

Caring Committee Roster

Fill in each role and a backup. Give a copy to each member of the committee and to the rabbi. Update it when someone joins or steps back.

Congregation:

Updated on:

Care requests go to (phone or email):

Monthly meeting (day and time):

Role	Name	Phone and email	Backup
Chair Runs the monthly meeting. Assigns each new request.			
Clergy liaison Passes needs between the rabbi and the committee.			
Bikur cholim visitors Visit and call members who are ill or homebound.			
Meal coordinator Runs meal sign-ups. Confirms each delivery.			
Rides coordinator Matches drivers with members who need rides.			
Shiva coordinator Helps set up shiva, meals and a minyan.			
Calls and cards Calls members who live alone. Sends cards.			
Records keeper Keeps the care list current. Checks open follow-ups.			

Care Request Log

One row for each request. Every request gets one owner within 24 hours. Ask the family what they want shared before you tell the committee.

Date	Member	Need (visit, meal, ride, shiva, call)	Owner	Next step and date	Done
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First-Year Mourning Tracker

Shiva is the first week after the funeral. Sheloshim is 30 days from the funeral. Check a box for each monthly call. Call before the unveiling and before the first yahrzeit.

Mourner	In memory of	Funeral date	1	2	3	4	5	6	7	8	9	10	11	First yahrzeit
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Monthly check: every open request has an owner and a date. Every mourner in the first year had a call this month.