



Policy Location:	GSCL - 2	Created: 5/15/2024
Title:	Caring Congregation	Revised: (date)
Policy Owner:	Congregational Life Team	
Associated Documents:	GSCL – 1 Congregational Life Team Policy	
Last Reviewed:		

Policy

Function:

We, the members and friends of the First Unitarian Universalist Church of Rochester, Minnesota, are a caring community. In order to support and nurture one another in times of loss, transition, emergency, and personal need, as well as recognize joys and successes, we have established the Caring Congregation Team.

Duties:

1. Volunteers from the congregation sign up to serve as the Care Coordinator for a two-week period of the year.
2. Care Coordinators assist with:
 - a. arranging for appropriate support within the congregation for those who have a need due to illness, death, family or personal crisis, etc.
 - b. acknowledging joys and successes that members are experiencing.
 - c. making an effort to keep in touch with members who can't get to church.
3. Each Care Coordinator communicates with the next Coordinator, the Leader, or chair, of the committee, the Coordinator of Congregational Life, and the Minister to ensure continuity and follow-up on those with longer-term needs. Every effort is made to clarify with the person which information should be kept confidential, and which is for public knowledge.
4. The Committee list of Coordinators is updated regularly. Volunteers for Care Coordinators will be recruited via personal invitation and through other church volunteer recruitment activities.

Organization:

1. Participation in the Caring Congregation Team is open to any church member who wishes to be involved.
2. A team leader or leaders will be appointed by the group. The new team leader(s) will be trained by the outgoing team leader(s).
3. The team leader(s) will report to the Coordinator of Congregational Life as requested.
4. Decisions shall be reached by consensus whenever possible.



Procedure

Meetings and Reports:

1. A list of members of the Caring Congregation Committee will be submitted to the church office each September and should be updated as needed.
2. The schedule of Caring Coordinators will be submitted to the Coordinator of Congregational Life and will be updated throughout the year as needed.
3. The Caring Congregation team determines its meeting frequency.
4. Notes from each meeting are distributed to members of the committee, the Congregational Life Shared Ministry Team and the Church Office.
5. The Team Leader(s) will be in touch with each Care Coordinator via phone or e-mail to offer support and assistance as needed.
6. At the end of the Church year, the team will submit information for the Annual Report to the church office.
7. Any requests for funds to support the work of the Caring Congregation Team will be submitted to the Congregational Life Shared Ministry Team or the Minister.

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