

Appendix B

Basics of the *Share the Care* Model of Care

(adapted from *Share the Care* by Capossela and Warnock)

Form a *Share the Care Caring Group* when a significant care need arises in someone's life.

1. Gather people from various areas of that person's life (church, friends, neighbors, work, family, etc.) and hold a meeting. Include the person in need if possible.
2. A meeting could start with an ice breaker activity (available at request.)
3. On-line care calendar (www.care.calendar.org) would be introduced along with lists of possible needs and little ways to help (see attached sheet.)
4. Care roles are introduced:
 - *Share the Care* Organizer – person who calls and conducts the organizing meeting
 - *Share the Care* Calendar Operator – person(s) set up and maintain the online Care Calendar (www.care.calendar.org)
 - *Share the Care* Communicator- person(s) tally data from Skills Assessment and organize a group email list and send out emails as needed
 - *Share the Care* Emergency Care Coordinator- person called for emergencies to send out messages regarding the need
 - *Share the Care* Helpers- sign up on Care Calendar to meet the needs
 - *Share the Care* in Little Ways Helper- does the little things as suggested on list and others they can think of. These are not on the Care Calendar.
 - *Share the Care* Emergency Need Providers – respond to emergency need messages as they are able
5. Individual Skills Assessment forms are filled out and gathered.
6. Volunteer for Care Calendar Operator is found and makes plan to set up calendar with a log in.
7. Volunteer for Care Communicator is found and takes forms and compiles information and sends out group email with Care Calendar log in.
8. On-going meetings happen if necessary. Coordinated care continues throughout need via Care Calendar and emails from all areas of the care recipient's life. A meeting should be held 1 month after care no longer is needed.

This is a basic outline of this model. More detailed information is available from CLC Care Ministry at your request.