

PROCEDURES FOR SIGN UP TABLE

It is to be open from 9:45 a.m. to 11:15 a.m. when on a Sunday. When assigned, the respective Circle will provide volunteers to set-up prior to 9:45 a.m., man the table and put items away at 12:30 p.m. Each Circle may assign shifts as desired. The following items are located in the storage closet on the 3rd floor: Tablecloths, Bible Study Books, Display stands for Information pages – two 8” x 10” stands.

An easel and any event posters if available may be on the open shelves or with the Director of Caring Ministries on the third floor.

Any monies collected should be taken to the third floor and placed in the Treasurer’s slot located at the far end of the offices in the workroom area.

If any New Members are signed up, contact the Membership and Directory Chairman with that information.

Information for event reservations should be relayed to both the Treasurer and the Treasurer Elect.

PROCEDURES FOR EVENT RESERVATIONS

Reservations for planned events are due one week prior to the event. Fees for luncheons, dinners or programs are due at that time as well. Reservations may be made online.

PROCEDURES FOR HOLLY HALL EVENTS

The Holly Hall website has the most updated and current information as to the status of events which usually include Book Reviews and social events throughout the year. As of last year, all activities were held at 2000 Holly Hall street in Houston, with the exception of the Silver Tea in December, which is usually at a home in River Oaks.

CARING MINISTRIES

COPE WITH HOPE

In times of crises or unexpected challenges, there is someone to walk beside you and help you through it. “HOPE”, a benevolence of Women of Grace, will help any Presbyterian woman (based on financial need) to receive counseling in order to meet life’s challenges.

For a confidential interview, please contact Denise Phelps, Director of Caring Ministries at (713) 267-5063.

STEPHEN MINISTRIES

If you are going through a difficult time, dealing with a crisis or facing challenges in life, such as grief, loneliness, divorce, hospitalization, disability, job loss or many other life difficulties, you can have the one-to-one Christian assistance of a Stephen Minister. Stephen Ministers are specially trained congregation members available to listen, care, encourage and provide emotional and spiritual support for you during these times.

For a confidential referral to a Stephen Minister at Grace, please contact Denise Phelps, Director of Caring Ministries at (713) 267-5063.

PROCEDURES FOR MEDICAL APARTMENT CARDS

Cards for the Medical Apartment Residents are to be mailed by the Circles with postage paid from your respective Sunshine Funds. In the upper left corner of the envelopes, place Grace's return address: 10221 Ella Lee Lane, Houston, TX. 77042.

The address for the Medical Apartments is as follows:

8181 Fannin Street, Apt #
Houston, Texas 77054

We serve the following four apartments:

416
515
2115
2714

When it is your Circle's turn for these cards the Mission Chairman will notify you of the names and apartment number of any residents.

PROCEDURES FOR MISSIONARY CARDS

Prayer and Greeting Cards of encouragement are sent monthly to the Overseas Missionaries, and Seminary Students (if any), supported by Grace Presbyterian Church. Circles are assigned specific months and recipients.

IMPORTANT: It is critical that the cards going to the Overseas Missionaries have no Religious Markings or Stickers and do not show any return address or indication on the envelopes that they are coming from a church. Sometimes our missionaries are working in places where their church association would hurt them more than help them, or place them in a harmful situation.

Missionary cards do not need postage stamps and should be taken to Gina Enriquez, on the third floor of Massey Tucker Hall, for mailing.