesting support and the Liaisons to set **BOUNDARIES**. What information is confidential? What can be shared with others, and specifically with whom. This protects the dignity of each person being served.

The third step is to **COORDINATE CARE**. Discern how to implement your plan of assistance. This may involve the Home Group, other Grace affinity groups the person requesting support is already connected to, and/or friends inside and outside the Grace community.

Whenever you have a question about what is practical or possible, please consult with your Shepherd from the Pastoral Care Leadership Team or Grace's clergy. The church is a village of compassion and care. The Home Group is one family within that larger village. The Home Group Family hopes to ease some of the burden and to express God's love in any number of tangible and intangible ways.

Clergy Care

Grace's Rector provides pastoral care to members of Grace Church in partnership with Grace's Pastoral Care Team. Whenever possible, the Rector hopes to be present with parishioners at the time of death, and to offer counsel during periods of transition.

When requested, the Rector will:

- Hear confession and offer the Rite of Reconciliation of a Penitent
- Offer prayers of thanksgiving for the birth of a child, and other family occasions and milestones
- Offer a blessing for a new home

In times of illness:

The Rector coordinates with the Pastoral Care Team to make regular home Eucharistic visits, or to pray with and anoint those who, due to serious illness or infirmity, are homebound or in a medical facility.

In emergencies, including sudden hospitalization:

Call Grace Church's office | **206-842-9997** **Monday-Friday, 9am-4pm**

After office hours, or if you cannot get through to the parish administrator, call:

Rev. Eric Mason | Rector | **206-886-8424**

Shannon Moore | Pastoral Care Team contact | **619-245-5442**

Rhonda Peacock | Pastoral Care Team contact | **310-386-9693**

At the time of death:

Please contact the Interim Rector as soon as possible when a member of Grace Church becomes seriously ill or is near death.

In other circumstances:

Call the office during office hours (see above) to make an appointment with the Interim Rector. If you call when the office is closed, please leave a message that will help us clearly understand how we can be supportive of you.

Pastoral Care Ministries

NOTE: More information on these resources and ministries may be found on the Grace website: www.gracehere.org/pastoral-care

Spiritual Discernment

Spiritual Discernment is a process of learning to listen deeply and quietly – in the supportive presence of community – to the spark of clarity and understanding within. Grace has an active Spiritual Discernment Ministry – people who are especially prepared in discernment practices that help bring gentle clarity around life's big and small questions. To learn more, contact:

Patty Molloy | pattymolloy5@gmail.com

Emily Chamberlain | emchamberlain@mindspring.com

Kim Cockcroft | klcockcroft@gmail.com

Prayer List

The Grace Prayer List contains names and the concerns of people who have requested (or have given their permission) to be held in prayer by the community. First names of those on the list are read during Sunday worship during the Prayers of the People.

Please submit prayer requests (with the permission of anyone named) to:

prayerlist@gracehere.org.

The Rector and the Pastoral Care Leadership Team also hold in prayer those who would like to remain anonymous. Your confidential request can be made to the Rector or any member of the Pastoral Care Leadership Team.

Prayer Shawls

The *Knitting into the Mystery* group meets on the fourth Thursday of the month to craft shawls of various sizes, styles, and colors for those who could benefit from a tangible sign of God's loving kindness in times of illness, grief, or transition. To volunteer as a knitter or to request a shawl, contact:

Beulah Downing | bdowning@seanet.com

Shannon Moore | shannon.moore247@gmail.com

Susan Lick | cslick47@gmail.com

Memorial Service Hosting

These Hosts provide assistance to anyone planning a Memorial Service at Grace, acting as liaisons between clergy and bereaved families and friends. For more information contact:

Fran Moen | fmmoen@gmail.com or
Ann Willeford | annwilleford@gmail.com

For Memorial Receptions contact:
Ruth Blaney | ruth@ruthblaney.com

Home Communion

Grace clergy and Home Eucharistic visitors are happy to bring the bread and wine of Holy Communion to anyone who is homebound or unable to attend Sunday services. Home communion may include other family members or friends, as appropriate. To learn more, contact:

Rector Eric Mason | reveric@gracehere.org
Or call the Grace office at 206-842-9997

Home Groups

Home Groups may provide some of the following types of pastoral care:

- Visits, coffee/tea dates
- Phone calls
- Cards (e.g., sympathy, encouragement, congratulations)
- Supportive listening
- Meal preparation
- Transportation
- Babysitting
- Respite care

Contact Home Group Ministers
Randy Otto: | robertrandallotto@gmail.com

Dave Schultz | dschultz@nc.rr.com

Online Resources for Meal Sign-Ups

Meal Train: <https://www.mealtrain.com>

SignUpGenius: <https://www.signupgenius.com> (basic plan is free)

Take Them a Meal: <https://takethemameal.com>

Sign Up: <https://signup.com>

Other Grace Resources

Other resources that may not be within the strict purview of pastoral care but may be useful.

- **Music Circle** A supportive group of people who love making music. This is an easy group for drop-ins and a great way for music-lovers to connect to Grace. Contact Kim Thompson | music@gracehere.org
- **Earth & Spirit** The mission of The Earth & Spirit Program at Grace is to raise the environmental awareness of everyone in the parish as it connects to our spiritual covenant, to care for all of God's creation, to act to protect and restore its integrity, and to facilitate the adoption of more earth-friendly practices within the parish and in our personal lives. Contact Marcy Lagerloef | mlagerloef@seanet.com
- **Mom's Morning Retreat** A trusted place for mothers of children of all ages throughout the school year. 1st and 3rd Thursdays, 9:30 to 11am. Tuition includes childcare. Scholarships available. Facilitated by Jen Breen. Contact Heather Paar | heatherpaar96@gmail.com
Website: <https://momsmorningretreat.com>.

Care Resources in the Community

Island Volunteer Caregivers (IVC)

Offers support groups (including caregiver support, grief support, women with cancer) in-home visits and help, transportation to shopping and medical appointments, check-ups, phone calls, referrals, and caregiver assistance/respice | www.ivcbainbridge.org | 206-842-4441

Helpline House

Provides counseling, food, medical supply loans, crisis intervention, and job counseling www.helplinehouse.org | 206-842-7621

Bainbridge Island Senior Center

Offers companionship, activities, food, clothing, meals, Zoom meetings on Monday, Wednesday and Friday mornings on topics of local interest, and classes for seniors www.biseniorcenter.org | 206-842-1616

North Kitsap Fishline

Helps North Kitsap residents who need food or emergency services including housing, utilities, transportation, and children's services | www.nkfishline.org | 360-779-5190

Bainbridge Island Resource Directory

<https://resourcedirectorybi.org/>

APPENDIX A

Sample email for requesting care from the Home Group

Hello [Home Group Name]!

We have a pastoral care opportunity to support [Jane Doe], a member of our Home Group. [Jane] has recently [had surgery.../been diagnosed with...]. These are the details she [and her family] have asked me to share.

[Details as appropriate]

More than anything, [Jane] asks for your prayers; prayers for emotional strength and healing for [Jane], and comfort and support for [her family].

Offerings of [meals] from our Home Group would also be very supportive. I've started a [meal train] sign-up, please [click the link](#) (activate link with the sign up sheet address) if you're able to participate in this way.

Also, cards and other expressions of support can be sent to [Jane] at [address].

On behalf of [Jane and her family] many thanks for your willingness to be of service!

With warmth and gratitude,
[Pastoral Care Liaison]

See page 6 in this booklet for meal train and other sign-up website addresses.

Key Ideas

- (1) Identify self as representative of Grace
- (2) Share authorized details
- (3) Emphasize prayer and listening
- (4) Include any necessary details of concrete help such as address, schedule, and directions

APPENDIX B

Sample email for contacting a Home Group member requesting support

Dear [Jane],

My name is [Liaison's name], and I am the pastoral care liaison for the [Home Group Name] Home Group at Grace Church.

I am very sorry to hear about your [loss, illness, transition]. Please know that the members of our [Home Group Name] Home Group and I are holding you in our hearts and prayers during this difficult time.

Our Home Group members are ready to support you – as much or as little as you wish – and we would be honored to do so. Some possibilities are for us to [prepare meals for you, take you to doctor's appointments, be compassionate listeners over coffee, ride the ferry with you to treatment appointments, walk your dog, etc.].

I will phone you in a day or two to discuss these ideas or any others that you think would be comforting and supportive to you. I look forward to speaking with you.

With [sympathy/blessings/warmth] and gratitude,
[Liaison's name]

Key Ideas

- (1) Identify self as representative of Grace
- (2) Extend thoughts and prayers
- (3) Offer help in ways that are feasible for your Home Group
- (4) make clear that offers of care may be accepted or refused by the addressee
- (5) include a timeline for follow-up

APPENDIX C

Sample email for supporting Home Group member in an expected or happy transition

Dear [Sally and Sam],

Hi, my name is [Liaison's name] and I am the pastoral care liaison for the [Home Group Name] Home Group at Grace Church.

I've just heard the wonderful news about the birth of your first child. You must be thrilled about your new baby – what terrific news! On behalf of our [Home Group Name] Home Group, I send you congratulations and a big welcome for little [Aspen].

I want you to know that our [Home Group Name] Home Group members are ready and eager to support you as you transition into your new roles as parents, so please feel free to contact me should needs arise. Some ways we can be supportive are: [preparing and delivering dinners, visiting, running errands, and buying groceries, etc.].

If things are fine for now, that's great! I'll call you in a few days after you've gotten settled to see how things are going. And please know that we are here to support you if and when you need it.

Blessings on your new family,
[Liaison's name]

Note: You might send this note in a New Baby greeting card.

Key Ideas

- (1) Identify self as representative of Grace
- (2) Extend good wishes
- (3) Offer help in ways that are feasible for your Home Group
- (4) make clear that offers of care may be accepted or refused by the addressee
- (5) include a timeline for follow-up

APPENDIX D

Sample Letter of Introduction of a Pastoral Care Liaison

Hello [Home Group Name]!

I'd like to introduce myself to you - I'm [your name] and I'm one of the Liaisons for our [Home Group Name] Home Group.

You may remember when we each signed up to be in a Home Group, that the goal of the Home Group is connection. We minister to one another through connection with each other and to the wider Grace Community. Connection takes many forms: spiritual, social, ministerial. Pastoral Care is another way we connect with each other. It is another way "Grace Happens".

Think of our Pastoral Care Team as a net, each of us a strand of that net. As one of your [Home Group] Liaisons, my role is to strengthen and facilitate connection through the net of support. We all need support! How much easier it is to go through periods of grief, physical set-backs and health diagnoses, birth, marriage, divorce, conflict, aging and isolation when we are accompanied by someone.

We are here to minister to each other, to be there for each other. If you need support, or if you hear of a [Home Group Name] member who could use some support, please reach out to me. If you are a particular friend of this person, the first response may come from you. I am also happy to make first contact and find out how (*or IF* - important!) the person might best be served. After the type of support has been determined I'll then share the situation with our Home Group and action can be taken, if desired. We will be respectful regarding the amount and type of information the person requesting support wants to share with the Home Group.

Home Group responses might include: meal trains, home visits, coffee dates, providing rides to appointments, babysitting or respite care, sympathy cards, supportive listening, and prayers.

I'm going to be reaching out to each of you over time to connect. My hope is that once you know me, you'll feel more comfortable reaching out to connect and in turn request support. With our net spread wide, our connections with one another will surely be bountiful!

I'll see you at church!
[your name]

Key Ideas

- (1) Identify self as representative of Grace
- (2) Explain role as Home Group pastoral care liaison
- (3) Suggest ways in which pastoral care can be offered within the Home Group
- (4) Explain possible pastoral care responses and the need to obtain permission before employing them
- (5) Emphasize a team/family approach.

NOTES

