

## Care Committee

Purpose: To provide support for members and friends of the church who are going through transitions, including illness, injury, death, birth and other personal or family crisis. The committee is to be a link between the needs of members and friends of the church and those who are able to provide for those needs.

To accomplish this purpose the Care Committee shall:

- Be formed as a committee with a chairperson and multiple committee members.
- Hold regularly scheduled meetings of the committee and communicate regularly through e-mail.
- Prepare and present a proposed budget to the Finance Committee for approval each fiscal year.
- Prepare and present a written annual report to the congregation.

The Care Committee will perform the following functions for the membership of the congregation:

- Maintain a list of volunteers who are willing and able to provide specific support and services to members and friends who are going through transitions.
- Notify the congregation as appropriate of those going through transitions.
- Telephone and/or visit as necessary members/friends at home, in hospitals, in convalescent centers, etc.
- Provide as necessary one or more interim meals for families in transition.
- Arrange transportation as needed for members/friends (stand-by assistance only) to attend church services and programs and, occasionally, for medical appointments and errands.
- Organize temporary child care for situations in which for one or more primary care givers is ill, injured or hospitalized.
- Assist the minister and family in arrangements for a funeral or memorial service and/or reception, including:
  - Finding greeters, sound and Zoom hosts
  - Setting up photo displays
  - Cleanup
- Record personal issues raised during church service Joys and Concerns and communicate these to the minister and committee members.
- Recruit host families for special holiday dinners, such as Christmas and Thanksgiving.

- Urgent information will be initiated by the minister or Care Committee representative and distributed electronically. Those without email will be contacted by phone.
- Maintain “Loan Closet” of durable medical equipment and infant/children equipment.
- Solicit and maintain emergency contact information.
- Periodically arrange for speakers to present information and resources that help members/friends deal more effectively with transition issues and problems.
- The committee chair with ministerial advice shall determine if a request for care assistance is beyond the capacity of the committee. It is beyond the capacity of the committee to function as home care nurses or providers, holders of power of attorney, guardians, social workers, etc. The committee will clarify such limitations with the requesting party.
- The Chair of the Care Committee or a designee from the Care Committee will serve on the Congregational Discretionary Fund Committee.

Date Approved: April 1, 2026  
Previous Date Approved: 2017