



To: Pastoral/Spiritual Care Team Leaders/Coordinators
From: The Ottawa Pastoral Care Training Program (OPCTP)
Re: Coordinators' Event

The OPCTP is planning an in-person get-together for Coordinators (and/or their delegates). These events are designed to assist in the effective operation of a pastoral/spiritual care team of churches, long term care facilities and/or retirement homes/residences.

Date:	Saturday, April 15, 2023
Time:	10am until noon
Place:	St. Paul's Presbyterian, 971 Woodroffe Ave
Cost:	\$20.00 per person
For:	Coordinators and/or their delegate(s)/representative(s)
To Register:	Please email your registration details - name, phone number, email address, and church/institution name - along with topics for discussion by March 30 to opctp.registrar@gmail.com and submit the \$20 fee by e-transfer to opctp.registrar@gmail.com OR you may email your registration details (as listed above) and pay by cheque or money order made payable to 'Ottawa Pastoral Care Training Program' and mailed to: OPCTP Administrator, 4 Pinetrail Crescent Ottawa ON K2G 5A2
For information:	Josephine Hall, Administrator, ottawapastoralcare@gmail.com

This event will be divided into two parts:

1. Specific input on identified issues of current concern to Coordinators and PC Teams.
2. Time for coordinators to share ideas, other concerns, helpful tips and resources.
This could be a time to share your own ideas on things that are working well OR not well in your team. You are encouraged to bring along resources that you have found to be helpful.

To help plan the event, please let us know what topics you would like to see directly addressed during the first part.

**Please submit your SUGGESTED TOPICS FOR DISCUSSION
along with your registration details and payment by March 30**