

**CARING**  
April 2005

**Role:** To facilitate support from Fellowship members and the Executive Committee toward members during times of crisis and celebration.

**Responsibilities:**

- Track joys and concerns, crises, and celebration of Fellowship friends and members.
- Consult with the Minister, Chairperson, or Executive Committee as needed regarding appropriate responses.
- Send acknowledgements for memorial gifts.
- Take action to support members in need.
- Take action to acknowledge members with celebrations.
- Send cards, flowers, gifts, food, visitors, etc., as appropriate.
- Submit your name to the Treasurer for charge account updating. The Treasurer will provide information about florist, etc. where UUFM has a charge account.
- Attend Executive Committee meetings as needed.
- Provide information about Caring Committee activities for Executive Committee meetings.
- Review monthly Executive Committee meeting minutes.
- Recruit committee members as needed.
- Schedule and facilitate committee meetings as needed.
- Submit committee information to the Fellowship Administrator for the newsletter by the 15th of each month.
- Make Sunday announcements as needed.
- Submit announcements for the Sunday bulletin by noon on Thursday.
- Communicate with other committee chairs as needed.
- Submit expenditures to the Treasurer within 30 days.
- Keep committee expenses within budget.
- Provide input for annual budget development.
- Participate in end of year evaluation of Executive Committee activities.
- Orient new Caring Chair as needed.
- Transfer materials to new Caring Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.