

<b>Document #:</b>	<b>Operating Committees – C-4</b>	Created:	6-3-2018
<b>Title/Subject:</b>	<b>Caring Congregation Committee</b>	Revised:	3-28-2013
<b>Purpose:</b>	Define committee function, duties, organization Reviewed/unchanged:		
<b>Operational Authority:</b>	PAC Team, Program and Administrative Council, Committee Chair		

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## Policy

### 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 is appointed by the Committee. If there are no candidates, the PAC Team will seek a chair person(s). The chair person(s) will be approved by the Program and Administrative Council.
2. Terms shall be for one (1) year, with up to three (3) consecutive terms.
3. The Chair or a designee represents the committee at Program and Administrative Council meetings.

## Procedure

### Meetings and Reports:

1. A list of Committee members is submitted to church office each September.
2. The Committee determines its meeting frequency.
3. Minutes of each meeting are distributed to members of the Committee and the church office.
4. The Committee regularly reports its activities to the Program and Administrative Council.

5. The Committee submits an annual budget to the Program and Administrative Council at the start of the budgeting process.
6. The Committee submits an annual report to the church office when requested.
7. The Chair will be in touch with each Care Coordinator via phone or e-mail to offer support and assistance as needed.
8. Communication among 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.
9. The Committee will communicate regularly with members of the church through articles in the church newsletter, Weekly eNews, and announcements in the church Order of Service.

## Associated Documents

### **Bylaws Article VIII. Committees and Councils (6-3-2018)**

#### **Section 8.2 Operating Committees and Councils**

The Board may create or dissolve any operating committee or council to meet the needs of the Church. Each operating committee and council will have a mandate approved by the Board that defines in writing that body's duties, organizational structure, and reporting requirements. The mandate will be reviewed at least every three years to ensure that it remains relevant to the evolving vision of the congregation.

#### **Section 8.3 Subcommittees**

The Board of Directors, committees and councils may create subcommittees, task forces, or other working groups, each with a specific limited focus.

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