

CARING MINISTRY TEAM

Adopted 15 OCT 2002

The Caring Team is a Shared Ministry Team as provided under Article VIII, Section 2.1 of the UUCP Bylaws.

Purpose:

The Caring Team is responsible for helping the Minister to identify the needs of church members and to make efforts to address these needs, especially in times of crisis and emergency.

Members:

The newly-elected President will appoint the Team Lead each year in June. The Team Lead must be a current Member of UUCP. The Team Lead may be requested to attend meetings of the Board in order to present information and make recommendations.

The Team Lead will recruit members of the Team from among the Members and Friends of UUCP and will provide a list of Team members to the Minister, Board liaison, and President. The Minister, Board liaison, and President are non-voting members of this Team.

Meetings:

Meetings will be scheduled, held at least quarterly, and announced to the congregation in advance. Minutes of Team meetings will be provided to Team members, Minister, President, and the Board liaison. Team meetings are open to all Members and Friends, but only Team members may vote. The Team Lead may close the meeting when confidential matters are to be discussed.

Responsibilities:

The responsibilities of the Caring Ministry Team include:

1. Develop and implement a plan for rapid communication within the congregation (such as a phone tree). Update the plan as appropriate.
2. Facilitate the flow of information about members' needs to the Minister and, as appropriate, to the congregation.
3. In cooperation with the Minister, coordinate visits, greeting cards, and services to ill or incapacitated members.

4. In cooperation with the Minister, disburse funds from the Member Assistance Fund as appropriate.
5. In cooperation with the Minister, develop and implement a plan for fostering close relationships among groups of members, so that personal needs are known and met quickly.

Responsibilities common to all ministry teams include:

1. Develop and recommend related policies for adoption by the Board.
2. Communicate openly with the Board liaison regarding team activities and needs.
3. Submit vouchers for payment of team expenditures to the Treasurer.
4. Maintain appropriate records of expenditures and actions.
5. Create and maintain a Tasks and Procedures entry in the UUCP Policies and Procedures Handbook to facilitate orderly transitions from year to year.
6. Provide information about events to the Communications and Publicity Ministry Team, which will help publicize the event.
7. In June, prepare and submit to the Board a written report. This report should summarize team accomplishments and activity, financial records, and suggestions for the incoming committee chairperson.
8. Develop budget requests as required for the church year and/or as required by the Board.
9. Develop and implement processes that continuously improve church operations, health, and finances.

Memorial Garden Bronze Plaque Recommendations

Adopted February 10, 2009

Recommendations to streamline and facilitate a more appropriate way to honor our deceased members from Billye Cutchen and Laurie Winterberg with support and endorsement from R.C. Edwards (Chair of Caring Team) and Frank Wood (Chair of Trust):

- The current procedure for memorial plaque purchases require that people donate enough money to the Memorial Trust Fund in the name of that person to be able to purchase a plaque.
- The Trust has to keep track of how much has been donated for which member.
- Some important members may not be memorialized if enough people do not donate to their fund.

Proposal:

- All deceased members should receive a plaque with permission of the deceased's family/survivors.
- The Caring Team will come up with a list of deceased members once a year (probably August) and bring it to the Board for authorization to purchase the plaques.
- The Board is allowed to utilize the interest earned from the Memorial Trust Fund to be spent on these plaques.
- Cost of bronze plaque is around \$175.00 per plaque.
- The new plaques will be affixed coinciding with our Day of the Dead observance in October.
- Donations will be requested near the Day of the Dead observance to cover the cost of these plaques.