

Out of Office Process: Covering when minister is away

For Sabbatical Coverage 2026:

In April:

When Carla is out of the office in April, Sean will cover. There is no expectation that Carla will be checking messages or be available to provide pastoral care while she is off.

In order to hand off responsibilities, the following will take place:

1. Forward Caring@foothillsuu.org to Sean

You can ask Bugs, Holly, or Sean for help with this.

This email will be forwarded to Sean. With it, the Request for Care, Prayers, and Support forms will go to Sean

NOTE: Two factor authentication for caring@foothillsuu.org – it will suggest sending to Pixel 8A. Click “find another way” and then have it send the code to Carla’s phone number.

2. Forward RingCentral to Sean’s cell phone

You can ask Holly for help with this

In the “phone” menu of RingCentral, forward all calls to Sean’s cell phone.

3. Dispatching Caring Listeners

While Carla is away, if a caring need arises that can be addressed by a Caring Listener, send an email to the entire Caring Listener team on PCO groups. Share the following:

1. name of the person

2. the need

3. the email and phone number of the person.

Ask people to respond in a timely manner if they can reach out.

In June: Sean and Carla will work together to figure out who will hold the ministerial piece and whether a caring listener might have the Caring email forwarded to them.

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