

**All Souls Unitarian Universalist Congregation**  
**Job Description of Committee Chair or Ministry Team Leader**

**Committee or Ministry Team: Caring Team**

**Date: 11/18**

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**MISSION STATEMENT:** *All Souls UU Congregation is a liberal religious congregation that nurtures lifelong spiritual development. We covenant to create a welcoming, caring, justice-seeking community within and beyond these walls.*

**VISION STATEMENT:** *All Souls welcomes seekers to our liberal religion and offers a transformative worship experience. We act boldly, compassionately, and publicly for justice. We intentionally share the message of Unitarian Universalism. While building a congregation of over 300 members, we broaden and deepen our ministries with community partnerships and an integrated campus.*

1. How does this committee support the mission and vision of All Souls?  
By providing supportive outreach to our Congregation.
  
2. Specific responsibilities:
  - a) Work with our Ministry Team and network with other committees in identifying needs.
  
  - b) Be accessible to the Congregation and willing to provide “soul support” as needed.
  
  - c) Maintain contact through phone calls, notes, personal visits to ill, elderly, those suffering loss—to celebrate births, happy events and milestones.
  
  - d) Provide newsletter notices.

- e) Reconnect with those whose absence from All Souls has been noted.
- f) Assist with memorial services/receptions.
- g) Maintain an updated roster of volunteers to provide services, i.e., meal preparation, home visits, hospital and rehab visits, child care, companion/respice care, transportation for medical appointments, shopping, yard work, housekeeping, miscellaneous chores.
- h) Prepare a submittal for the Annual Report (around April 15<sup>th</sup> each year).

3. Knowledge and skills:

- a) A sincere sense of mission and a willingness to help where needed;
- b) The ability to communicate, coordinate, delegate, and celebrate.

4. Estimated number of hours per month: 3

5. Position term: 2 years

6. This team coordinates with (indicate other teams or committees):

- a) Ministry Team
- b) Administrator

7. Additional relevant information: