

UUFH
Shared Ministry Position Description

Position Title: Care Share Chair/Coordinator

Cluster: Member Services

Purpose of Position/Description:

To fulfill our UU Mission Statement to care for each other

Responsibilities:

- 1) Update volunteer list annually by distributing and collecting volunteer forms, and entering data into "Power Church"
- 2) Being available to receive phone calls from those in need or arrange for a substitute
- 3) Coordinate assistance by making phone calls for person/family in need

When is this ministry performed/Amount of time required:

Varies depending on needs of the congregants

Qualifications:

- 1) Having an interest in the well-being of members
- 2) Being spontaneous and flexible
- 3) The ability to arrange for the help needed, which usually involves making phone calls and can also mean doing the specific task, i.e. providing a ride, preparing a meal

Responsible To:

Membership Services Cluster Coordinator

Training Provided:

From former chairperson and printed guidelines (in process of being developed)

Support Provided:

Membership Services Cluster Coordinator, former chairperson, Pastoral Care, Minister

Board-Appointed?

No

Length of Commitment (or Term if Board-Appointed):

Two (2) years (renewable)

Note: In order to ensure effective succession planning, included herein is the responsibility to have a "trainee" in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.

Benefits:

A "feel good" position of helping people who have emergency needs, i.e. health needs, etc. Getting to know members.

Prepared by:

Approved by BOT on: [date]