

**UUCSEA
POLICY/PROCEDURE**

POLICY: The **Care Ministry** is to provide physical and/or emotional support to members of the UU community especially in times of difficulty. While the care ministry involves the entire congregation, the congregation has been divided into groups under a Group Leader. The Care Ministry is led by a Care Team Coordinator.

Care givers are not expected to provide long term care for congregation members nor to take the place of family. For continued need over a long time frame they may refer the person or family to community social services.

PROCEDURE:

1. Care Team Coordinator
 - Assigns members to a group leader
 - Balances the groups as needed
 - Regularly updates and publishes the Care Team list
 - Provides guidance to leaders
 - Assists the group leaders as necessary

2. Each Group Leader (and backup) is assigned a group of people
 - Lets them know the purpose of the care teams
 - Gives them opportunity to fill out an emergency form for the files
 - Is a contact point for those people when they need assistance
 - Informs the congregation of needs (while respecting privacy)
 - Coordinates care giving (i.e. meals, transport, visiting)
 - May call anyone from the church family to request assistance
 - Maintains an awareness of group members attendance
 - Contacts them if they are not coming for a significant time
 - Is not expected to provide all care--just coordinate

Date approved by the Board: 1-06-09

Signature Board President: _____
(New board presidents initial by signature to indicate they have read policy)

Signature Minister: _____