

## **Care Committee Job Description**

**Logistics:** Last Reviewed 10/17/2024. Number of people on committee: 9. Length of term: 3 years. Need to be MMM member: No. Nominated Committee: Yes. If yes, nominated by: Nominating Committee

**Day and time of Meetings:** Third Thursday of the month at 7 pm.

### **Care Committee's Mission and Purpose:**

- To help organize Clearness Committees when requested for membership, marriage and individual leadings. Note that individuals can call their own Clearness Committee for individual leadings or personal support without the involvement of Care Committee; the Committee can be of assistance if requested. Clearness Committees for Membership must be composed of Meeting members only.
- To provide spirit-led support and compassionate care to members and attenders who themselves request help with personal/familial challenges and to persons in Meeting who are identified by others as needing support/care.
- To provide not only pastoral care involving emotional, social and spiritual support, but to provide limited help with practical needs.
- To help Meeting address issues related to Clearness Committees, pastoral and practical care in collaboration with other Meeting committees and the clerks.

### **Guiding Principles:**

The Care Committee's intention is to confidentially and non-judgmentally provide attentive listening, collective discernment and spirit-led support and guidance.

The Care Committee has an oversight responsibility to nurture relationships and foster a caring faith community environment.

### **Duties and Responsibilities:**

#### **Scope**

Typically, the Care Committee is able to respond to specific, time limited requests for pastoral care: emotional, social and spiritual support. This applies to persons or families facing an acute personal crisis, an acute health challenge and those facing terminal illness and death.

It can also provide limited practical assistance with transportation, meals, housing and financial needs.

Members of Care Committee and others in Meeting may occasionally feel moved to provide long term accompaniment of individuals who are isolated and/or have limited support. This can involve regular communication with the individual and her/his distant friends/family as well as visitation, help with transportation and arrangement of brief excursions.

#### **Limitations**

The Care Committee is not a mental health nor human services agency. It has a responsibility to clearly inform seekers of care when a request is beyond its ability to assist and to direct them to appropriate community resources.

Care Committee members may have counseling and mental health experience, but they do not enter into professional client relationships in the context of their committee work. Individuals facing life-threatening circumstances should be urged to call 911 or the 24 hour Crisis mental health line: 608-280-2600.

Those seeking non-crisis assistance can be encouraged to contact the United Way by phone #211 or online at the 211.org website for advice on finding food, paying bills, paying rent/mortgage, getting non-emergency mental health services and meeting other essential needs.

In some situations, the Care Committee may seek assistance and collaboration from other Meeting committees (e.g. Ministry and Counsel or Finance) or from the Monthly Meeting for Worship for Business.

## Members of Care Committee

Should be able to:

- Attend monthly meetings on the third Thursday of the month at 7 pm at the Meetinghouse either in person OR via online conferencing. This meeting time and place can be changed if the committee reaches unity on such a change.
- Have confidential access to e-mail for updates, agenda items and Minutes of the committee meetings.
- Participate in dynamic, collaborative work in a group setting.

## Committee Clerk Responsibilities

- Prepare and send out an agenda for upcoming meetings (as needed), send out meeting reminders and facilitate the meetings of the Care Committee.
- Communicate with caretakers about reserving Meeting House space as needed.
- Communicate with Communications and Technology Committee members about scheduling Zoom meetings as needed.
- Arrange for someone to take notes and record decisions at each committee meeting and to keep archives of policies and procedures.
- Arrange for someone to coordinate weekly Care Committee updates for Announcements.
- Communicate with Care Committee members, as needed, between meetings.

## Recorder Responsibilities

- Take notes at each committee meeting, record decisions and keep archives of committee policies and procedures. Note that the Minutes of each meeting are confidential and should not be archived.

## Coordinator of Weekly Care Committee Announcements

- Write up a report of peoples' requests e.g. for prayers, cards, phone calls, visits, help with meals, transportation etc. for the Care Committee "Caring and Sharing" part of announcements.
- Perform regular follow-up by phone, email or in person with the individual(s) needing support/care or their contacts regarding a concern or request for help. Ask her/him about whether to put a notice in the weekly "Caring and Sharing" announcements. If they say yes, ask them for help with the wording of announcement, the contact information and advice on how long to continue the notice.
- Send the "Caring and Sharing" info and any other relevant info e.g. regarding Covid and/or other special funds to the person responsible for weekly Meeting Announcements **by noon every Friday**.

## All Care Committee Members

All members should help coordinate and monitor Clearness Committees for membership (Meeting members only should participate.), marriage and, when requested, for individual leadings and personal support.

All members should follow-up on any direct requests for assistance from members and attenders of Madison Friends Meeting as well as indirect requests from concerned friends. They should inform other members of the Care Committee, especially the Clerk and the Announcements Coordinator, of these needs. It is helpful to keep track of specific requests for help that are made at the rise of Meeting for Worship.

## Suggestions to Nominating Committee

- It is valuable to have a fair portion of the Care Committee members be Members of Madison Monthly

Meeting so that they can convene Clearness Committees for membership.

- It is valuable to have members with a variety of skills and experiences, and a portion of the committee familiar with health issues and community resources.