



## Outreach Commission

# Meals on Wheels Coordinator Position Description

### Reports To:

Outreach Commission Chair.

### Ministry Purpose / Objective:

To work with four other area churches in delivering meals when there is a fifth Saturday in the month (approximately four times a year) with Immaculate Conception Church providing the food.

### General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
  - Quarterly Stewardship Bulletin Report
  - Annual Stewardship Report
  - Prepare documentation for this ministry's budget
  - Ministry Strengths and Areas of Growth
  - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

**Responsibilities of Meals on Wheels Coordinator:**

- Communicates with New Hanover County Senior Center to obtain names and addresses of meal recipients.
- Plans and purchases meal items within constraint of budget
- Minds nutritional value of food.
- Coordinates scheduling for drivers
- Selects volunteer on commitment basis.
- Reserves kitchen and arranges for set up/clean up of prepared meals.

**Special Activities:**

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

**Meetings:**

- All Commission meetings.

**Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:

Average Time (may vary):

- |                          |           |
|--------------------------|-----------|
| • Planning               | 1-2 hours |
| • Buying                 | 1-2 hours |
| • Preparing              | 1-2 hours |
| • Scheduling of Delivery | 1 hour    |

**Expected Length of Commitment:**

Two years, and may be extended by one year with a maximum term of three years.

**Qualifications Required of All Ministry Coordinators:**

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

**Additional Qualifications Required:**

- Ability to organize and motivate effectively while utilizing interpersonal communication and promoting the Meals on Wheels program.

**Meals on Wheels Coordinator Resource(s): Assistant Coordinator**

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator’s term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).
- Assumes responsibilities of Coordinator in his/her absence.



Outreach Commission

## Meals on Wheels Coordinator Task List

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### General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
  - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

### Additional Tasks:

- Plans and purchases nutritional (fresh) meal items within constraint of submitted and allocated budget.
- Updates inventory supply regularly (aluminum dishes/covers, sandwich bags, and plastic delivery bags). Supplies are stored in the allocated kitchen cabinets.
- Receives email from coordinator of the weekend meal program sponsored by the area churches approximately three to four days before the fifth Saturday with the names and addresses of those receiving the meals.
- Approximately three to four weeks before the fifth Saturday, sends email to remind volunteers of date and asking for their availability.
- Ensures all members clean kitchen and put supplies in designated cabinets.