



PASTORAL CARE RESOURCE GUIDE

2026

Grace Episcopal Church ♦ Bainbridge Island, WA

inclusion service discovery gratitude

TABLE OF CONTENTS

PASTORAL CARE FAQs	3
<i>What's pastoral care?</i>	3
<i>Who Provides Pastoral Care?</i>	4
The Community	4
Pastoral Care Leadership Team	4
Clergy	4
Current Pastoral Care Leadership Team members:	4
What is the Home Group's Role in Pastoral Care?	4
Role of the Pastoral Care Liaison	5
When Someone in the Home Group Needs Support	5
PASTORAL CARE LIAISON: QUICK ROLE SUMMARY	5
Purpose	5
Key Responsibilities	5
Examples of Support	5
THE ABC'S OF PASTORAL CARE	6
A – Ask	6
B – Boundaries	6
C – Coordinate Care	6
Clergy Care	6
In times of illness:	6
In emergencies, including sudden hospitalization:	6
At the time of death:	7
PASTORAL CARE MINISTRIES	7
Spiritual Discernment	7
Prayer List	7
Prayer Shawls	8
Memorial Service Hosting	8
Home Communion	8
Home Groups	8
Online Resources for Meal Sign-Ups	9
OTHER GRACE RESOURCES	9
CARE RESOURCES IN THE COMMUNITY	10
APPENDIX A:	11
APPENDIX B:	11
APPENDIX C:	12
APPENDIX D:	13
APPENDIX E:	14

PASTORAL CARE FAQS

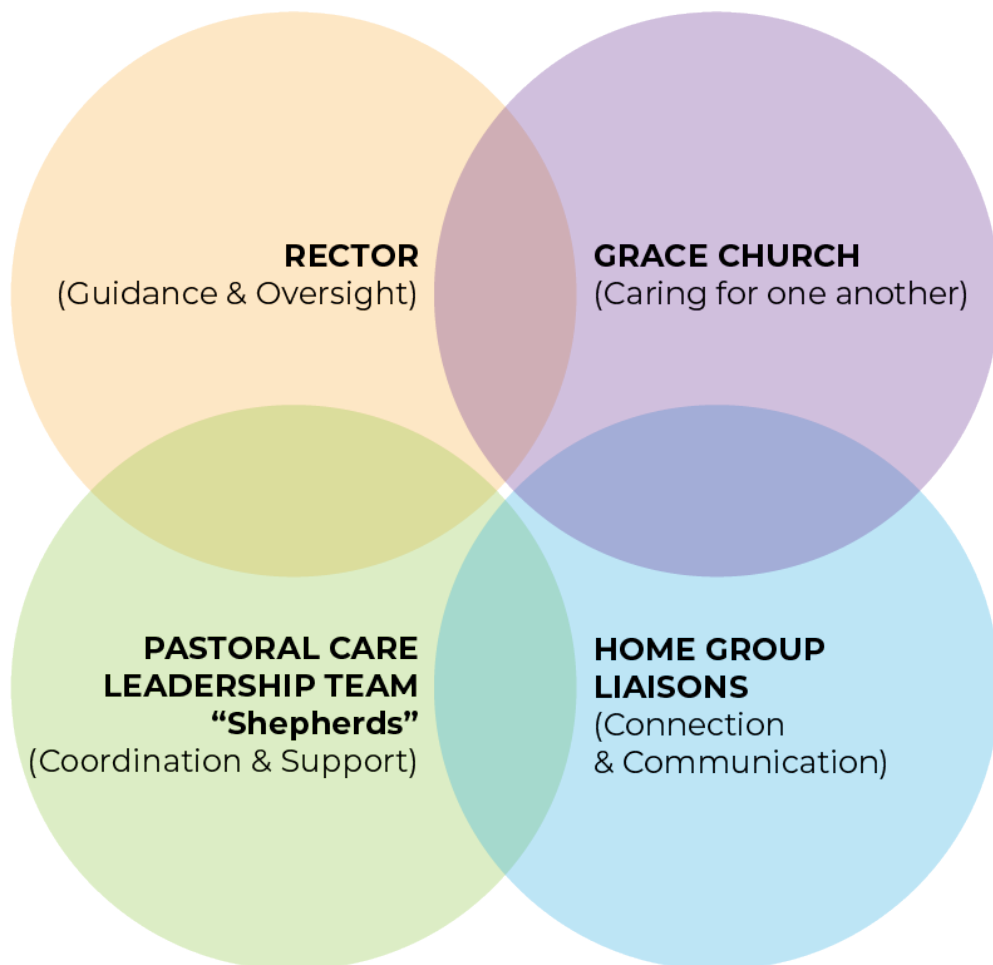
What's pastoral care?

Pastoral care is the ministry of compassion and guidance. It offers spiritual, emotional, and practical support—walking alongside one another with love, encouragement, and faith.

Like hikers walking the same trail, pastoral care means walking together through life's terrain and often helping to carry one another's load. We share the journey in times of:

- ▶ Celebration: marriage, birth, adoption
- ▶ Transition: separation, divorce, aging, cognitive decline
- ▶ Challenge: illness, isolation, economic uncertainty, family conflict, addiction and recovery
- ▶ Loss: the death of a loved one

At Grace, we believe everyone is called to care for others. Each of us has gifts to offer, and when we share them in the name of Christ, they become acts of pastoral care. Our clergy and the Pastoral Care Leadership Team help coordinate these gifts, ensuring that no one walks alone.



Who Provides Pastoral Care?

The Community

Pastoral care begins with the community itself. All members of Grace Church are called to care for one another. People share their gifts in many ways: listening, preparing meals, offering prayer, visiting someone at home, or bringing Holy Eucharist. When offered in the name of Christ, these acts become pastoral care.

Pastoral Care Leadership Team

The Pastoral Care Leadership Team helps coordinate and support pastoral care across the Grace community. The team:

- ▶ Responds to requests for care in a timely way while honoring confidentiality
- ▶ Encourages a broad understanding of pastoral care beyond clergy visits
- ▶ Provides pastoral care resources for the Grace community

Members of the team serve as “**Shepherds.**” They support the Pastoral Care Liaisons in each Home Group and help facilitate communication between Home Groups and the Pastoral Care Leadership Team. They also coordinate care for those not connected to a Home Group by drawing on friendships and affinity groups. Team members also oversee several ministries related to pastoral care (see pp. 5–8).

Clergy

The Rector of Grace Church oversees and guides the work of the Shepherds.

Current Pastoral Care Leadership Team members:

Eric Mason, Rector | reveric@gracehere.org

Rhonda Peacock | uurrhonda@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, the group often becomes the first place where we live out our call to care for one another.

Many of us find it difficult to ask for help. One of the most important things Home Groups can do is build genuine friendships. When relationships are strong, it becomes easier to reach out during difficult times and to offer care when someone else is in need.

Each Home Group has designated Pastoral Care Liaisons, who partner with a Shepherd from the Pastoral Care Leadership Team. Together with the Home Group Leaders, they help coordinate pastoral care within the group.

Role of the Pastoral Care Liaison

The Pastoral Care Liaison helps ensure that members of the Home Group receive appropriate care and support. Their role includes:

- ▶ Reaching out when someone in the group may need pastoral care
- ▶ Consulting with their Shepherd, Home Group Leaders, and/or clergy when appropriate to determine what care may be helpful
- ▶ Helping coordinate pastoral support within the group while maintaining appropriate boundaries

When Someone in the Home Group Needs Support

When a member of the Home Group requests help, the Pastoral Care Liaison will often reach out first to learn what kind of support might be most helpful. This may include meals after surgery, transportation to appointments, a visit, a listening ear, or prayer.

PASTORAL CARE LIAISON: QUICK ROLE SUMMARY

Purpose

Help ensure that members of the Home Group receive appropriate care and support during times of need.

Key Responsibilities

- ▶ Notice or respond when someone in the group may need support
- ▶ Reach out to learn what kind of care would be helpful (and whether it is desired)
- ▶ Coordinate simple support within the Home Group when appropriate
- ▶ Consult with the Shepherd, Home Group Leaders, or clergy when additional guidance or resources may be helpful
- ▶ Respect confidentiality and the wishes of the person receiving care

Examples of Support

- ▶ Organizing meals after surgery or illness
- ▶ Helping arrange rides to appointments
- ▶ Checking in with someone who is experiencing loss or transition
- ▶ Connecting someone with clergy or other pastoral care resources
- ▶ Encouraging prayer and supportive presence within the group

The next section outlines some simple but important steps to follow when contacting someone who has requested pastoral care.

THE ABC'S OF PASTORAL CARE

A – Ask

Start by asking what support the person or family already has and what they would like, if any. Examples include meals, rides, visits, or prayer.

B – Boundaries

Set clear boundaries together. What information is confidential? What can be shared, and with whom? This protects the dignity of the person receiving care and helps everyone feel comfortable.

C – Coordinate Care

Work with the Home Group members, other Grace affinity groups, and friends inside or outside the community to put the support plan into action.

If you are unsure what is practical or possible, consult your Shepherd from the Pastoral Care Leadership Team or Grace's clergy. Grace Church is a village of care, and the Home Group is one family within that village, helping ease burdens and express God's love in tangible and intangible ways.

Clergy Care

The Rector provides pastoral care in partnership with the Pastoral Care Leadership Team, seeking to be present with parishioners at the time of death and offering guidance during life transitions.

When requested, the Rector may:

- ▶ Hear confession and offer the Rite of Reconciliation of a Penitent
- ▶ Offer prayers of thanksgiving for births or other family milestones
- ▶ Bless a new home

In times of illness:

The Rector coordinates with the Pastoral Care Team to provide home Eucharistic visits or to pray with and anoint those who 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**

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

At the time of death:

Please contact the 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 Rector. If you call outside office hours, please leave a message with enough detail for us to understand how we can best support 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 the practice of listening deeply and quietly—often in the supportive presence of community—to the spark of insight and understanding within. Grace Church has an active Spiritual Discernment Ministry, made up of people trained in practices that help bring gentle clarity to 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 includes names and concerns of people who have requested—or given permission—to be held in prayer by the community. First names are read during Sunday worship as part of the Prayers of the People.

To submit a prayer request (with the person’s permission), email: prayerlist@gracehere.org.

The Rector and Shepherds 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 third Thursday of each month to create shawls in various sizes, styles, and colors. These shawls are given as tangible signs of God's loving care during 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 or 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 environmental awareness in the parish as part of our spiritual covenant, to care for God's creation, to act to protect and restore its integrity, and to encourage the adoption of earth-friendly practices both within the parish and in our daily 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 & Community Center

BISCC provides a welcoming place at the Waterfront Park Community Center where members feel connected to others, develop friendships and have opportunities to grow and learn through contributing their abilities and talents. 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: HOME GROUP PASTORAL CARE EMAIL TEMPLATE

Subject: Pastoral Care Opportunity – [Name]

Hello [Home Group Name],

We have a pastoral care opportunity to support [Name], a member of our Home Group. [He/She/They] has recently [briefly describe situation: surgery, diagnosis, transition, etc.]. These are the details [he/she/they] [and family] have authorized me to share:

[Insert details as appropriate]

Above all, [Name] asks for your prayers—for emotional strength, healing, and comfort for [him/her/them] and [his/her/their] family.

If you are able, concrete ways to help include:

- Meals: I've started a [meal train] sign-up. Click here: [insert link]
- Cards or other support: Send to [address]

On behalf of [Name and family], thank you for your willingness to be of service.

With warmth and gratitude,
[Pastoral Care Liaison Name]

Tips for Liaisons:

- ▶ Identify yourself as a representative of Grace Church.
- ▶ Share only the details authorized by the person or family.
- ▶ Emphasize prayer and listening as primary support.
- ▶ Include clear instructions for concrete help (links, addresses, schedules).

APPENDIX B: SAMPLE EMAIL FOR CONTACTING A HOME GROUP MEMBER REQUESTING SUPPORT

Subject: Thinking of You – [Name]

Dear [Name],

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, or transition]. Please know that the members of our Home Group and I are holding you in our hearts and prayers during this time.

Our Home Group members are ready to support you—as much or as little as you wish. Some ways we might help include:

- Preparing meals
- Providing transportation to appointments
- Listening over coffee
- Assisting with errands or daily tasks
- Other ways you feel would be comforting

I will call you in a day or two to discuss these ideas or any others you think would be helpful. I look forward to speaking with you.

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

Tips for Liaisons:

1. Identify yourself as a representative of Grace Church.
2. Extend thoughts and prayers for the person and their family.
3. Offer help in ways feasible for your Home Group.
4. Make clear that the offers of care may be accepted or declined.
5. Include a timeline for follow-up to ensure support is coordinated.

APPENDIX C: SAMPLE EMAIL FOR SUPPORTING A HOME GROUP MEMBER IN AN EXPECTED OR HAPPY TRANSITION

Subject: Congratulations on Your New Arrival – [Baby's Name]

Dear [Sally and Sam],

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

I just heard the wonderful news about the birth of your first child! On behalf of our Home Group, I send you heartfelt congratulations and a warm welcome to little [Aspen].

Our Home Group members are ready to support you as you transition into your new roles as parents. Some ways we can help include:

- Preparing and delivering meals
- Visiting or providing companionship
- Running errands or buying groceries
- Other ways you feel would be helpful

If all is going well for now, that's wonderful! I will check in with you in a few days to see

how things are going, and please know that we are here to support you whenever you need us.

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

Tip: You may also send this note in a New Baby greeting card if you prefer.

Tips for Liaisons:

1. Identify yourself as a representative of Grace Church.
2. Extend warm congratulations and good wishes.
3. Offer support in ways feasible for your Home Group.
4. Make clear that offers of care may be accepted or declined.
5. Include a timeline for follow-up to ensure ongoing support.

APPENDIX D: SAMPLE LETTER OF INTRODUCTION – PASTORAL CARE LIAISON

Subject: Greetings from Your Pastoral Care Liaison

Hello [Home Group Name],

My name is [Your Name], and I am one of the Pastoral Care Liaisons for our [Home Group Name] Home Group at Grace Church.

When we signed up for Home Groups, the goal was connection—connection with one another and with the wider Grace community. Connection can take many forms: spiritual, social, and ministerial. Pastoral care is another way we connect; it is one way that “Grace Happens.”

Think of our Pastoral Care Team as a net, with each of us as a strand. My role as your liaison is to help strengthen and facilitate that net of support. Life’s joys and challenges—grief, illness, health diagnoses, birth, marriage, divorce, conflict, aging, or isolation—are easier to navigate when we are accompanied by others.

We are here to support one another. If you need care, or if you hear of a Home Group member who could use support, please reach out to me. If you are a close friend of the person, your response may come first. I am also happy to make initial contact and discern how, or if, support is needed. Once the type of support is determined, I will share it with the Home Group, and actions can be taken if desired. We will always respect what information the person wishes to share.

Home Group support may include: meals, home visits, coffee dates, rides to appointments, babysitting, sympathy cards, listening, and prayer.

I will be reaching out to each of you over time to connect. My hope is that, once you know me, you will feel comfortable reaching out for connection and support. With our

net spread wide, our connections will be bountiful!

I look forward to seeing you at church.

With warmth,
[Your Name]

Tips for Liaisons:

- ▶ Identify yourself as a representative of Grace Church.
- ▶ Explain your role as Home Group Pastoral Care Liaison.
- ▶ Suggest ways pastoral care can be offered within the Home Group.
- ▶ Emphasize the need to obtain permission before sharing or providing support.
- ▶ Highlight the team/family approach to care.

APPENDIX E: SAMPLE LETTER OF INTRODUCTION – PASTORAL CARE LIAISON – SUPER CONCISE VERSION

Subject: Greetings from Your Pastoral Care Liaison

Hello [Home Group Name],

One of the gifts of being in a Home Group is that we can care for and support one another when life gets difficult. It's one of the ways Grace Happens in our community.

I'm [your name], one of the liaisons for our Family Home Group as part of the Pastoral Care Team. My role is simply to help make sure support is there when someone in our group is facing illness, grief, life changes, or just needs a little extra care. Think of us as a net of support, helping make sure no one goes through difficult times alone.

If you ever need support, or hear that someone might, please reach out. Sometimes friends naturally provide support, and other times I can check in to see whether someone wants help and what would be most helpful. Support can include meals, visits, coffee-talks, rides, cards, listening, or prayer.

I look forward to connecting with each of you and being part of how we care for one another.

See you at church,
[your name]