

GOOD SHEPHERD RESPONSIBILITIES

1. INTRODUCE YOURSELF TO YOUR FLOCK

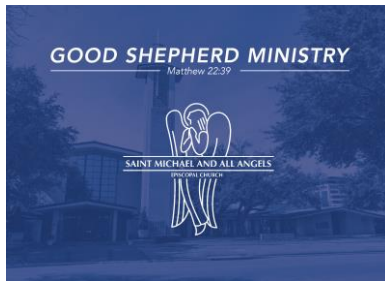
With your Co-Shepherd(s), get to know your “flock” the people in your parish community area by using the “Welcome” letter-template. You can also follow up with an email or phone call. Community Shepherds should make their initial introduction ASAP as they start in this leadership role.

2. RESPOND TO COMMUNITY AREA NEEDS

Whenever you are notified of a need in your “community area” by your Regional Shepherd (or the Saint Michael Care Ministries office) please respond within 24 hours and email your Regional Shepherd (or copy them on any email communication) with details regarding how you responded. Typically, this is notification of a new parish member, a new baby, an illness, or death in the family. You can always reach out to your Regional Shepherd and/or the Saint Michael Engagement office for help and guidance. The following are suggestions to help with certain situations:

- a) **Say a prayer for the person(s)** and take a moment to consider honestly what you can offer to do (little things can have a big impact...).
- b) **Make a phone call**, leaving a brief message if necessary. Be sure to mention you are the Neighborhood Shepherd from Saint Michael.
- c) **For a new member**, you may answer questions about the church (feel free to connect them with the Engagement Director and/or invite them to an upcoming parish event).
- d) **For a new baby, illness, or death** gently inquire about the situation if they are willing to discuss always respecting their privacy. Let them know you are there to listen and help. Often an appropriate card is appreciated. Offering to run errands, help with food or sit at home with them during a service, depending on the situation, can be very helpful. Keeping it sincere and simple and being willing to listen can be the best option in most situations.
- e) **If a need is overwhelming**, call your Regional Shepherd, and let the Saint Michael Pastoral Care Ministries office know right away kbowen@saintmichael.org / 214-363-5471, ext. 239.
- f) **Offer to add them (or a loved one) to the Prayer List**. Make sure to ask if the prayer is confidential. Volunteers pray daily for these requests and also lifted up during services (call the church office or go to www.saintmichael.org/prayer-requests/)
- g) **If meals are needed** (and/or more than you can coordinate) contact kbowen@saintmichael.org / 214-363-5471, ext. 239 to discuss. You can find more details online at www.saintmichael.org/angel-food-cooks/
- h) **In case of illness**, find out any details and ask if it would be ok to contact the church regarding possibilities for prayer, a pastoral visit and/or to coordinate a communion visit. Contact kbowen@saintmichael.org / 214-363-5471, ext. 239 to discuss and coordinate.

3. ATTEND A GOOD SHEPHERD ANNUAL MEETING OR LUNCHEON



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4. GET TO KNOW YOUR NEIGHBORHOOD “FLOCK”

So they will recognize you when you call or communicate with them. Please contact each family/person twice yearly by phone call, text, letter, birthday or seasonal greeting card (contact Saint Michael for greeting card supplies). If you learn of new information about someone in your neighborhood (or see incorrect information on your neighborhood list) please contact your Regional Shepherd ASAP and/or email kbowen@saintmichael.org.

5. PAY ATTENTION TO THE GOOD SHEPHERD MINISTRY – COMMUNITY CONNECTION EMAILS

The Good Shepherd Ministry (GSM) Community Connection News typically gets sent out twice a year with any Good Shepherd updates for helpful communication tools, templates, or updated parish information to help the Director of Engagement connect with, encourage, and thank GSM leaders and volunteers. It is also a tool to inform and connect community shepherds with their community area parishioners and recruit, inform and equip future leaders and volunteers to this valuable ministry.

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