

Caring Notes

- Documentation of pastoral care provided, change in life circumstances in congregant, or attempt at offering pastoral care. Visible to ministers, caring listeners, and key staff members
 - **Example of caring note:** Jane Doe will be having hip replacement surgery on April 25. She is well supported by her partner, Jill, and her sisterhood group. She would appreciate a caring kit, but doesn't want to be mentioned in the caring corner or prayer. CL Rick Jones will follow up.
 - **Process:**
 - Open PCO People profile of the person about whom you wish to write the note
 - Click "Notes" > New Note >
 - Category = Caring Notes
 - Type text into field of caring note. If this is documenting care offered by someone other than you, please name them at the beginning. Use "CL" as an abbreviation for Caring Listener (see above example)
 - Click "Create"

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