Family Care Team Leader Guide

March 2017

Knowing Process

It is challenging to care for someone if you don't know them. As a Family Care Team Leader you must take initiative to spur interaction within your team. **We want to Know Each Other Better**. The easiest way is through monthly meetings, often associated with a potluck or planned meal following Sunday morning Bible Classes held in the dining room. Each team is assigned a week. Two teams meet per week, therefore coordination with your partnering team is necessary.

Alternatively, other outings can be utilized in place of or in addition to the potluck meals. Full participation is ideal, but reality does not allow all families to participate each activity. Do not become stagnant in your activities, but you do not have to do something different each meeting: Mix it up.

Other ministries in the congregation provide activities for us to increase the Knowing Process. Encourage your team when these activities are advertised.

Caring Process

Not only are you a member of a Family Care Team, you are also a Leader. You must facilitate the Caring Process. **Each week** an absence report is compiled and distributed to each team lead. As a team lead your report only contains people in your team that were absent during the previous weeks Sunday morning worship. Eventually the report is to include Sunday evening worship, Wednesday evening devotional, plus Sunday morning and Wednesday evening bible class absence.

> *More than one member on your team is encouraged to reach out and contact the absent person/family to let them know they were missed.*

The person may have entered the hospital, had an accident, had a tragedy, something unexpectedly prevented them from attending. It may be a planned absence: we still missed seeing their smile.

Each week you must encourage the reporting process to be completed:

1. You inform your team of a members absence;
2. One or more members reach out to the absentee;
3. Those members inform you that a contact was made;
4. You report that one or more contacts were made.

> *The reporting process is not about who made the contact,*
> *but who was contacted.*

There are three methods of reporting:

1. Dropbox
   a. A stack of forms next to a dropbox at the hospitality desk

<Family Care Team>	<Date Contacted>
<Person Contacted>	<Why Contacted/Comments>

   b. Team member either
      i. puts form in dropbox
         1. After services you collect forms for your team
      ii. gives it to you

   c. Process forms either
      i. Enter forms into family care website [FUTURE]
      ii. Put forms in Dropbox of family care deacon

2. Verbal/e-mail
   a. Team member tells you verbally or sends you an e-mail
   b. Process data either
      i. Enter data into family care website [FUTURE]
      ii. Fill out form and put in Dropbox of family care deacon
      iii. Forward email to family care deacon

3. Electronic Form
   a. Team member fills out an electronic form [FUTURE]

Organization

Team Leader

At least two families are assigned to each team. Some teams have more than two. As Team Leader Families you share the responsibilities of the team's growth in caring.

Activity Coordinator

During their involvement in the Family Care Program each family unit is expected to be an activity coordinator. They should coordinate with their partnering team for the month. They should also contact each family of their team advertising the time, place, and type of the next activity. Inform the office staff at least a week in advance.

Special Activity Committee

At least two family units who plan special activities for the team. These are activities other than a potluck meal in the dining room. Suggestions are: gatherings in people's home; bowling; picnic; theme meals; theatre movies; putt putt; and etc. These special activities may be designed for the entire team, but more likely for smaller numbers. Multiple activities may occur for the same month's activity. Remember the age diversity of the team requires age appropriate (younger and spry versus older and fragile) activities.