



# matthew 11:28

## CAREGIVER MINISTRY

### Procedures

#### **Procedure to become Matthew 11:28 Caregiver Ministry Volunteer:**

1. Complete the volunteer interest form and submit it to [info@camcc.net](mailto:info@camcc.net), mail it to Church office, or complete online.
2. Caregiver Ministry Coordinator will contact you to discuss your interest and answer questions.
3. Complete a church volunteer application form which includes a background check.
4. Be approved by church leadership.
5. Caregiver Ministry Coordinator will match volunteer to caregiver/care recipient.

#### **Procedure to become a Recipient of the Matthew 11:28 Caregiver Ministry:**

1. Complete caregiver support request form and submit to [ginger@camcc.net](mailto:ginger@camcc.net), mail it to Church office, or complete online.
2. Care Ministry Coordinator will contact caregiver/recipient to discuss in details the situation and conduct a detailed intake assessment of the needs.
3. Be approved by church leadership.
4. Caregiver Ministry Coordinator will match caregiver/care recipient with volunteer.

#### **Procedure to initiate Caregiver support:**

1. Volunteer will contact the caregiver/temporary homebound individual directly.
2. If the caregiver is not a member of our church family, the initial contact will be in coordination with the referring church member.
3. Discuss with them how you will support them.
4. Agree to tasks: who, what, when, where and frequency.
5. Report back to Care Ministry Coordinator agreed upon in the plan.

#### **Sitter Activities: When staying with a care recipient in the absence of the caregiver:**

1. Ensure you have accurate and verified contact information for the caregiver.
2. Establish prior to the caregiver leaving, exactly when they will return.
3. The amount of time the caregiver is absent must be agreed upon by you the volunteer ahead of time.

#### **Activities that the volunteer will perform:**

1. Any task/activity must be agreed upon in advance.
2. Volunteer must only perform tasks/activities for which they are comfortable.

3. If the caregiver/homebound individual asks for assistance with tasks/activities the volunteer is uncomfortable with, the volunteer will graciously decline and notify the Care Ministry Coordinator.
4. Care Ministry Coordinator will evaluate the request and determine action.

**Shopping for Groceries/Prescriptions and other supplies:**

1. Caregiver/recipient will provide a detailed list for the volunteer.
2. Caregiver/recipient will give the volunteer cash or payment method.
3. Volunteer will provide receipt after purchase and return any cash/payment method.

**Infection Prevention:**

1. Volunteers will not enter homes where infectious conditions are present.
2. Volunteers will not enter homes if they have an illness or infection.

**Compensation/pay:**

1. Volunteers will not receive or accept any money or other compensation for their volunteer activities.
2. If pay or compensation is offered, the volunteer will direct the giver to donate to the church.

**Car Insurance:**

1. If you are driving your personal car doing volunteer activities and are in an accident, your personal insurance will be primary.
2. Notify Kenny Kibble immediately at [kenny@camcc.net](mailto:kenny@camcc.net) or 805-482-2657 ext. 304.

**Personal liability:**

3. If an injury occurs to the care recipient while you are present or if an injury occurs to you while performing volunteer activities, notify Kenny Kibble immediately at [kenny@camcc.net](mailto:kenny@camcc.net) or 805-482-2657 ext. 304.

**Suspected abuse or neglect:**

1. Contact Jim Moyer immediately.
2. Follow **CamCC Mandated Reporting Policy**

**Caregiver Resources:**

1. A list of caregiver resources will be provide to all volunteers by the Care Ministry Coordinator.
2. The Care Ministry Coordinator is available at [ginger@camcc.net](mailto:ginger@camcc.net) for questions, concerns, suggestions and/or assistance.