

## ***MUTUAL CARE COMMITTEE Job Description (revised 24 October, 2015)***

### *Purpose*

The Mutual Care Committee is responsible for the care of the membership. It assumes leadership in maintaining a caring community, helping all members and attenders find roles as nurturers of one another.

### *Responsibilities*

The main role of the committee is to encourage and coordinate care-giving activities by members and attenders in welcoming newcomers, visiting and fellowship, and helping those who are ill, troubled, or in need. In addition to care-giving facilitated by the committee, individuals are encouraged to reach out independently to one another in large and small ways each day, week and year as needs arise.

The committee facilitates the formation of clearness committees for those requesting assistance with life situations, including illness, vocation, and relationships.

The committee is responsible for forming clearness committees in response to requests for marriage under the care of the Meeting, and wedding arrangements committees. The committee also facilitates ongoing support for married couples within the Meeting, particularly couples married under the care of our Meeting.

The committee gives care and aids in needed arrangements at the time of death and, as requested, coordinates with Worship and Ministry for Memorial Meetings.

The committee coordinates baby & new member welcomings.

The committee administers the sharing fund for small short-term needs.

### *Term & Duration: 1 year, June 1 to May 31*

The term of membership on the committee is one year; however, since continuity is important, it is anticipated that most members will serve for 2 or 3 terms and that their terms will be staggered to provide continuity from one year to the next.

### *Nature and Frequency of Activities*

The committee meets at least once a month, and sometimes more frequently if necessary. Members of the committee also convene and serve as clerks for individual clearness committees.

### *Mandatory & Desirable Qualifications*

The committee consists of up to 7 Members and faithful attenders with experience, empathy, good judgment, and discretion. Committee members should have familiarity and experience in Strawberry Creek Monthly Meeting for at least 2 years and should have successfully served on at least one other Strawberry Creek Monthly Meeting committee.

### *Reporting*

The committee reads and responds to Advices and Queries as directed by the Worship and Ministry Committee and presents a response to Meeting for Business. The committee regularly makes reports at Meeting for Business. Confidentiality is practiced when describing the committee's work with individuals.

### *Liaison*

Each year in December the committee will give the Clerk of Nominating Committee a list of names that Nominating Committee should not call, or who do not need to be asked “check-in” queries because the committee is already working with them.

To keep Meeting officers and Care of the Meeting Committee informed about Mutual Care Committee activities, the Meeting clerk, alternate clerk or recording clerk will serve as an ex-officio member of the Mutual Care Committee, along with a “buddy” from the Care of Meeting Committee.

### *Changeover Process*

New and old Committee members normally meet together in either May or June, and the outgoing Clerk passes all committee materials to the new Clerk.