



# Roles & Responsibilities

## Of a Primary Care Community

### Care Community Make-up:

- 1 Team Leader
- 5 Families/Individuals
- 1 Supported Family/Primary Caregiver

### Responsibilities shared among the Care Community volunteers:

1. **Weekly Meals:** A home-cooked meal drop-off, a delivery food service, or a gift card provided to the caregiver one night on a weekly basis for a break and/or extra time with the children. Ideally, the same chosen night each week for consistency.

2. **Monthly Groceries:** Necessary food items such as fresh produce, milk, eggs, bread, easy frozen meals, healthy snacks, staples, etc. dropped off to the family's door or ordered through a delivery service. Always keep in mind any allergies or food preferences of the family.

3. **Birthday and Holiday Support:** Assisting a caregiver in celebrating the holidays that are important to their family and birthdays with cupcakes, party supplies, gifts bags and goodie bags.

4. **Monthly Meaningful Experience:** Taking a caregiver and the children out once per month to do something family-friendly and fun. Picnic at the park, local hike, water park or local pool, Chuck E Cheese, the movies, the zoo – be creative. (Be considerate - there's a fine line between meaningful experience and showboating).

5. **Crisis Intervention:** In the event of a crisis, the Care Community members are designed to be the first call and line of defense. Care Community members are tasked to use their spheres of influence and resources to assist the family with crisis Management. We suggest doing what you can to solve one crisis per 6 month period. A crisis

could be helping with a bill, a car repair, etc. Utilize all local resources when available. Encourage families to seek out community resources on their own as well.

**6. Six-Month Commitment:** Pour into the supported family with prayer, encouragement and serving for six months. It's important to keep your commitment in order to build trust. Hopefully, after six months, a real relationship has developed and can continue naturally.

### Responsibilities of the Team Leader:

1. Checks in with the supported family every week for the first 8 weeks, then every other week after if appropriate. This is done via a phone or video call. In-person is ideal, if safe and appropriate. Records accurate notes.
2. Communicates weekly via email or group text with the Care Community volunteers giving updates, new needs, and prayer requests and praises. Communicates, plans and assigns the celebrations of holidays and birthdays. Ideally, one volunteer is assigned the lead on one event, spreading the load.
3. Organizes the online serving calendar – ideally through Promise Serves. Adds any new needs or events, ensuring reminders are sent to all parties.
4. Takes the lead on any crisis intervention and acts as the liaison between the caregiver and volunteers when needed.

### Responsibilities of Individuals/Families on the Care Community (6 months):

- Provide a meal once a month, 5-6 meals total in
- 1 grocery drop-offs or deliveries
- 1 Fun-day experience
- Consistent prayer and encouragement
- Responsibilities shared amongst the Care Community:
- Help provide celebration for holidays and birthdays that fall in the six months. These do not have to be and should not be elaborate. The concept is teaching the caregivers the importance of taking time to stop and celebrate. Simple is better and easier for a family to replicate once they are leading the way.
- 1-3 crisis interventions where families help or contribute as they are able.

### Preparation:

- View two videos at home (total 35 minutes)
- Review this document
- Review Establishing Healthy Boundaries document
- Attend an Orientation/Launch (1 ½ - 2 hours)
- Select which week to provide a meal
- Meet & Greet
- Begin serving – you'll receive a weekly communication from the Team Leader with prayer requests and needs