

# CARING FOR THE WHOLE PERSON TOOLKIT



**Caring for the Whole Person Initiative**

*A Partnership between the California Catholic Conference (CCC) and the Alliance of Catholic Health Care*

*<https://wholeperson.care>*

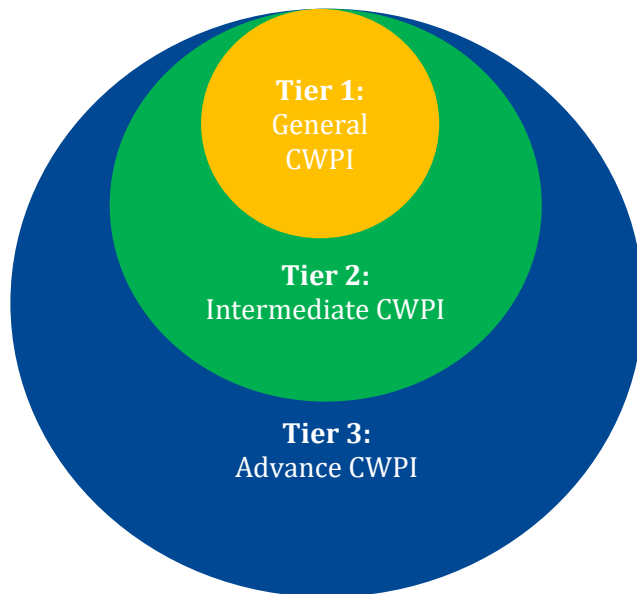
|  |           |
|--|-----------|
| <b>CARING FOR THE WHOLE PERSON TIERS OVERVIEW .....</b>              | <b>2</b>  |
| <b>TIER 1 – GENERAL CWPI INFORMATION FOR PARISH LEADERS.....</b>     | <b>3</b>  |
| <b>VISION, PURPOSE, TIMING AND DEFINITIONS.....</b>                  | <b>3</b>  |
| <b>COMMUNICATIONS .....</b>  | <b>4</b>  |
| Pastor Letter & Bulletin Template.....                               | 4         |
| Parish Handout Flyer Template.....                                   | 5         |
| Parish Trifold Pamphlet Template.....                                | 6         |
| Frequently Asked Questions (FAQ) .....                               | 8         |
| <b>PARISH COMMUNITY EVENT AGENDA .....</b>                           | <b>13</b> |
| Care & Prepare Workshops Information.....                            | 14        |
| Tabling: Tips to be More Engaging .....                              | 15        |
| <b>PARTNERING WITH EXISTING MINISTRIES .....</b>                     | <b>16</b> |
| Parish Ministry Inventory Checklist.....                             | 16        |
| <b>ACCOMPANIMENT .....</b>   | <b>17</b> |
| Stephen Ministries .....   | 17        |
| <b>GRIEF SUPPORT/ BEREAVEMENT .....</b>                              | <b>18</b> |
| GriefShare.....  | 18        |
| St. Hilary Bereavement Support Group.....                            | 19        |
| Seasons of Hope – Ave Maria Press .....                              | 20        |
| Formed Grief Ministry – Grieving with Great Hope .....               | 21        |
| <b>TIER 2: INTERMEDIATE PARISH ENGAGEMENT OF CWPI .....</b>          | <b>22</b> |
| <b>BEGINNING A MINISTRY .....</b>                                    | <b>22</b> |
| Assessment: For an Effective Ministry .....                          | 23        |
| Checklist: Caring for the Whole Person Ministry Implementation ..... | 24        |
| Checklist: Ministers to the Sick/Elderly .....                       | 27        |
| Confidentiality Agreement .....                                      | 28        |
| Intake Form .....  | 29        |
| Intake Notes .....   | 30        |
| Caring for the Whole Person (CWP) Ministry Interest Form.....        | 31        |
| Sample Activity Evaluation Form.....                                 | 32        |
| Advance Care Planning Resources for Download .....                   | 33        |
| <b>TIER 3: ADVANCE ENGAGEMENT OF CWPI .....</b>                      | <b>34</b> |
| <b>SAMPLE COMMISSIONING CEREMONY PROGRAM .....</b>                   | <b>34</b> |

## CARING FOR THE WHOLE PERSON TIERS OVERVIEW

---

As you begin to build a Caring for the Whole Person (CWPI) Ministry in your parish the materials in this packet are designed to meet your needs wherever it is you are starting from. We know that every parish is different. Our intent is to support you and your team no matter what tier you are in.

### 3-Tiered Overview of Resources



#### **Tier 1: General CWPI Information for the Parish Leaders**

##### **For parishes with limited resources/ personnel**

- Vision, Purpose, and Definitions
- Marketing and Communications Resources
- Care and Prepare Workshops
- Partnering with Ministries

#### **Tier 2: Intermediate Parish Engagement of CWPI**

##### **For parishes with some financial and personnel support**

- Includes all resources listed in Tier 1
- Telephone and/or Home Visitation Support Resources
- Resources for the Parishioners

#### **Tier 3: Advance Engagement of CWPI**

##### **For parishes with generous financial and personnel support**

- Includes all resources listed in Tier 1 and 2
- Parish Kick-Off Event Plan
- Train the Trainer Model
- Ongoing Support for Volunteer Ministers

## TIER 1 – GENERAL CWPI INFORMATION FOR PARISH LEADERS

---

### VISION, PURPOSE, TIMING AND DEFINITIONS

The Whole Person Care Initiative is a collaborative project of the Bishops and Catholic health care leaders in California, which will be organized through their respective statewide offices: the California Catholic Conference (CCC) and the Alliance of Catholic Health Care.<sup>[1]</sup> The Initiative is guided by a Leadership Council comprising representatives from the two organizations, including Bishops, Catholic health care executives, and thought leaders. The Leadership Council met regularly during 2016 to design the Initiative. The Bishops and health care leaders affirmed the Council's work on October 19, 2016.

#### **The Initiative's Vision is:**

- *Persons in our congregations, communities, and hospitals are loved, wanted and worthy, and will be prepared and supported in health and serious illness through the end of life.*

#### **The Initiative has a twofold Purpose:**

- Strengthen and improve the availability of Whole Person Care and palliative care services in Catholic health care systems and their hospitals, and
- Develop and implement Whole Person Care and palliative care programs in dioceses and parishes.

**Palliative Care** emphasizes quality of life and comfort. A specially trained interdisciplinary team supports patients and their families in identifying goals of care and works to prevent and relieve all forms of suffering. Although it is often the focus of end-of-life care, palliative care can be provided for people at any age and in any stage of disease. It can be provided along with curative and life-prolonging therapies but focuses on helping people reach their best possible functioning (e.g., activities of daily living, self-care, etc.). It also helps with patient and family decision making to achieve medical and personal goals and provides spiritual care and emotional support to patients and their families.

**Hospice Care** is a specialty level of palliative care available to those whose illness is terminal and who are not expected to live beyond six months. Substantial research has shown that hospice and palliative care significantly improve quality of life, relieve the burdens of illness and caregiving, and reduce health care costs, and – for some patients – even extend survival.<sup>[2]</sup>

**Whole Person Care** is a further extension of the principal goals of palliative care into and through the entire culture of health care and parishes generally. As defined by this Initiative:

*Whole Person Care attends to people in their basic human needs, strives to optimize health, alleviate suffering, bring comfort, prevent injury and illness, and foster physical, functional, emotional, social, interpersonal, and spiritual well-being.*

*Whole Person Care is applicable throughout the course of life and is made available through the collaborative efforts of health care, social services, congregations, and communities in the context of an individual's family and home environment.*

## COMMUNICATIONS

### *Pastor Letter & Bulletin Template*

[\(Click Here for a customizable document\)](#)

|                             |                           |
|-----------------------------|---------------------------|
| (insert diocesan logo here) | (insert parish logo here) |
|-----------------------------|---------------------------|

*“May the God of hope fill you with all joy and peace, so that you may abound  
in hope by the power of the Holy Spirit” (Romans 15:13)*

Dear Parish Ministry Leaders,

In 2015, the California Bishops and Catholic healthcare systems developed the Caring for the Whole Person Initiative (CWPI), which seeks to ensure that parishioners and family members are accompanied, loved, and supported during serious illness, their end-of-life journey and/or other times when medical and spiritual support is needed. The initiative was announced to \_\_\_\_\_ parishes by Bishop \_\_\_\_ in \_\_\_\_.

Parish representatives received diocesan training from the curriculum developed by Catholic theologians, ethicists, and health care providers. (Trained parish leader) \_\_\_\_\_ and (trained parish leader) \_\_\_\_\_ represented (parish name) \_\_\_\_\_ as (role) \_\_\_\_\_. Included in training topics were palliative care, hospice care, Catholic moral teachings on end-of-life care, advance care planning, legal decision-making, caregiving, and grief support. It's likely parishioners involved in ministries such as Eucharistic Ministry to the Homebound, Stephens Ministry, Outreach to the Sick, Social Justice Ministry, Hospital Ministry, Bereavement Ministry, and other ministries would be involved in providing some of the Caring for the Whole Person (CWP) services.

Our parish CWP Ministry is still in its formative stages [and attached are some documents with more details]. The goals are broad because each parishioner requesting our help may have unique needs. The main goals of the CWPI are:

1. To establish a supportive community for parishioners and their families
2. To provide community support and resource referrals to families with loved ones who are suffering, be it physical or spiritual

Thanks to the training and ministry development offered by the CWPI, our CWP Ministry will be available to meet the needs of our parish community. Through this ministry, we strive to provide a listening ear and lend a hand. We want to be there when needed. If the Caring for the Whole Person Initiative touches your heart, please pray, read the literature, and contact either \_\_\_\_\_ or \_\_\_\_\_ so they can provide you with more information about this ministry opportunity.

//PASTOR NAME AND SIGNATURE

## Parish Handout Flyer Template

[\(Click Here for a customizable document\)](#)



### CARING FOR THE WHOLE PERSON INITIATIVE

For us each, a time will come when we'll approach the end of our life here on Earth. Think of this: in every other transition we've known on this journey – birth to infancy to the preschool and school age years, to young adulthood and into relationships and vocations, into roles like marriage and parenthood that changed us so profoundly, to the achievement, or the loss of, our dreams, perhaps into the growth of connection and love with God, to the winding down of our careers think of it: at each turning point, there have been graces given to us to smooth our path. Now and

then, maybe, they've come in the form of loving friends and family lent wisdom for our sake by the Holy Spirit. Sometimes that divine guidance has been given directly to us. But isn't it true? We've never been alone.

People need this kindness perhaps most of all as they try to prepare for life beyond this life. The pain and distress brought by their final illnesses and failing strength pose all sorts of problems. Modern medicine and skilled helpers of many kinds can ease that suffering. The wise pastoral care of priests, deacons and religious, and God's gifts in the Sacraments, can give great comfort and consolation, too.

But there's an important place for other care, care you can give, in these times to these people. The Church has Fashioned its Caring for the Whole Person initiative to help make possible assistance for them of every kind. And there may be a role for you to play in this work.

What do we do? So much of it involves only being there, truly listening and hearing what they and their loved ones say. Listening, too, to what they don't say. In other words, we bear witness to their experience- and in that way, we serve as one more channel of grace. We haven't any profound words or solutions for them. We give them small services, but mostly we simply give them our presence.

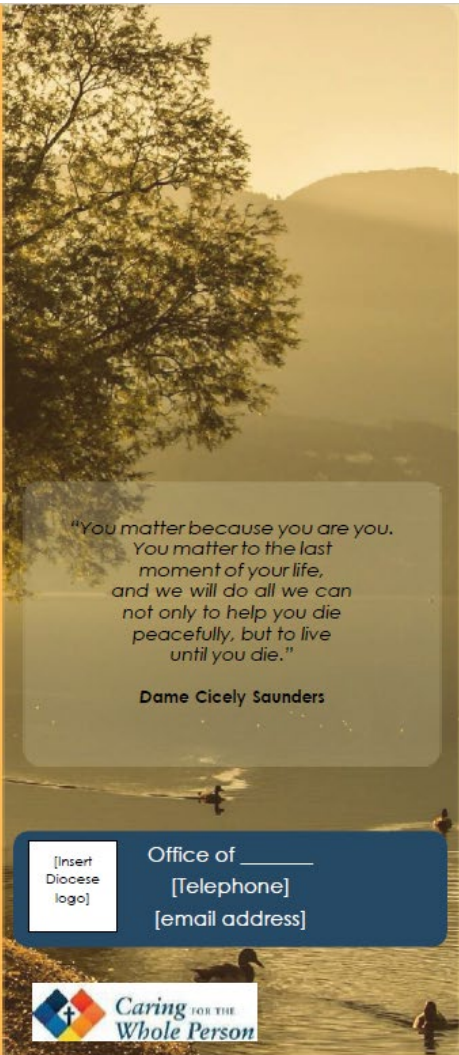
Not a ministry for everyone, to be sure. But maybe it's a path of service for you. Would you like to talk about it? Call or text me, **NAME OF PARISH CONTACT**, at **CELL PHONE or EMAIL** me. God bless you.

*\*Content created by Chuck Witherell, St. John of God Parish, San Francisco Archdiocese*



## Parish Trifold Pamphlet Template

[\(Click Here for a customizable document\)](#)



### A PARISH MINISTER/VOLUNTEER

- Completes the CWP training
- Follows the CWP guidelines
- Supports parishioners and their families living with serious illness by preserving dignity and meaning, being fully present, listening more & talking less, and assisting with daily living activities
- Documents visits and reports parishioner/family needs to CWP Leader
- Acts as a communication agent within his/her ministry
- Performs CWP activities, identifies gaps in resources and practices, and proposes solutions

### RESOURCES

[Office website]  
<https://wholeperson.care/>


<https://www.youtube.com/watch?v=HWr9p6MGPGc>

"You matter because you are you.  
You matter to the last  
moment of your life,  
and we will do all we can  
not only to help you die  
peacefully, but to live  
until you die."

Dame Cicely Saunders

[Insert  
Diocese  
logo]


Office of \_\_\_\_\_  
[Telephone]  
[email address]



Caring FOR THE  
Whole Person

### CARING FOR THE WHOLE PERSON INITIATIVE (CWPI)

Finding Peace &  
support during  
serious illness



Compassionate care  
starts from the heart!

## WHAT IS CWPI, ITS GOALS & BENEFITS?

### • A Pro-Active Loving

Is a partnership between California Catholic Conference (CCC) and the Alliance of Catholic Health Care to respond to the crisis in end-of-life care

### • People Oriented

Seeks to provide a dignified, compassionate, and loving alternative to the physician-assisted suicide (PAS) legislation for seriously ill people and their families

### • Culture of Inclusion

Promotes a culture of inclusion in which those who are sick and dying can feel loved, worthy, and comforted, as well as experience a sense of belonging

### • Family & Caregiver

Accompanies families and caregivers in the end-of-life process of a loved one through education, pastoral care, and prayer

### • Interaction & Networking

Develops networks of volunteers and families facing the end-of-life challenges

## HOW DOES CWPI WORK?

The Office of \_\_\_\_\_ and the Caring for the Whole Person staff provide resources and training in end-of-life care to better equip parish leaders who have been called to minister to the sick and dying, their families, and the community.

Parish leaders plan and organize the training of parish volunteers in the work of CWPI.

The training curriculum developed by theologians, ethicists, and health care providers includes topics such as an overview of CWP (body/mind/spirit), palliative care, hospice care, Catholic and moral teachings, caring at end-of-life, advanced care planning, legal decision-making, and grief, as well as tips for pastors, parish leaders, and caregivers.

## Who Participates?

- Affiliated health care providers
- Dioceses in California
- Parishes
- Community members Families
- People facing end-of-life challenges
- Ministries who serve the sick and dying such as housebound, bereavement, Legion of Mary, and Eucharistic Ministry

## A Diocesan Leader

- Serves as an ambassador for the CWPI
- Promotes participation and engagement among parish leaders
- Supports parishes by providing training and educational resources
- In coordination with parish leaders, implements the CWPI setting common goals and metrics towards improving physical, spiritual, and pastoral care for those who have serious illness
- Oversees the CWPI in the diocese

## A Parish Leader

- Is the liaison between the Diocese and the parish
- Implements the CWPI in the parish, coordinates, and plans activities such as training for parishioners
- Supports parish ministers/volunteers and engages with them
- Establishes a supportive community for sick parishioners and their families



## *Frequently Asked Questions (FAQ)*

### **What is the Caring for the Whole Person Initiative?**

The Caring for the Whole Person Initiative is a collaborative project of the California Catholic Conference (CCC), the Alliance of Catholic Health Care and Catholic health care leaders in California. (Appendix I - Dioceses and Health Systems Participating in the Initiative). It is guided by a Leadership Council comprising representatives from the two organizations, including bishops, Catholic health care executives, and thought leaders.

The Initiative is aimed at creating an environment in our parishes, communities, and health care systems in which all persons are loved, wanted, and worthy and will be prepared and supported in health and serious illness through the end of life.

The Caring for the Whole Person Initiative has a twofold purpose:

- Strengthen and improve the availability of whole person care and palliative care services in Catholic health care systems and their hospitals, and
- Develop and implement Caring for the Whole Person programs in dioceses and parishes.

### **Why did the partners start the Initiative?**

The Bishops and Catholic health care leaders in California believe that the need to transform the way in which society cares for the chronically and terminally ill requires urgent and decisive action on the part of the Church. Accordingly, they launched the **Caring for the Whole Person Initiative**, a robust partnership to ensure that parishioners and patients are loved and supported; that they can openly talk with their spiritual leaders, clinicians, and family members about their wishes at the end of life; and that they have access to quality palliative care before they suffer needless medical procedures.

### **Why did they believe there is a need to transform the way society cares for the sick and dying?**

When California legalized physician-assisted suicide (PAS) in 2015, the state joined Oregon, Washington and Vermont which allowed the practice. In the past few years, PAS legislation has been introduced in more than half the states and it is legal in ten jurisdictions (California, Colorado, District of Columbia, Hawaii, Montana, Maine, New Jersey, Oregon, Vermont, and Washington). Public opinion polls reveal that upwards of 65 percent of U.S. voters support legalizing PAS.

Growing public support is, in large measure, indicative of a deep crisis in the U.S. health care system. For good reasons, many Americans do not trust that they and their loved ones will be appropriately and effectively cared for when they experience a terminal illness. A 2014 Institute of Medicine report revealed that the experience of dying in the United States is often characterized by fragmented care, inadequate treatment of distressing symptoms, frequent transitions among care settings, and enormous care responsibilities for families. According to this report, the current health care system of rendering more intensive services than are necessary and desired by patients, and the lack of coordination among programs increases risks to patients and creates avoidable burdens on them and their families.<sup>[11](#)</sup>

## How does the partnership intend to transform society?

On October 19, 2016 – at a joint meeting held every three or four years - the bishops and health care leaders (Appendix I - Dioceses and Health Systems Participating in the Initiative) adopted the following Aspirational Statement regarding the new **Caring for the Whole Person** Initiative:

*“As Church and Catholic health care leaders in California, we believe that physician-assisted suicide, while legal, is not yet an entrenched cultural or clinical reality. Recognizing this, we are committed to developing together, and in collaboration with other leaders in the palliative care field, a medical and pastoral approach to care through the end of life that provides a dignified, compassionate, and loving alternative to physician-assisted suicide for seriously ill people and their families. Our intent is to create a Church and Catholic health care collaborative model that serves our California parishioners and patients well, and that can be replicated by Church and Catholic health care leaders in other states.”*

The California Bishops and health care leaders believe that by caring well for the frailest and most vulnerable in their dioceses, parishes and health care facilities, they can improve care for many people now and in the years to come; they can make clear that the best care possible includes not only excellent disease treatments, but also concern for a person’s physical comfort, and emotional and spiritual well-being; and they can raise broader cultural expectations about the kind of end-of-life care people need, deserve and should demand. In so doing, they believe we can protect the breadth of our human endowment in ways that will be felt long into the future. And that the healthiest response to death is to love, honor, and celebrate life.<sup>[2]</sup>

## What is the vision of the Caring for the Whole Person Initiative?

The Initiative’s **Vision**, derived from the health ministry principle of **whole person care**, is:

*Persons in our congregations, communities, and hospitals are loved, wanted and worthy, and will be prepared and supported in health and serious illness through the end of life.*

The Initiative has a twofold **Purpose**:

- Strengthen and improve the availability of whole person care and palliative care services in Catholic health care systems and their hospitals, and
- Develop and implement Caring for the Whole Person and palliative care programs in dioceses and parishes.

## What is “Whole Person Care”?

Whole Person Care attends to people in their basic human needs, strives to optimize health, alleviate suffering, bring comfort, prevent injury and illness, and foster physical, functional, emotional, social, interpersonal, and spiritual well-being.

Whole Person Care is applicable throughout the course of life and is made available through the collaborative efforts of health care, social services, congregations, and communities in the context of an individual’s family and home environment.

## **What are the core elements of the Initiative?**

The Caring for the Whole Person Initiative (CWPI) will create or expand arch/diocesan training systems to develop networks of volunteers in 1,100+ California parishes to provide skilled and compassionate pastoral support to the ill and dying. In conjunction with the pastoral segment, health care systems will significantly improve palliative care services in their 51 Catholic and Catholic-affiliated hospitals as they team with ministries in nearby parishes. These pastoral and clinical initiatives work with each other to provide a holistic system of care for the terminally ill and their families that will provide them with spiritual and emotional supports, help them make decisions to achieve their medical and personal goals, and alleviate their suffering.

In parishes, the initiative will help parishioners understand and apply Catholic end-of-life teaching as they grapple with their own illness or that of a loved one. In the clinical settings, the Initiative will work with health systems to meet standards comparable to the Joint Commission's Palliative Care Advanced Certification requirements – a standard few hospitals in the nation meet. The Initiative will have a short- and long-term positive impact on the quality of palliative care programs within the 51 Catholic and Catholic-affiliated health care facilities.

## **How will the Initiative look in California parishes?**

The Church is no stranger to the needs of the sick and dying, their caregivers, and the bereaved. Much of the pastoral care offered by clergy and lay ministers takes place within the context of health crises, serious illness, death, and grief. Parishes, as learning and caring communities, can nurture spiritual and practical preparation for death and equip their parishioners with the knowledge, tools, personal resources, and support to navigate the complexities of health care while upholding and sustaining the faith.

The Caring for the Whole Person education and training curriculum has been developed in consultation with moral theologians, ethicists and experts within Catholic health care. All 12 arch/dioceses in California have been oriented to the goals and educational model of the Initiative. (See also Appendix III for a summary of the education curriculum.) Training is under way in or has already taken place in five dioceses with others planning to transition to on-line education during the pandemic or in-person once class-size gatherings are appropriate.

Each arch/diocese, with the Initiative staff, will train diocesan and parish leaders who will in turn lead the training of parish volunteers in the work of Caring for the Whole Person. This will include participating in a 10-hour training using the CWPI Training curriculum. Parish Leaders/Trainers will also be responsible for recruiting, training, and retaining CWP Ministers within their own parish. This includes screening volunteers, providing the 5-module training, and providing ongoing education and support to CWP Ministers. Leaders/Trainers will also be responsible for collecting documentation and submitting data to CWPI staff. Each diocese will have a liaison who works directly with parish leaders to implement the initiative and who will be supported by CWPI staff.

## **What additional resources does the Initiative offer?**

The Caring for the Whole Person website – [www.wholeperson.care](http://www.wholeperson.care) – is available for all. It has a dual function. The public front has basic information on caring for patients and caregivers, Catholic moral teaching on end of life, information on how to complete an advance directive and other useful information. Behind the firewall are resources for lesson plans, support material, videos, articles and other curriculum-related material to support parish volunteers and staff who have been trained via the Initiative's curriculum.

## What is the organizational structure of the Initiative?

The **Caring for the Whole Person** Initiative is a collaborative project organized through the California Catholic Conference (CCC) and the Alliance of Catholic Health Care.<sup>[3]</sup> The Initiative is guided by a Leadership Council (see Appendix II) comprising representatives from the two organizations, including bishops, Catholic health care executives, and diocesan ministries. The Leadership Council meets regularly to guide the progress of the Initiative, which employs a staff of three who work out of the Institute for Human Caring (<https://www.instituteforhumancaring.org/>), part of the Providence St. Joseph Health system.

<sup>[1]</sup> *Dying in America: Improving Quality and Honoring Individual Preferences Near the End of Life*, Committee on Approaching Death: Addressing Key End-of-Life Issues, Institute of Medicine of the National Academies, Washington, D.C., 2014.

<sup>[2]</sup> For an extended treatment of the issues addressed here, see: *The Best Care Possible: A Physician's Quest to Transform Care Through the End of Life*, Ira Byock, MD, Avery, New York, N.Y., 2013.

<sup>[3]</sup> The [California Catholic Conference](#) is the public policy voice of the Roman Catholic bishops in California. The [Alliance of Catholic Health Care](#) represents California's Catholic health care systems and their 51 Catholic and Catholic-affiliated hospitals.

## DIOCESES AND HEALTH SYSTEMS PARTICIPATING IN THE INITIATIVE





## PARISH COMMUNITY EVENT AGENDA

### Clergy/Church Leader(s) Agenda

| Topic   | Presenter | Time |
|---|-----------|------|
| Welcome and Introductions   |           |      |
| Reflection  |           |      |
| Introduction to WPCI- What is Whole Person Care?  |           |      |
| What is the role of the clergy and church leaders WPCI?   |           |      |
| Catholic Moral Teaching around End-of-Life Care   |           |      |
| Understanding the Continuum of Care: <ul style="list-style-type: none"> <li>• Role of Clergy/Leaders and CWP Ministers</li> </ul> |           |      |
| <b>Break</b>  |           |      |
| Hospice and Palliative Care<br>Serious Illness Conversations<br>Advance Care Planning<br>Communication & Taking Care of Business  |           |      |
| Creating a Supportive Community   |           |      |

## *Care & Prepare Workshops Information*

**Care & Prepare** is a workshop offered by the Caring for the Whole Person Initiative and your local diocese.

Discussion topics include:

- Church teaching on end-of-life ethics
- Accessing quality care
- Advance Healthcare Directives
- Pastoral care at the End of Life.

*Note:* These trainings are designed to meet the needs of parish leaders, caregivers, the elderly and their family members.

To view past presentations from a Care & Prepare workshop, select a topic below

### **View Care & Prepare Presentation Decks:**

[Finding Good Care Powerpoint Slides](#) – Providence Institute for Human Caring

[Accessible & Quality Care Powerpoint Slides](#) – Elizabeth Hanink, R.N.

[Church Teaching on End-of-Life Ethics](#) – Molly Sheahan

[Pastoral Care at the End of Life](#) – Carmelite Sisters

### **The Conversation Project:**

If you've hosted Care & Prepare at your parish, why not have a [Conversation Project](#) Weekend? The Conversation Project is a great way to involve parishioners in talking about their wishes at the end of life and to help adults fill out their [Advance Health Care Directives](#).

- [Download the Conversation Project Starter Kit in English \(En Español\)](#)

### **Ready to Start?**

We are in the final stages of production for this program. Please check with your local diocese for updates.

## ***Tabling: Tips to be More Engaging***

*(Presence After Mass)*

One of the key things to remember is that you are not just passing out stuff, you are engaging people! In order to promote effectively you have to prepare. Give yourself enough time to know all the information beforehand: event date, time, location. Before a promotion event make sure to have all the materials ready.

Things to keep in mind on the day of a promotion event:

- Create the right first impression! People CAN read attitude.
- Be genuinely enthusiastic about your event/ product/service
- Prepare 3-6 engaging questions

### **Make a Nice Display**

Have a tablecloth, attractive literature, free candy or fun things for people to take. If you have an iPad or laptop, show some beautiful videos of your work.

### **Stand in Front of the Table/ booth**

If you sit behind the table, there's a barrier between you and the people. Standing in front makes you more engaging and gives you a better chance to connect with people. You will be much more effective!

### **Hand Flyers to Each Person Walking By**

When you reach out to hand something to another person, they are very likely to take it. Avoid questions such as: "Can I help you?" or "Would you like this?"

### **Collect Contact Information**

It's very important to collect contact information for potential volunteers, members, etc. Ask them to write down their first and last name, email, and phone number.

### **Follow Up the Next Day**

Once you have all the contact information, send them an introduction email the very next day. Thank them for visiting your table, tell them a little about your ministry, and invite them to your next meeting, event, etc. Keep in touch with them for the future

## PARTNERING WITH EXISTING MINISTRIES

### *Parish Ministry Inventory Checklist*

This document is intended to help effectively implement your Caring for the Whole Person Initiative (CWPI) activities and ministry development. As you strive to do both, consider meeting with the parish ministry leads to partner and coordinate your programming

**Please mark ministries operating in your parish and provide contact information for ministry lead:**

**☐ Respect Life**

Contact Name:

Email/Phone:

**☐ Stephens Ministry**

Contact Name:

Email/Phone:

**☐ St. Vincent de Paul**

Contact Name:

Email/Phone:

**☐ Parish Nurse**

Contact Name:

Email/Phone:

**☐ Knights of Columbus**

Contact Name:

Email/Phone:

**☐ Extraordinary Ministers of Eucharistic  
Communion**

Contact Name:

Email/Phone:

**☐ Bereavement**

Contact Name:

Email/Phone:

**☐ Mental Health**

Contact Name:

Email/Phone:

**☐ Ministry to the Homebound**

Contact Name:

Email/Phone:

**☐ Funeral Ministry**

Contact Name:

Email/Phone:

**☐ Health Ministry**

Contact Name:

Email/Phone:

## Suggested Script for when you contact other ministry leads within your parish:

**CWPI Parish Lead:** “Hello, my name is \_\_\_\_\_. I am the (new) ministry lead for the Caring for the Whole Person Ministry here at \_\_\_\_\_ (insert name of parish). I am reaching out to begin a conversation about each of our ministries and how it may make sense for us to partner together to coordinate our activities. We can have a conversation about this now if it is a good time.”

**Or, if preferable,** offer to meet the ministry lead with whom you are speaking over a cup of coffee for in-person fellowship and conversation.

## Accompaniment

### Stephen Ministries

<https://www.stephenministries.org/stephenministry/default.cfm/917>



## What Is Stephen Ministry?

From the website: <https://www.stephenministries.org/stephenministry/default.cfm/917>

Bear one another's burdens, and in this way you will fulfill the law of Christ (Galatians 6:2, NRSV).

Stephen Ministry offers a proven and effective way to organize, equip, and supervise a team of congregation members—called *Stephen Ministers*—to provide high-quality, one-to-one, Christ-centered care to people in the congregation and the community experiencing life difficulties.

Stephen Ministers are congregation members trained by their Stephen Leaders to offer care to people who are hurting. A Stephen Minister typically has one care receiver at a time and meets with that person once a week for about an hour.



Care receivers are individuals in the congregation or community who are going through a crisis or life difficulty. Potential care receivers first meet with a pastor or Stephen Leader, who assesses their needs for care and matches them with a Stephen Minister. The caring relationship lasts for as long as the need persists.

## Next Steps

Should you choose to make your Caring for the Whole Person Ministry activities part of a Stephens Ministry you would like to start at your parish, please note the following links/resources:

- [Learn how to begin a Stephen Ministry in your parish](#)
- [Request a free packet of information about Stephen Ministries](#)

## *Grief Support/ Bereavement*

### *GriefShare*

<https://www.griefshare.org/>



A grief support group rooted in Christian theology, with proven strategies to facilitate healing around the personal losses of loved ones which we (will) all experience as part of the fullness of the human experience.

**For detailed guidance on how to begin a GriefShare group at your parish, please visit the following website:**

<https://www.griefshare.org/startagroup>

### **How GriefShare works:**

“Going to GriefShare feels like having warm arms wrapped around you when you’re shivering.”

It may be hard for you to feel optimistic about the future right now. If you’ve lost a spouse, child, family member, or friend, you’ve probably found there are not many people who understand the deep hurt you feel.

This can be a confusing time when you feel isolated and have many questions about things you’ve never faced before.

GriefShare groups meet weekly to help you face these challenges and move toward rebuilding your life.

## Each GriefShare session has three distinct elements:

### 1. Video seminar with experts

Each week your GriefShare group will watch a video seminar featuring top experts on grief and recovery subjects. These videos are produced in an interesting television magazine format featuring expert interviews, real-life case studies, dramatic reenactments, and on-location video.

### 2. Support group discussion with focus

After viewing the video, you and the other group members will spend time as a support group, discussing what was presented in that week's video seminar and what is going on in your lives.

### 3. Personal study and reflection

During the week you will have the opportunity to use your workbook for further personal study of the grieving process and to help sort out your emotions through journaling. Your group will spend time discussing questions and comments from the workbook study.

## Who should come ... who should not:

**GriefShare is for people grieving the death of a family member or friend.** We understand that there are other losses in life that create feelings of grief. You might be experiencing a job loss, a divorce, estrangement from a child, or the loss of friends because of a move. This grief is real, but it is not the kind of grief discussed in GriefShare sessions. We encourage you to ask a pastor, counselor, or church leader for help in finding resources that will be of specific help in your situation.

## *St. Hilary Bereavement Support Group*

## Sample Grief Support Sessions -

### Session 1:

Curriculum-<https://docs.google.com/document/d/1yEW26xhKDQH-RfLr9sata4N40B8hcGnp/edit?usp=sharing&ouid=100310844931362973062&rtpof=true&sd=true>

Resources-<https://drive.google.com/drive/folders/1ezf5J60fN-cuyHybA60UlXrUc7u9xi1?usp=sharing>

### Session 2:

Curriculum -

<https://docs.google.com/document/d/1uRwWS0kUFtOdIR4dH7kJNQfM5IJ73VYp/edit?usp=sharing&ouid=100310844931362973062&rtpof=true&sd=true>

Resources - <https://drive.google.com/drive/folders/1ox-n1-iq4RIUYcz34jitAihxjikmCEsK?usp=sharing>

### Session 3:

Curriculum – [https://docs.google.com/document/d/1MGkMYBASGeH8QxaP\\_pMj745Zjm3T1o-g/edit?usp=sharing&oid=100310844931362973062&rtpof=true&sd=true](https://docs.google.com/document/d/1MGkMYBASGeH8QxaP_pMj745Zjm3T1o-g/edit?usp=sharing&oid=100310844931362973062&rtpof=true&sd=true)

Resources – <https://drive.google.com/drive/folders/16vY4wtja1VejAiSjnJoadHNqIxtWa1fN?usp=sharing>

### Session 4:

Curriculum–

<https://docs.google.com/document/d/1E1pPPSRrwovDAKYAF33SmZZ8K1bIb1Cz/edit?usp=sharing&oid=100310844931362973062&rtpof=true&sd=true>

Resources –

<https://drive.google.com/drive/folders/16LsFh3Pe62WF11DXtgm3i80iHLhuUsYm?usp=sharing>

### Session 5:

Curriculum – <https://docs.google.com/document/d/1Kf6YmN-8Y6BZAKeoBu8dfiqM5-RhB42J/edit?usp=sharing&oid=100310844931362973062&rtpof=true&sd=true>

Resources - <https://drive.google.com/drive/folders/1n-W-YZgu7gjQVu5jqx9NxxgzGFELPvEg?usp=sharing>

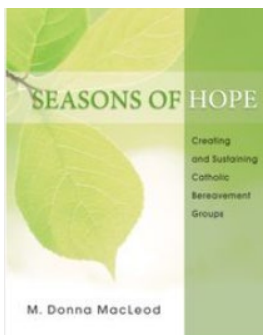
### Session 6:

Curriculum –

<https://docs.google.com/document/d/1FgsVreAKosAbdKm1bzhIsKT1gx3dq7ao/edit?usp=sharing&oid=100310844931362973062&rtpof=true&sd=true>

Resources - <https://drive.google.com/drive/folders/1jbWQI2SVtu61Vc-AG2OeYjMPSwLALy04?usp=sharing>

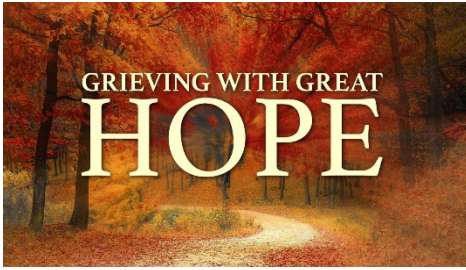
### *Seasons of Hope – Ave Maria Press*



From the website: <https://www.avemariapress.com/series/The-Seasons-of-Hope-Series>

“Seasons of Hope is a comprehensive guidebook for leaders and four participant journals. The program offers twenty-four scripture-based sessions for grievers, organized into four six-week seasons, three times as many as other books or bereavement programs. Each season is self-contained and non-sequential so that participants may begin with any of the four seasons and parish leaders may schedule the six-week seasons as fits the particular pastoral needs of each individual parish.”

## *Formed Grief Ministry – Grieving with Great Hope*



From the website: Grieving with Great Hope - FORMED

From the website: <https://watch.formed.org/grieving-with-great-hope>

"Grieving with Great Hope is a grief support program and a healing ministry developed by John and Sandy O'Shaughnessy; they are the co-founders of Good Mourning Ministry, a Catholic Bereavement Apostolate. John is a Certified Grief Counselor and author of five books. Sandy is a Director of Religious Education with a master's degree in Pastoral Ministry (Bereavement Emphasis). They are grief educators, but in this series, you will learn they have experienced profound grief themselves.

As a FORMED subscriber, you can access all 5-sessions of this series. This series also comes with a Participant's Workbook and a Leader-Guide which walks you through the program from early planning, to preparation and implementation. This series is prayerful, practical, and personal. It has helped thousands of people who are grieving the loss of a loved one. The title comes from 1 Thessalonians 4:13, in which St. Paul tells the Thessalonians, "Let us not grieve as others who have no hope." And though faith can give us a confident expectation that this is not our home, it does not prevent grief and suffering in this life. Jesus said many times, "Take up your cross and follow me." This series teaches that grief is a natural reaction to loss, and mourning is our intentional response. Mourning is what we do with the pain we feel. It introduces The Seven Intentions of Mourning, each having its own unique purpose in helping to heal our wounds when someone we love dies. This series is designed for group discussions; as such, during the first four sessions, there is time for six "Grief Peer Group" discussions, where participants can share their own stories in a safe and validating environment."

## TIER 2: INTERMEDIATE PARISH ENGAGEMENT OF CWPI

---

### BEGINNING A MINISTRY

“The vocation of humanity is to show forth the image of God and to be transformed into the image of the Father’s only Son...Let us examine our ministries and apostolates, all our efforts in our parishes and schools. Let us seek creative and bold new ways to make the call to holiness and the work of sanctification a basic aspect of [all our ministries].”

*Archbishop Gomez’s pastoral letter,  
For Greater Things You Were Born*  
[www.archbishopgomez.org/planoflove](http://www.archbishopgomez.org/planoflove)

#### **What is your Passion?**

Ex: Serving the homeless, loving God, teaching children, etc.

#### **What is your Mission?**

OLJP: To evangelize Christ as we encounter Him in the most vulnerable in our community.

#### **What is your Focus?**

It should incorporate Prayer, Education, Advocacy & Service

#### **An effective ministry leader...**

- Knows the pastor – take him to coffee, meet with him, ask his priorities, offer him solutions to a problem in his parish (e.g. moms in his pews face unplanned pregnancy and we want to help)
- Knows the parish secretary – buy them donuts, bring flowers, follow-up with emails
- Is involved in the parish – join the parish council, volunteer for the carnival, meet the other ministry leaders, become a servant leader



*Assessment: For an Effective Ministry*

|   |  |
|---|--|
| <b>TEAM</b>   |  |
|   | Does your leadership consist of a team?  |
|   | Are you inviting new people to take on leadership?   |
|   | Are you involving younger people and people with different perspectives?                         |
| <b>PLANNING</b>   |  |
|   | Does your leadership team do annual or regular strategic planning?                               |
|   | Do you ask for feedback from the pastor or other parish leaders?                                 |
|   | Do you analyze the success of your activities/initiatives?                                       |
|   | Do you look to the Archdiocese for programs?   |
| <b>INTEGRATION</b>  |  |
|   | Is your ministry integrated into the life of the parish?   |
|   | Do you regularly interact with your pastor?  |
|   | With the Pastoral Council?   |
|   | With the school principal/DRE/Youth Minister/Confirmation Coordinator/marriage preparation team? |
| <b>OUTREACH</b>   |  |
|   | Are you listed as an official ministry on the parish website or in the bulletin?                 |
|   | Does your ministry have a table/booth outside Masses regularly?                                  |
|   | At the parish festival or ministry fair?   |
| <b>GENERAL QUESTIONS FOR DISCUSSION</b>   |  |
| <ol style="list-style-type: none"> <li>1. How do you determine action?</li> <li>2. What are your criteria for prioritizing action that is timely, effective and meets the needs of your parish and community?</li> <li>3. How do you analyze success for your activities/initiatives?</li> <li>4. What would be the most helpful thing for us to do to help you in your ministry?</li> <li>5. What have you found to be the most effective way to recruit new members?</li> <li>6. How do you reach out to beyond the usual parishioners?</li> <li>7. Can you partner with other nearby parishes for more effective programs?</li> <li>8. What leadership materials/resources would help you</li> </ol> |  |

## Checklist: Caring for the Whole Person Ministry Implementation

**You have been selected by your Priest to lead the development and implementation of “Caring for the Whole Person” activities within your parish.** The Caring for the Whole Person Initiative 5-Module Training has equipped you with education and guidance on key concepts in ‘whole person care,’ including ideas for parish-based activities. This check list is intended to provide you with further, step-by-step guidance on Caring for the Whole Person Ministry development, designed to work in tandem with the other resources provided in this implementation guide.

| Item | Task to Accomplish  | Mark Completed |
|------|---|----------------|
| 1.   | Schedule a meeting with your Parish Priest. Your first meeting with the Priest is to identify the value of what this ministry can offer the parishioners. Parishioners want to turn to their church in times of challenges. The value is to have a team that can support their needs and help identify appropriate resources in the community.<br><b>1A – 1F are suggested elements to include in this initial meeting:</b> |                |
| 1a.  | <b>Discuss a vision for CWP Ministry based on what you have learned in the CWPI Training:</b> The vision of Caring for the Whole Person is a continuum of quality and comprehensive (physical, emotional, spiritual) care for all people of all ages, enhanced through partnerships of health care professionals and community-based organizations and coalitions.  |                |
| 1b.  | <b>Bring a proposed goal to the meeting,</b> specific to your parishioners.<br><i>An example: “To provide parishioners at (parish name) facing illness a support person(s)/team that will walk along side of them during their challenges and to provide resources for them and their family.”</i>  |                |
| 1c.  | <b>Provide a list of people from your parish that you feel would be a good choice for this ministry.</b> Note: make sure that you select a person(s) who is fluent in a language spoken by the parishioners. (i.e., Portuguese, Spanish)  |                |
| 1d.  | Once you and the Priest have agreed to moving forward, speak to the individual team members you have selected. Invite them personally to an informational meeting.  |                |
| 2.   | <b>Share the CWP ministry plan with the Pastoral Council.</b> <ul style="list-style-type: none"> <li>Attend the Pastoral Council meeting.</li> <li>Provide hand-outs on the Vision, Goal, and possible team members.</li> <li>Take the opportunity to communicate with the council the value of the CWP ministry. Answer their questions and get their support.</li> </ul>  |                |
| 3.   | <b>Meet with your Core Volunteer Team.</b> This is an opportunity for the team members to share their story of why this ministry is important to them. From this meeting, <b>determine the detail of training they need to: 1) listen, 2) identify needs of the parishioner, and 3) be a resource for the parishioner.</b>  |                |

|     |   |  |
|-----|---|--|
| 4.  | <p><b>Develop a training for your ministry team.</b> Some items which may be required prior to the initial training for the team (check with parish staff/guidelines): Complete Fingerprints, (Sherriff/police Department) complete Volunteer sign-off sheet, confidentiality and HIPAA, per parish/diocese guidelines.</p> <p>Goal of this volunteer training: Help ministry volunteers to understand the concept of Continuum of Care in the Community and Church Body: Palliative Care which includes Hospice, and after care with grief support.</p>  |  |
| 4a. | <p><b>The training should include a list of “Internal” ministries in your parish.</b> (i.e., YLI, Men’s Fellowship, Eucharist for Home-Bound, Grief Group, Knights of Columbus) These internal resource ministries will be used as referrals to support the need of the Parishioner, when requested.</p>  |  |
| 4b. | <p><b>Provide a list of “External” resources in your area:</b> Interfaith, Catholic Charities, NAMI, Hospice, Palliative Care Team at Hospital, local senior living facilities, etc. Once you get their contact number and address you can share them with the team and to parishioners when needed.</p>  |  |
| 4c. | <p><b>Provide some time your ministry team can fellowship and get to know each other.</b> Fellowship builds trust and supports each member's needs- to learn from each other. i.e. breakfast, lunch, retreat, a day of fun.</p>   |  |
| 5.  | <p><b>Develop a Communication Strategy for the Parishioners.</b> Brainstorm ideas with the ministry team. Use the best media tools for your parish. Some ideas may include:</p> <ol style="list-style-type: none"> <li>1. Priest support from the Pulpit</li> <li>2. Bulletin</li> <li>3. Parish Web Site</li> <li>4. Word of mouth</li> <li>5. Hand-outs after church</li> <li>6. Ministry Day Booth</li> <li>7. Meet and Greet after Mass with Team for coffee</li> </ol> <p><b><i>*Suggestion: Discuss with Priest prior to developing a media strategy to ensure feasibility and alignment of other parish ministries:</i></b></p> <ul style="list-style-type: none"> <li>• Be sure communication strategy includes the mission, goal and names of the volunteers on the ministry team.</li> <li>• Communicate the value of this ministry as establishing a Continuum of Care in the body of the church that listens and supports referrals to help parishioners meet needs associated with end-of-life planning, chronic and critical illness and whole person care (mental, physical, emotional, spiritual).</li> </ul> |  |
| 5a. | <p><b>Decide on communication strategy with your Priest and then meet with the Parish office staff.</b> Determine who from the office will contact the CWP team member with incoming referrals.</p> <p><b><i>*Suggestion: One point of contact may be a much smoother process for referrals.</i></b></p>  |  |

|  |   |  |
|--|---|--|
| 5b.  | <p><b>Meet with the leads for Internal Ministries.</b> Provide each of them a hand-out that explains Caring for the Whole Person Ministry. Ask them to refer parishioners as appropriate.</p> <p><i>*Suggestion, as feasible: send a letter, email, post card to share who the team is and the value of the CWP Ministry.</i></p>   |  |
| 6.   | <p><b>LET'S GET STARTED!</b> A NICE WAY TO BEGIN IS TO HAVE CWP TEAM MEMBERS CALL THOSE WHO HAVE ASKED FOR PRAYERS.</p> <ul style="list-style-type: none"> <li>• Call the Parish office and get the names and best numbers to reach parishioners asking for prayer requests.</li> <li>• Introduce yourself and provide a brief overview of the goal(s) of the CWP Ministry</li> <li>• Invite parishioner to share any needs related to CWP Ministry</li> <li>• Does parishioner have any needs CWP Ministry can support = identify and offer any internal or external resources</li> <li>• As appropriate, identify a date and time you will contact them again to follow up on any support or resources you have discussed, to ensure parishioner needs have been met</li> <li>• Thank parishioner for their time!</li> </ul> <p><i>*See Home Visitation Note on p.64 – 65 of this guide, as if you elect to schedule an in-person home visit as your initial point of contact, this form may be more appropriate.</i></p> <p><b>*Note, for phone calls:</b> You may need to speak for 3-4 calls prior to them sharing their whole story or their needs. Remember you are building a relationship.</p> |  |
| 6a.  | <p>Another possibility is to call the family/parishioner after their loved one has died. Parishioners may need resource referrals to help them through the grieving process, or to handle tasks such as: cleaning out the house, turning off utilities, yard clean up, and paperwork related to deceased loved one, etc.</p>  |  |
| 7.   | <p>Establish a regular meeting time to for your CWP Ministry Team for check-ins, rapport building, information on number of parishioners served, and ensuring team support needs are being met.</p>   |  |
| <p><b>*Guiding Principle:</b> The blessing of serving as a support team member for parishioner(s) during their physical, emotional, and spiritual challenges along their Continuum of Whole Person Care. Please remember the main tasks of this WPC Ministry:</p> <ul style="list-style-type: none"> <li>• Listen to their story</li> <li>• Match their needs with internal or external resources</li> <li>• Provide compassion, acceptance, kindness</li> </ul> <p>As you walk along side of them during their challenges and difficulties, <b><i>remember the blessing of being a light to each parishioner you serve.</i></b></p> |   |  |

### *Checklist: Ministers to the Sick/Elderly*

This checklist is intended for Care Ministers that tend to the sick and elderly. This form is intended to be a supplemental guide which may be helpful to ministers when visiting parishioners in their home settings:

#### **General Home Environment Observations:**

- ☐ Is the house unusually cold/hot?
- ☐ Is the house reasonably clean and tidy?
- ☐ Are there any fall risks?
- ☐ Does the house have adequate lighting and ventilation?
- ☐ Does the house have working smoke/carbon monoxide detectors and a fire extinguisher?
- ☐ Do they have access to a telephone for emergencies?
- ☐ Does the person appear to be in good health?
- ☐ Are any medications and medical conditions being managed effectively?

#### **Dietary Observations:**

- ☐ Does the person appear to be fed? Is there nutritious food in the house?
- ☐ Does the person appear clean and have good personal hygiene?
- ☐ Do they appear to have proper clothing, linens, and furniture?
- ☐ Do they need assistive equipment for mobility (walker, cane, wheelchair, scooter)?

#### **Social Observations:**

- ☐ Does the person have visitors?
- ☐ Does the person have a history of wandering?
- ☐ Does the person appear depressed, lonely or suicidal?
- ☐ Are any pets being cared for adequately?

#### **Major life events recently?**

- ☐ Recent loss of a loved one
- ☐ Major life change like a divorce or loss of a job
- ☐ Physical illness, disability, or pain
- ☐ Loss of a sense of purpose

#### **Have you noticed any of the following warning signs of suicide?**

- ☐ Talking about suicide
- ☐ Does the person talk about a specific plan?
- ☐ Do they have access to lethal means?
- ☐ Preoccupied with death
- ☐ Lack of hope
- ☐ Self-hatred
- ☐ Self-destructive behavior
- ☐ Withdrawing from others
- ☐ Saying goodbye
- ☐ Sudden sense of calm



## *Confidentiality Agreement*

### **Protecting the Privacy of Our Parishioners**

These statements are intended to serve as general guidelines and are limited in scope. We recommend that you contact your arch/diocese for official guidelines, policies, and procedures.

As a Caring for the Whole Person minister/volunteer, you are entrusted by your parish and those you serve to honor the sacred relationship between parishioner and minister. Illness is profoundly personal, and individuals may have varying degrees of comfort around the disclosure of their illness. As such, you should apply the strictest standards of privacy to every parishioner. We advise that you do not disclose a parishioner's identity, illness or any details of a private conversation to others without the parishioner's consent.

### **A Note on HIPAA**

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that protects the privacy of an individual's health records. Most church volunteers are not bound by HIPAA. As mentioned above, you should honor the privacy of the health information that parishioners choose to share with you.

### **Mass Intentions & Prayer Requests**

It is common for a minister/volunteer to submit a Mass intention or prayer request for those they serve. To ensure you are not violating the parishioner's desire for privacy, we urge you to obtain the individual's consent, especially if the prayer request will be publicized, for example, in the parish bulletin or during ambo announcements.

## Intake Form

Date: \_\_\_\_\_

Directions: Introduce yourself. Provide your name and indicate that you are from The Whole Person Care Ministry at [insert parish]. Listen. Let them tell their story. Document the identified needs of the parishioner during your visit or phone call.

*Note: (Use 80-20 rule: 80% listen, 20% talk rule)*

**Ask what support they need immediately. What is heavy on their heart.**

Parishioner's Name: \_\_\_\_\_

Best Number to reach them: \_\_\_\_\_

Address: \_\_\_\_\_

Ask: "Is there someone (family/friend) who is assisting you with your needs?"

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

"Is this person also your emergency contact?" If not add emergency contact here:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Areas where they need support: (Place a check if needed)

|   |  |
|---|--|
| <input type="checkbox"/> Care Planning                    | <input type="checkbox"/> Spanish Community         |
| <input type="checkbox"/> A Care Giver                     | <input type="checkbox"/> Spiritual Support         |
| <input type="checkbox"/> Food                             | <input type="checkbox"/> Bereavement/Grief Support |
| <input type="checkbox"/> Transportation                   | <input type="checkbox"/> Funeral Arrangements      |
| <input type="checkbox"/> Funeral Home                     | <input type="checkbox"/> Advance Directive         |
| <input type="checkbox"/> Local Facilities                 |  |
| <b>Referral to Church Ministry</b>                        |  |
| <input type="checkbox"/> Holy Eucharist/Home Bound        | <input type="checkbox"/> YLI                       |
| <input type="checkbox"/> Knights of Columbus              | <input type="checkbox"/> Youth Ministry            |
| <input type="checkbox"/> Funeral Mass, Grave site, Rosary | <input type="checkbox"/> Men's group               |

**Referral** Internal or External (*Circle One*)

**Follow-up & Details:**

**Additional Family Members they may share with you:**

Name: \_\_\_\_\_

Phone/cell Number: \_\_\_\_\_

Relations: \_\_\_\_\_

Name: \_\_\_\_\_

Phone/cell Number: \_\_\_\_\_

Relations: \_\_\_\_\_

**Commit to the parishioner the date/time you will call/visit again.**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**CWP Team Name:**

**Time Spent on**

**Call/Visit:**

**Drive Time To/From**

**Visit:**

## *Intake Notes*

### **Contact information:**

Your Name

Parishioner's Name

Date and Time

Length of the Visit

Visit Focus?

- |   |  |
|---|--|
| <input type="checkbox"/> Emotional Support            | <input type="checkbox"/> Social (Read, Watched Movie, Talk, etc)     |
| <input type="checkbox"/> Spiritual Support            | <input type="checkbox"/> Provided Resources: (list resources here):  |
| <input type="checkbox"/> Respite for Family Caregiver | <input type="checkbox"/> Assisted with Errands: (list errands here): |
| <input type="checkbox"/> Prepared a Meal              |  |
| <input type="checkbox"/> Other (Please Specify)       |  |

Who was present at the visit?

- ☐ Spouse/Partner
- ☐ Sibling
- ☐ Adult Child
- ☐ Minor Child
- ☐ Family Caregiver
- ☐ Paid Caregiver
- ☐ Other (Please specify)

Where did you visit the parishioner?

- ☐ Home
- ☐ Skilled Nursing Facility
- ☐ Hospital
- ☐ Phone Visit
- ☐ Other (Please specify)

Visit Summary:

Does parishioner require a follow-up phone call for additional resources?

- ☐ Yes
- ☐ No
- ☐ Other (Please specify)

By typing my name below, I certify that all information is true and correct to the best of my knowledge

---

## *Caring for the Whole Person (CWP) Ministry Interest Form*

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

### What is your availability?

- ☐ Morning
- ☐ Afternoon
- ☐ Evening

### What type of volunteer commitment is right for you?

- ☐ About once a month
- ☐ A few times a month
- ☐ About once a week
- ☐ A few days per week

### Do you have training in any of the following specialties that might help with the CWP Program?

- ☐ Medical Doctor
- ☐ Medical Aide
- ☐ Nursing
- ☐ Therapy
- ☐ Social Work
- ☐ Other \_\_\_\_\_

### Are you able to commit to 10 hours of volunteer training?

- ☐ Yes
- ☐ No

### \*If No, please explain limitations:

### What type of help are you most interested in providing (check all that apply)?

- ☐ Talking with parishioners and families
- ☐ Providing relief to caregivers
- ☐ Helping with yard work
- ☐ Playing cards/games with parishioners
- ☐ Grocery shopping
- ☐ Running errands
- ☐ Walking a dog
- ☐ Reading aloud

**Thank you for your interest! We will follow up with you soon.**

### *Sample Activity Evaluation Form*

Thank you for taking a moment to provide feedback about your experience with \_\_\_\_\_.

We value your input.

1. Please enter your name \_\_\_\_\_.
2. Please tell us what you liked the most or found to be the most helpful about [insert title of activity, i.e., "Module 5 Training Session"]:
3. Do you feel [activity] could be improved?  
☐ Yes  
☐ No
4. If 'Yes,' please tell us how:
5. Is there anything else you would like to share with us?

*Advance Care Planning Resources for Download*

|  | English                | Spanish                |
|--|------------------------|------------------------|
| <b>CWPI Advance Directive</b>                            | <a href="#">[Link]</a> | <a href="#">[Link]</a> |
| <b>Compassion Care Coalition of California Handouts:</b> |                        |                        |
| CPR  | <a href="#">[Link]</a> | <a href="#">[Link]</a> |
| Hydration  | <a href="#">[Link]</a> | <a href="#">[Link]</a> |
| Tube Feeding   | <a href="#">[Link]</a> | <a href="#">[Link]</a> |
| Ventilator   | <a href="#">[Link]</a> | <a href="#">[Link]</a> |

Sample flyer/program for Day of the Sick Mass & CWP Minister Commissioning: [editable Word document available online]



## TIER 3: ADVANCE ENGAGEMENT OF CWPI

### SAMPLE COMMISSIONING CEREMONY PROGRAM

You may want to include a Caring for the Whole Person commissioning ceremony with a World Day of the Sick Mass. Here's a sample flyer/program.

[\*\(Click Here for a customizable document\)\*](#)



**WORLD DAY OF  
THE SICK  
MASS**

Celebrated by  
[ Presider's Name ]

[ Date ]

[ Time ]

[ Church Name ]

[Church Address]

**LIVESTREAM**  
[ livestream link ]

**EVENT PAGE**  
[ link to website page ]

**FOR MORE INFORMATION**

**[ Contact Name ]**  
[ Phone ]  
[ Email ]

[Diocese Logo]

 Caring FOR THE  
Whole Person

**BILINGUAL MASS**

- ANOINTING OF THE SICK
- BLESSING WITH HOLY WATER FROM LOURDES
- BLESSING OF CAREGIVERS AND MINISTERS OF THE SICK
- COMMISSIONING OF CARING FOR THE WHOLE PERSON MINISTERS