



## Inreach Commission

# St. Martha's Meals Coordinator Position Description

### Reports To:

Inreach Commission Chair

### Ministry Purpose / Objective:

To provide families within our faith community who have a newborn child, those mourning the loss of a loved one, or those dealing with illness or surgery approximately one week's worth of meals (depending on their needs).

### 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 St. Martha’s Meals Coordinator:**

- Calls upon members to coordinate meal prep and delivery dates using email and Sign-Up Genius.
- Maintains Excel Spreadsheet with up to date volunteer records.
  - Email to Office Secretary
- Orients new volunteers to procedures.
  - Maintains record of meals provided to parish families.

**Special Activities:**

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

**Meetings:**

- All Commission meetings.
- Orientation/training session for new ministers.

**Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:

Average Time (may vary):

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| <ul style="list-style-type: none"> <li>• Telephone contacting.</li> <li>• Scheduling.</li> <li>• Preparing.</li> <li>• Delivering.</li> </ul> | <p>1 hour</p> <p>½ hour</p> <p>2 hours</p> <p>1 hour</p> |
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**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:**

- Actively involved in ministry cooking, cleaning, and delivering.

**St. Martha’s Meals 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).



## Inreach Commission

# St. Martha's Meals 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:

- Receive information re: new mother or sick parishioner (either directly or as a referral).
- Contact/confirm relevant information (e.g., any food allergies/dislikes, number of people eating, good drop-off time, address/phone/email contact info). Agree upon appropriate date to begin meal delivery.
- Send out email blast to St. Martha's Meals volunteers with pertinent information and ask for volunteers for the given week. Nights are assigned on a first response/request basis via Sign Up Genius.
- Prepare a final schedule based upon response. Every attempt is made to turn this around within two to three days.
- Send out confirmation email to all participating volunteers, Inreach chair, and family being served.
- Follow up with family during the course of week to ensure that all is progressing smoothly.