

# Caring Kits

Caring Kits are gift bags with items of comfort and ritual that are dropped off on the doorstep (or otherwise personally delivered) to congregants. The current coordinator of the Caring Kits at Foothills is Jen Wallen.

All information for building caring kits is here:

[https://drive.google.com/drive/folders/1xw1NnWLaKa3fbF60BYEqGL8tssNslitW?usp=share\\_link](https://drive.google.com/drive/folders/1xw1NnWLaKa3fbF60BYEqGL8tssNslitW?usp=share_link)

Organizational spreadsheet for caring kits is here:

<https://docs.google.com/spreadsheets/d/1OumglgNDg1rgtUStjH7rmlwdMxGaxkENYVMgfnvdSh8/edit?usp=sharing>

## Process for Caring Kits:

**1. Consent:** We only deliver caring kits with the consent of the recipient. Minister or Caring Listener would say, "Our Caring Team would love to bring you a gift bag with some items of comfort and ritual, like a handmade shawl. Would that be ok?"

If it's a Caring Listener asking this, they would indicate on their documentation form that the person would like a caring kit.

**2. Notify Caring Kits Lead:** Minister for Community Care tells Caring Kits lead via text or email that someone would like a caring kit. Please share the person's name and the circumstances in this communication.

**3. Add to Caring Kits Workflow:** Minister for Community Care goes to [Caring Kits Workflow](#) in PCO and adds name of recipient by doing these steps:

- Press "add card" in upper righthand corner
- Type in name and click "add person"
- Click name to view card
- Write a note with the circumstances for the caring kit (e.g. Sam's mother died) and choose "caring kit note" from dropdown menu and click "save note"
- Click "complete step"

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