

Procedures for the Sending of Fruit Basket

Church Admin or Bethesda Chapel (BC) Staff when notified of someone being warded to stay in the hospital:

1. Establish the identity of the person admitted:
 - a. Name of the person
 - b. Whether current BC affirmed member or not (refer the current BC Church directory or check with BC Registrar in case new or newly transferred member).
2. Establish the reason for admittance:
 - a. Child birth
 - b. Other than child birth - specify
3. Note the hospital, ward number, room number and bed number and date of admittance.
4. Whether current BC affirmed member or not, notify CC members via WhatsApp chat group (**BC Office**) - Advice all whether the person warded is a current BC affirmed member, the reason for admittance, the hospital, ward number, room number and bed number and date of admittance.
5. If the person warded is a current BC affirmed member, arrange for fruit basket up to S\$100 (including GST) to be sent on behalf of the church. In the case of child birth, at least either one of the parents must be a current BC affirmed member.

If in doubt seek clearance from any CC member.

Note: Wavier to the above may be granted with the approval of a minimum of 1 elder and 2 deacons (e.g. if the person admitted [not person related to the person] is a regular worshipper, youth or non-baptised believers who is active or regular participants of BC ministries, former BC member who were active in BC ministries etc...).

6. Fruit basket should be sent with the following message (or to that effects):
 - a. For child birth:

**“Dear _____
Heartiest congratulations on the arrival of your new baby!
From the Church Council and members of Bethesda Chapel”**
 - b. For other than child birth:

**“Dear _____
Praying for your speedy recovery
From the Church Council and members of Bethesda Chapel”**
7. Check whether the person is OK before forwarding the information to SG leaders via WhatsApp, SMS or email.

Confirmed on 11 August 2018 (Church Council Meeting)