



## Outreach Commission

# Meals on Wheels Member Position Description

### Reports To:

Meals on Wheels Coordinator.

### 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) through Immaculate Conception Church supplied food.

### General Responsibilities of All Ministry Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

### Responsibilities of Meals on Wheels Member:

- Cooks start preparing the meals about 8:00 A.M.
- Prepared food is placed in aluminum dishes for delivery.
- Drivers pick up the meals at 9:30 A.M. for delivery to the families.
- All members clean kitchen and put supplies in designated cabinets.

### Special Activities:

- Attend an initial, mandatory orientation/training session.

### Meetings:

- Annual ministry meeting.
- As necessary according to coordinator.

### Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Volunteering

Average Time (may vary):  
2 hours/5<sup>th</sup> Saturday

### Expected Length of Commitment:

At least one year.

### Qualifications Required:

- Well organized and willing to help.
- Have a strong commitment to the Ministry.