

Caring Congregation Committee

FUNCTION:

We, the members and friends of the First Unitarian Universalist Church of Rochester, Minnesota, are a caring community reaching out to each other. We support and nurture one another in times of loss, transition, emergency, and personal need, as well as recognize joys and successes.

DUTIES:

1. At the beginning of the church year, the Chair organizes a volunteer individual or family for each two-week period of the year to be the Congregation Care Coordinator.
2. Care Coordinators arrange for appropriate support within the congregation for those who have a need due to illness, death, family or personal crisis, etc. Acknowledgment of joys is sent and efforts are made as well to keep in touch with members who can't get to church.
3. Each Care Coordinator communicates with the next Coordinator, the Coordinator of Congregational Life and the Minister to assure continuity and follow-up on those with longer-term needs.
4. The Committee list of volunteers is updated at least every two (2) years, via sign-up sheets in the Commons or the "Opportunities to Serve" survey of church members and friends.

ORGANIZATION:

1. The Chair/co-chairs is/are appointed from among the members of the church and approved by the Board, for a term of one (1) year, with up to three (3) consecutive terms.
2. In the event of a vacancy, the Chair role will be filled by the Committee and approved by the Board.
3. The Committee will be comprised of the Congregation Care Coordinators. A Board member serves as a liaison. The Chair(s) will recruit as many members as practicable.
4. The Chair/co-chairs or a designee represents the committee at Program Council meetings.
5. Decisions will be reached by consensus whenever possible.

MEETINGS AND REPORTS:

1. A list of committee members will be submitted to the Board and church office each September.
2. The committee will meet about three (3) times per year. The Chair(s) will be in touch with each Care Coordinator via phone or e-mail to offer support and assistance as needed.
3. Communication among committee members will be via Internet and phone. Communications from the Coordinator of Congregational Life and church office to the Care Coordinator will be via e-mail or phone.
4. Minutes of each meeting are prepared and distributed to committee members and the church office.
5. Regular reports on Committee activities are to be made to the Program Council.

6. The Committee will communicate regularly with members of the church through articles in the church newsletter, eNews, and announcements in the church Order of Service.
7. An annual budget will be submitted to the Finance Committee in the month of January, unless otherwise directed by the Board of Directors.
8. An annual report for the Annual Meeting of the Congregation in June will be submitted in the spring by a deadline established by the office.