

UUFSD Policy and Procedure Document**Policy ID: 425****Title: Pastoral Care Committee Responsibilities**

Date Approved by the Board of Directors: April 25, 2023

Purpose:

The Pastoral Care Committee exists to provide support to Fellowship participants who are experiencing distress and suffering in their lives. The Committee does this by working closely with the Minister to make the best use of Ministerial resources, by having members of the Committee serve as points of contact for gathering Fellowship needs and providing direct outreach, and by organizing temporary volunteer groups from the broader Fellowship to help with specific needs.

Policy:

- Membership in the committee is not solely based on the interest of the volunteer but is subject to the approval of the Minister and Committee Chair in order to ensure that members are able to provide service that is compassionate, respects confidentiality, and is non-judgmental towards issues encountered
- The Committee maintains avenues for Fellowship participants to confidentially make requests for assistance and publicizes the Committee's availability to the Fellowship
- Committee members maintain a list of willing volunteers from the Fellowship who can be contacted and coordinated to provide specific assistance to a Fellowship participant for temporary needs such as:
 - Cooking and delivering meals to participants and their families who may be temporarily unable to prepare meals
 - Providing transportation to medical provider appointments or grocery shopping for participants who are not able to transport themselves
 - Visiting participants who are socially isolated either in person or through telephone visits
- The Committee helps to coordinate memorial services at the Fellowship following the passing of a Fellowship participant
- Members of the Committee will contact one another promptly as they become aware of needs for Fellowship participants and will meet monthly in order to coordinate efforts effectively
- A Board of Trustees liaison is designated to maintain awareness between the needs of the Committee and the needs of the Board of Trustees
- The Committee will prepare a budget request to the Board to account for any ongoing expenses

Procedure:

- Volunteers may contact the Committee to be considered or may be approached by the Committee and invited to participate. The Committee may also offer training opportunities to build helping skills within the Fellowship and identify possible member candidates
- The pastoralcare@uufsd.org email address will be kept up to date to make sure that the current Minister and current members of the Committee receive messages sent to that address
- Volunteers willing to be a part of a temporary response are kept by the Committee and coordinated through the Committee's Care Train scheduling tool
- Announcements during the worship service and through the email bulletin are made to raise awareness of the Committee for potential volunteers and for Fellowship participants in need
- Specific procedures for coordinating memorial services have been created and are maintained by the Committee Chair