

Congregational Care Team Responsibilities

Purpose: *Care and nurture the church family.*

Term: *no term for team leader; team members can serve indefinitely*

Meetings: *Monthly*

Team Leader attends Administrative Council

Duties (as governed by the Book of Discipline): *NA*

Duties (as established by UMCL Lay Leadership and Administrative Council):

1. **Team Leader:** *Schedule the monthly meetings. Create agenda and lead the meeting.*
2. **Team Leader:** *Responsible for the meeting minutes (take or ensure are taken).*
3. **Team Leader:** *Maintain the ministry binder with meeting minutes and other activity information as necessary.*
4. **Team Leader:** *Communicate with the congregation as necessary*
5. *Communicate regularly regarding committee affairs through the bulletin, newsletter, web, and other communication avenues*
6. *Organize the events*
 - a. *2 By 2: Visit the church family members that are in care centers and those at home (shut-in) who have difficulties getting out. Visits are the 1st Monday of the month; except for holidays then it is the following Monday. We have 3 teams of 2 go out in the morning and 3 of 2 teams go out in the afternoon. We visit, offer communion and give them a treat/craft.*
 - b. *Make It Take It: Bakes treats or makes crafts for the 2x2 teams to take on visits. Meet quarterly.*
 - c. *Card Care Team: With assistance from UMW, sends card to the church family members 75+, holiday cards, and general cards (sympathy, get well, thinking of you, etc.).*
 - Peace Circle addresses the birthday cards*
 - Priscilla Circle addresses the holiday cards*
 - d. *DVD of the church service is delivered weekly to the shut-ins.*
 - e. *Prayer shawls are made by the women of the church and/or community.*

Limitations & Collaborations: *NA*

Skills, Character, Spiritual Gifts

Skills:

Character: generosity, passion

Spiritual Gifts: Mercy/compassion, Encouragement, Generosity