

Loving Hearts and Helping Hands Team

DRAFT AUGUST, 2016

Function or Purpose:

The Loving Hearts and Helping Hands Team (LHHH), a Ministry Team, serves to build a stronger UU community by nurturing, supporting and helping the UUTC family.

Team Membership

LHHH is open to any member, friend or visitor who is interested in helping and who will keep all information discussed confidential. There is no time limit to how long a person may serve on the team. Leaders must follow the rotation schedule in the UUTC Policy Manual.

Responsibilities

- Support the Minister in providing care for UUTC Members and Friends in times of need
- Inform the congregation of the needs of Members and Friends through the weekly bulletin and/or Order of Service and/or bulletin board in the foyer.
- Offer support to Members and Friends in need through visitation, meals, transportation, bereavement follow-up and notes of caring
- Keep a Confidential Member Care List
- Offer Information about Community Resources to Members and Friends
- Host teas, Sunday morning coffee, and luncheons periodically
- Write an informational letter about LHHH to include in each new member packet
- Keep statistical records of team activities
- Share needs and concerns with the Team, Administrator and Minister
- Develop and manage budget

Operating Procedures

LHHH meets at 4 p.m. on the third Thursday of every month. Minutes of each meeting are taken, and shared with Team members, the Minister and the Administrator electronically. Using new information and the Confidential Member Care List, team members discuss ways to help the Members, Friends, and Visitors of UUTC.

The Team must contact the Board to seek approval of any extraordinary or unusually timed **expenditure outside the Team's annual budget.**

Attachments: [Blank Member Care Document](#)