

CARING COMMITTEE CHARTER
UNITARIAN UNIVERSALIST CHURCH OF THE SHEANDOAH VALLEY

Approved by the Board: December 7, 2009

Revised by the Board on: _____

1. Mission: To foster community within our congregation by sharing information and raising awareness of members in times of need.

2. Responsibilities
 - To respond to information about members' needs from any source
 - To write down Joys and Concerns on Sunday mornings and to respond to the concerns expressed therein with a caring contact when needed, by sending information regarding members' needs via email to the caring network and offering options of what they can do to respond to those needs.
 - The responses can be a caring contact by a phone call, visit, card, or email, providing food or transportation, or other help desired when possible.
 - Maintain a caring network of members to provide the needed care.
 - Develop and maintain a Committee Operations document briefly describing the ways in which the Committee functions to provide continuity for succeeding chairpersons and useful information to new members.
 - Provide the Board of Directors with an annual report by April 15th of each year summarizing the committee members and major activities, issues and plans, which will be a part of the Board's Annual Report to the Congregation.

3. Terms and Conditions

As the sole policy-making body for the Church (by its constitution) the Board will establish standing and ad-hoc committees to carry out the activities of the Church. Also, the Board shall appoint committee chairpersons and may delegate to the chairpersons the authority to appoint members.

As a standing committee of the Church, the Caring Committee will have a board appointed Chair and work with the following terms:

- The term for the chairperson is 3 years and a chairperson can serve no more than two consecutive terms.
- The Committee chairperson will have regular interface and communication with the Board liaison to discuss relevant issues and anything needing Board action.