

JOB DESCRIPTION - GREETING CARD MINISTRY

JOB/TASK: *Greeting Card Ministry*

NUMBER OF PERSONS NEEDED: 3

TIME COMMITMENT/FREQUENCY: *1-2 hrs/month*

SUPERVISOR /CONTACT: *LPC Office Staff*

MINISTRY GROUP RESPONSIBLE: *Parish Life & Care*

REFERENCES: (people who have done this job and would be willing to answer questions about it) - *Betty Yurkewitch, Mary Ann Ledman, Jan Jacewicz*

This ministry consists of three parts: (1) sending birthday cards to those members who are 80 years and older; (2) sending sympathy cards to recently bereaved members and birth congratulations to new parents; (3) sending Holiday Greetings and "Thinking of You" messages to those members who are residing in Senior Living Facilities or Assisted Living Facilities. Currently, three different people carry out this ministry.

1. Birthday Cards to those members 80 years and older. The LPC Staff sends me a list of all those members who have reached their 80th Birthday. (I usually request this in the fall preceding the New Year so that in January I have the complete list.)
2. Sympathy Cards to recently bereaved members and Birth Congratulations to new parents. Notification comes in several forms: Cluster announcements, announcement in a church service, etc.
3. Cards are sent to members who are living in Nursing Homes or Care Centers for Easter and Christmas and a "thinking of you" message once in between.

Note: The person responsible for each category above purchases the cards and stamps and sends the cards. Expense may be reimbursed from the PL&C budget by request to the Ministry Group leader.

Time required per month: would vary depending on how many cards are sent that month, anywhere from 15 minutes (one or two cards) to an hour. This does not include the time to purchase or make the cards.