

Catholic Charities

Components to Consider of a Comprehensive Bereavement Ministry

Issue / Coordinator	Purpose	Elements	Plan
1. End of Life Preparation <i>Care Coordinator</i>	Initiate and support end of life preparation and the grieving process	A. Whenever possible and appropriate, inform family of ministry and its supportive components B. Seek family's wishes for end of life needs C. Provide copy of supportive materials such as "5 Wishes", ministry brochure D. Coordinating the ministry	<ul style="list-style-type: none"> • Link in with parish office, receptionist, and other appropriate ministries - such as health ministry, hospice - to help identify individuals and family facing end of life issues • Discern from family, friends, and /or dying individual comfort level to discuss or share information about ministry • Call, visit, or mail information to the individual and family
2. Funeral <i>Liturgy Coordinator</i>	Initiate preparation and ensure that the ministries of the funeral mass are addressed	A. Choose – music, readings, and selected prayers whenever possible with the individual and/or family B. Encourage, where appropriate, for family members to participate in the planning of the mass as well as participating in selected ministries of the liturgy C. Arrange for readers, ministers of Eucharist, servers, greeters, ushers, and music D. Coordinating the ministry	<ul style="list-style-type: none"> • Connect with pastor or parish liturgist for input and direction to establish expectations and process for funeral preparations • Identify existing process for incoming calls and notification of a parishioner's death • Identify key individuals in the process. i.e. music ministry, receptionist... • Work with key individuals to establish process of planning funeral with family involvement • Identify other parishes who have a funeral ministry as visit • Establish core ministry team readers, ministers of the Eucharist, greeters, servers, and other related ministries • Develop process for encouraging family participation in the planning and ministry components of the liturgy

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<p>3. Wake/Funeral Reception</p> <p><i>Food Ministry Coordinator</i></p>	<p>Allow time for community to show support for family and for the family and friends to grieve as a community immediately following the funeral</p>	<p>A. Site identification and preparation</p> <p>B. Food</p> <p>C. Clean up</p> <p>D. Community presence</p> <p>E. Coordinating the ministry</p>	<ul style="list-style-type: none"> • Determine if family wishes to have the faith community provide a wake/reception – be sensitive to family/cultural custom • Establish reception team to be responsible for food and set up at the designated site • Clean up as appropriate • Develop core group of ministry supporters to be present for such receptions
<p>4. Meals/food</p> <p><i>Food Ministry Coordinator</i></p>	<p>Provide food/meal support to grieving family/individuals beyond the funeral</p>	<p>A. Meal preparation</p> <p>B. Grocery shopping</p> <p>C. Food/meal delivery to designated family/individual</p> <p>D. Coordinating the ministry</p>	<ul style="list-style-type: none"> • Determine if family is open to having such service • Develop a large support team to rotate the meal and food preparation – and – grocery shopping • Determine if transporting the meals and food to family is needed and develop transportation team • Develop a calendar of ministers responsible for designated dates
<p>5. Card/letter</p> <p><i>Companion Coordinator</i></p>	<p>To maintain contact and express concern for the surviving members along with providing information on ministries available</p>	<p>A. Process to notify card and letter ministry</p> <p>B. Develop data base/tickle file for calendar and addresses</p> <p>C. Materials to introduce ministry and address sensitive issues</p> <p>D. Budget – cards and stamps</p> <p>E. Coordinating the ministry</p>	<ul style="list-style-type: none"> • Assess and determine if resources are available to develop ministry • Develop process for ministry to be notified of family experiencing grief and loss • Develop data base/tickle file for notifying ministry of mailings of materials, letters, and cards • Develop some standard resources for handling sensitive issues

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<p>6. Support group</p> <p><i>Care Coordinator</i></p>	<p>To provide group support to those experiencing grief, loss</p>	<p>A. Knowledgeable facilitator about grief as well as group processes and group dynamics</p> <p>B. Appropriate materials</p> <p>C. Process for individuals to access to group</p> <p>D. Knowledge of additional community support systems and experts</p> <p>E. Process for identifying and making appropriate referrals</p> <p>F. Coordinating the ministry</p>	<ul style="list-style-type: none"> • Explore existing support groups in the community • Assess need for a parish based support group • Assess the strengths of the facilitator or facilitator team and identify and determine scope and limits of the facilitator’s expertise • Develop plan for making referrals as well as identifying experts to make the referrals • Develop plan for ongoing support for the facilitator or facilitator team • Develop plan for ongoing education for the facilitator or the facilitator team • Identify appropriate site for group to meet • Establish a calendar of meetings
<p>7. Bereavement classes</p> <p><i>Care Coordinator</i></p>	<p>Through a series of classes provide education and related materials about the grief, loss, bereavement, and the stages/processes of grief</p>	<p>A. Knowledgeable instructor</p> <p>B. Appropriate materials</p> <p>C. Calendar of scheduled classes</p> <p>D. Process for identifying and making appropriate referrals</p>	<ul style="list-style-type: none"> • Assess and explore existing classes provided in the community • Assess need for a parish based program • Schedule classes • Prepare materials for classes • Develop communication plan • Develop plan for making referrals as well as identifying experts to make the referrals

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8. Counseling <i>Care Coordinator</i>	Provide 1:1 or family support for people having special grieving needs	A. List of professionals to address special grieving needs B. Process for identifying and making referrals	<ul style="list-style-type: none"> • Assess and identify professionals are available in parish and community skilled at grief counseling • Develop referral processes
9. Companionship <i>Companion Coordinator</i>	Maintain ongoing contact and in order to express concern for the surviving members along with providing information on ministries available and ongoing personal support	A. Access to ministry B. Matching up volunteers and participants C. Orientation and Training D. Ministry guidelines E. Volunteer support F. Referral process	<ul style="list-style-type: none"> • Identify key individuals for ministry • Develop process and script for introducing and initiating ministry to families and individuals • Identify and develop guidelines for ministry • Identify and develop parameters for the ministry • Develop process for ministry volunteers to receive ongoing education and support • Develop referral process
10. Remembrance Mass/Service <i>Liturgy Coordinator</i>	To give the faithful an opportunity to lift up loved ones who have died in a communal fashion	A. Community prayer/liturgy for those who died B. Maintaining a file of deceased C. Ministry coordinator	<ul style="list-style-type: none"> • Assess best opportunity to acknowledge and remember loved ones • Develop process for identifying loved ones and their families • Develop process for invitations • Develop structure and process for planning liturgy/prayer service
11. Social Service Needs Outreach coordinator	To offer support in handling the every day tasks of managing a home and activities of Daily living	A. Assessing individual and family needs B. Knowledge of parish and community resources C. Communication, referral, and follow up with services offered	<ul style="list-style-type: none"> • Identify assessment process and needed skills • Recruit and train assessment person(s) • Develop assessment tool • Identify parish and community resources • Safe Environment training • Communication and follow up process to be developed • Perhaps consider using a case management model

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<p>Communication</p> <p><i>Care Coordinator</i></p>	<p>Facilitate internal communication within the ministry and make the ministry known to the faith community</p>	<p>D. Internal communication plan (within ministry)</p> <p>E. External communication plan (with community)</p>	<ul style="list-style-type: none"> • Develop mission and vision for the ministry • Develop and establish ministry components • Develop internal and external communication plan • Develop linkages to key parish ministries
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parish social ministries/ministries/bereavement/bereavement components grid