

# MEALS MINISTRY

## VOLUNTEER OPPORTUNITIES

Fourth Church's Meals Ministry provides nutritious meals and welcoming hospitality to those in need through a variety of different programs. A focus is placed on nurturing a sense of community among guests, volunteers, and partner organizations as we live out Fourth Church's mission to be a light in the city. Below you'll find detailed descriptions of our current volunteer needs and on the reverse side basic information regarding the time commitment, contact, and schedule of each position.

### **PROGRAM: SUNDAY NIGHT SUPPER at Fourth Church**

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- **Program Chairs** – Seeking individuals to work in partnership with the Meals Ministry Coordinator, Meals Ministry Steering Team, and supporting team leaders and supervisors, to oversee and coordinate aspects of program operations and planning.
- **Dining Room Supervisors** – Seeking individuals or pairs to lead the SNS dining room team. Duties include welcoming and orienting volunteers, fostering fellowship and hospitality, manage all aspects of on-site operation from setup to cleanup, insure adherence to hygiene and sanitation guidelines, and coordinate/communicate any needs to Meals Ministry Coordinator and Program Chairs.
- **Dining Room Volunteer**– Seeking **individuals, families, and small groups** to assist with setup, beverage pouring, hosting, serving, silverware rolling, and clean up for Sunday Night Supper.
- **Cooks** – Seeking individuals 16 years of age and older to assist with dinner preparation. No experience needed and supplies and supervision are provided.
- **Dishwasher** – Seeking individuals or pairs to wash trays after dinner.

### **PROGRAM: MONDAY NIGHT SUPPER at Catholic Charities**

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- **Program Co-Chairs** – Seeking 1-2 individuals to work in partnership with the Meals Ministry Coordinator, Meals Ministry Steering Team, and supporting team leaders and supervisors, to oversee and coordinate aspects of program operations and planning.
- **Dinner Supervisors** – Seeking individuals to lead the MNS team during the serving of dinner at Catholic Charities. Duties include welcoming and orienting volunteers, fostering fellowship and hospitality, managing all aspects of on-site operation from setup to cleanup, monitoring clock, insuring adherence to hygiene and sanitation guidelines, and coordinating/communicating any needs to Meals Ministry Coordinator, Program Chairs, and/or Catholic Charities.
- **Dinner Volunteers** – Seeking individuals to assist with dinner setup, serving, and cleanup.
- **Bakers** – Seeking individuals to contribute homemade baked goods to be served at Monday Night Supper. Items can be dropped off at Fourth Church on Sunday at anytime or Monday by 2PM, or to Catholic Charities on Monday by 4PM.
- **Packers** – Seeking individuals to organize and pack supplies at Fourth Church for transport to Catholic Charities. Can be done on Sunday mornings. Takes about 30 minutes. Perfect opportunity before or after worship!

### **PROGRAMS: BAG LUNCH PROGRAM at Fourth Presbyterian Church**

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- **Bag Lunch Volunteers** – Seeking individuals to assist in the assembly and distribution of bag lunches. Assembly includes packaging all lunch items and preparing the cart for distribution. During the distribution period volunteers assist with checking in guests, handing out lunches, and pouring beverages.

### **OTHER OPPORTUNITIES:**

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- **Shoppers** – Seeking individuals with vehicles to purchase needed food and supplies for various meal programs (produce, drink mixes, sandwich-making supplies, etc. Costco membership is a plus! Email access necessary.

# MEALS MINISTRY

## VOLUNTEER OPPORTUNITIES

**SNS** Sunday Night Supper  
**MNS** Monday Night Supper  
**BLP** Bag Lunch Program

| OPPORTUNITY                      | PROGRAM      | TIME COMMITMENT   | CONTACT |
|----------------------------------|--------------|---|---------|
| Program Chairs                   | SNS          | This opportunity would involve a physical presence on occasional Sundays, availability for scheduled programming meetings, and the ability to coordinate specific aspects of the program and correspond and schedule volunteers via email.<br><br>2-5 hours per week depending on program needs.                    | ABBY    |
| Dining Room Supervisor           | SNS          | 3:00-6:00PM on Sundays. Supervisors are encouraged to sign up once every 4-6 weeks.   | ABBY    |
| Dining Room Volunteer            | SNS          | 3:30-6:00PM on Sundays. This is a great opportunity for individuals, families, teams, and small groups!   | ABBY    |
| Cooks                            | SNS          | 2:00-6:15PM on Sundays. Volunteers are scheduled quarterly!   | LARRY   |
| Dishwashers                      | SNS          | 5:00-6:30PM on Sundays.   | ABBY    |
| Packer                           | MNS          | 30 minutes on a Sunday.   | ALISON  |
| Baker                            | MNS          | Prepare items at home and drop off at church or Catholic Charities.   | ALISON  |
| Program Co-Chair/<br>Team Leader | MNS          | This opportunity would involve a physical presence on occasional Mondays, availability for scheduled programming meetings, and the ability to coordinate specific aspects of the program and correspond and schedule volunteers via email.<br><br>4-5 hrs/wk for co-chairs and 8-10 hrs/wk for an individual chair. | ALISON  |
| Dinner Supervisor                | MNS          | 2:30PM-6:30PM on Mondays. Supervisors are encouraged to sign up 1x per month.   | ALISON  |
| Dinner Volunteer                 | MNS          | 3:30-6:15PM on Mondays. This is a great opportunity for individuals, families, teams, and small groups!   | LARRY   |
| Bag Lunch Assembly               | BLP          | Assembly of lunches occurs on Tuesdays, Wednesdays, and Thursdays from 10:30-11:45AM.   | ALISON  |
| Bag Lunch Distribution           | BLP          | Distribution of lunches occurs on Tuesdays, Wednesdays, and Thursdays from 11:50AM-1:15PM.  | ALISON  |
| Shopper                          | ALL PROGRAMS | 1-2 hours each time a volunteer is scheduled. Days vary depending on shopping list. Responsible for shopping, transporting, and delivery of purchased items.  | LARRY   |

Please contact us for more information or to sign-up to volunteer within the Meals Ministry!

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