

Personal Essentials Pantry: Pantry Coordinator

The Pantry Coordinator is appointed by the Congregational Council. By the terms of Zion's Constitution, the Executive Committee of the Congregational Council is charged with job description and annual review.

The Pantry Coordinator is responsible for managing and administering the Pantry, including:

Mission Identification and Communication

- 1) Developing and periodically reviewing the mission statement of the Pantry;
- 2) Providing input to community service agencies, policy agencies, and governmental agencies regarding the need for the Pantry's services as a general societal need.

General and Fiscal Management

- 1) Development and implementation of the Pantry Plan of Operation;
- 2) Development of annual and grant-specific budgets and budget projections;
- 3) Authorization and tracking of income and expenditures across all income sources and budget categories;
- 4) Periodic reporting of fiscal status, including income and expenditures across categories, to the Congregational Council;
- 5) Planning, development, and implementation of funding strategies, including but not limited to:
 - a) Congregational budgetary support;
 - b) Community sponsorship (individual and corporate);
 - c) Identifying and writing grant proposals
 - d) Fund-raising events
- 6) Coordinate Pantry schedules and special events with Zion schedules and general building use.

Advisory Board

- 1) Identify candidates for guest representation on the Board;
- 2) Solicit nominations for representation from collegial agencies for representation on the Board;
- 3) Extend invitations to ministries or congregations housed within Zion to participate on the Board;
- 4) Convene Board meetings;
- 5) Develop agenda for Board meetings;
- 6) Coordinate responsibilities for note-taking;
- 7) Furnish minutes of Board meetings to the Congregational Council.

Staff Recruitment and Oversight

- 1) Identify staff needs for the Pantry's operation;
- 2) Recruit staff members, including volunteers from the congregation and the community at large;
- 3) Develop and conduct training sessions for all Pantry staff;
- 4) Identify and develop necessary training guides or manuals;

- 5) Establish standards of conduct for all Pantry staff;
- 6) Address necessary disciplinary actions in respect of all Pantry staff.

Pantry Guests

- 1) Development and implementation of eligibility policies and procedures for Pantry guests (that is, those individuals or households receiving the Pantry's services);
- 2) Establish and communicate standards of conduct for Pantry guests, and address necessary disciplinary actions when such standards are violated;
- 3) Establish standards of confidentiality and security of guest information;
- 4) Maintain accurate guest records;
- 5) Provide pastoral care and ministry to guests

Service to the Field

- 1) Cooperation and communication with other agencies and organizations involved in social justice and social ministry initiatives;
- 2) Sharing of resources developed by the Pantry that are seen as valuable for the field, including
 - a) software applications;
 - b) guest and staff forms;
 - c) policies and procedures
- 3) Sharing of demographic information regarding the population being served and its needs;
- 4) Sharing of successful resources and strategies for securing funding and support.