

Care Committee Job Description

Logistics

Number of members: 9

Term: 3 years

Meeting membership required: No

Nominated committee: Yes

Regular meeting time and place: Third Thursday of each month at 5:30 p.m. in the Friends Room.

Mission and Purpose

The Care Committee seeks to offer confidential, non-judgmental, and attentive listening, collective discernment, and Spirit-led support and guidance to individuals in, or entering, our community.

- Organizes Clearness Committees for membership and marriage, and other concerns when requested. Individuals may also call their own Clearness Committee for an individual leading or personal support without the involvement of the Care Committee.
- Provides compassionate, Spirit-led support for members and attenders.

Duties and Responsibilities

Scope of Care

The Care Committee typically responds to specific, time-limited requests. These may include supporting individuals experiencing:

- Isolation or limited personal support
- A new or severe health issue for which meals and outreach would be helpful
- Difficulty managing household responsibilities

The Care Committee also:

- Develops transportation strategies to help Friends who need assistance getting to Meeting.
- Works with the Social and Hospitality Committee to organize welcoming receptions for new members.

- Follows up with people who sign the Guest Book. A Care Committee member contacts each person to welcome them and offers to answer questions. Follow-up may be by email, text, or handwritten note.
- Coordinates requests for the **Caring and Sharing** section of the Weekly Announcements. A person seeking support works with a Care Committee member to prepare the wording of the request. Notices are submitted only for the number of weeks requested.
- Maintains a liaison with the **How Our Meeting Works** sessions. The liaison helps keep a focus on identifying ways to better support aging members of our Quaker community. The Care Committee supports implementation of ideas that emerge from this work.

Limitations

The Care Committee is not a mental health or human services agency. When a request is beyond the Committee's ability to assist, the Committee has a responsibility to say so clearly and, when possible, help the person identify appropriate community resources. When appropriate, the Care Committee may collaborate with other Meeting committees, attenders, or members to provide support.

Expectations of Care Committee Members

Members are expected to be able to:

- Attend monthly Care Committee meetings, either in person or by Zoom.
- Respect the confidentiality of individuals and of the Committee's work.
- Participate in collaborative, Spirit-led discernment and shared work.
- Respond thoughtfully and compassionately to requests for care and support.
- Provide mutual support for members of the committee and the work we do.
- The time commitment for Care Committee members will vary from month to month, depending on each member's availability and the needs of the committee. For someone who wishes to be an active and contributing member, an average of up to three additional hours per month beyond the regular Care Committee meeting time seems like a reasonable estimate.

Clerk Responsibilities

The Clerk will:

- Prepare and send an agenda when needed, send meeting reminders, and facilitate Care Committee meetings.
- Communicate with the Meeting House caretakers about reserving Meeting House space as needed.
- Communicate with members of the Communications and Technology Committee about scheduling Zoom meetings as needed.
- Arrange for someone to take Minutes and record decisions at each meeting.
- Communicate with Care Committee members between meetings as needed.
- Maintain an archive of Care Committee policies and procedures.
- Arrange for a volunteer to provide the Clerks Team with a monthly update about the Committee's activities. These updates are for the Clerks Team's use and should not

include information that would compromise confidentiality.

- At least once each year, seek a volunteer to speak at a Meeting for Business about some aspect of the Committee's work, without sharing confidential information.

Recorder Responsibilities

The Recorder will:

- Take notes at each Committee meeting and prepare the Minutes.
- Protect the confidentiality of the Minutes. Minutes will be stored in the Care Committee's Google Drive folder, which can only be accessed by current Care Committee members.

Coordinator of Weekly Care Committee Announcements

The Coordinator will:

- Prepare requests as needed for the **Caring and Sharing** portion of the Weekly Announcements, including requests for visits, meals, transportation, or other forms of support, by noon each Friday.
- Speak with the individual seeking support about the preferred wording of their request, their appropriate contact information, and how long the notice should continue.

Responsibilities of Care Committee Members

Members share responsibility for:

- Coordinating Clearness Committees for membership, marriage, individual leadings, and personal support when requested. Clearness Committees for membership must be convened by Members.
- Following up on direct requests for assistance from members and attenders, as well as requests brought by concerned Friends.
- Participating in the Committee's collective discernment and shared work.
- Maintaining confidentiality and treating those who seek care with respect, compassion, and attention.