

## **C.A.R.E. TEAM CHARTER, POLICIES & PROCEDURES**

### **MISSION:**

The C.A.R.E Team, hereafter called the Team, shall minister to Trinity members and their family members who are no longer able to attend church services. We will also endeavor to provide support for their family caretakers.

### **TERMS DEFINED:**

C.A.R.E. stands for Care Facilities, Assisted Living, Residential Living, and Etc. (Hospital, Rehab, or other locations).

C.A.R.E. Ministers are Team members who visit those who are no longer able to attend church.

C.A.R.E. Receivers are Trinity members and their families who are no longer able to attend church.

### **FUNCTIONS:**

The duties of the Team shall include the following:

1. Visit, telephone, or send notes or cards to assigned C.A.R.E. Receivers as often as possible.
2. Provide lap robes, armchair organizers, bags, Bible study guides, flowers, craft items, etc. for C.A.R.E. Receivers as needed or available.
3. Leave “visited by” cards so C.A.R.E Receivers as well as their families know when we have visited.
4. Notify Team Leader or Pastor’s Administrative Assistant when a C.A.R.E. Receiver has a change of status: relocation, surgery, rehab, etc.
5. Complete and submit quarterly record cards for each assigned C.A.R.E Receiver so the church will have a record of visits and other contacts.
6. Meet quarterly for general C.A.R.E. Ministry meetings.
7. Address Christmas cards and Easter cards with letter inserts from the pastor to each of our C.A.R.E. Receivers.
8. Address Valentine cards created by the Children’s department for our C.A.R.E Receivers.
9. Notify Pastor’s Administrative Assistant when a C.A.R.E. Receiver would like

to have the Lord's Supper.

**TEAM PERFORMANCE:**

At our July Quarterly Team Meeting, or if needed at other times, the Team will review and recommend changes to Team Policies and Procedures.

**DURATION:**

The Team shall continue in existence indefinitely until terminated by the church body.

**TEAM LEADER:**

The Team Leader shall be nominated by the Ministry Matching Team and approved by the church body.

If the Team Leader is unable to attend a Team Meeting, the Team Leader will designate another member of the Administrative Team to lead the meeting.

**ADMINISTRATIVE TEAM:**

There will be an Administrative Team made up of four or five Team members, the Team Leader, and the Pastor to Adults. This group will assist the Team Leader in decision making and setting the agenda for meetings.

**TEAM MEMBERSHIP:**

The membership of the Team shall be unlimited. A goal of this team is to have one minister for each C.A.R.E. Receiver. The assigned staff liaison shall be a non-voting member.

**MEETINGS:**

October, January, March or April (depending on when Easter falls) and July. Administrative meetings are set on the Wednesday afternoon before the Sunday quarterly meetings. Team members will be given a yearly calendar. They will also be notified by mail or email a week prior to a meeting.

Because this is a service ministry team, a quorum is unnecessary. All meetings are open to church members and invited guests.

**MINUTES AND REPORTS:**

The Team will designate a person to summarize the proceedings of the Team meetings. The records of the Team shall be delivered to the Church Business

Administrator to be retained in accordance with the retention policy established by the Church.

**EFFECTIVE DATE:**

This charter was approved by the Church to be effective May 7, 2017, and shall govern the operation of the Team hereafter.

## C.A.R.E. Ministry Team Meeting Schedule & Primary Agenda Items Addendum

DATE	PRIMARY AGENDA
December	Address Christmas Cards
January	Quarterly Meeting
February	Address Valentine Cards
March/April	Quarterly Meeting & Address Easter Cards
July	Quarterly Meeting
October	Quarterly Meeting