

**Zion Evangelical Lutheran Church**  
**Personal Essentials Pantry**  
**Plan of Operation**  
**March, 2009**

**1 Mission of the Pantry**

Zion has established the Personal Essentials Pantry (“the Pantry”) to share God’s love and kingdom by helping with the essentials of personal and household hygiene, showing God’s grace and love through these tangible gifts.

The policies and procedures of the Pantry will reflect this mission, and the Pantry’s understanding that:

*We are sharing God’s kingdom, not doling out charity.*  
*We are proclaiming God’s grace, not passing judgment.*  
*We are serving with joy, not establishing our own glory.*

The Pantry shall operate under the general oversight of the Congregational Council, in keeping with the principles of operation set forth in the Constitution for Zion Evangelical Lutheran Church (“the Constitution”).

**2 Pantry Coordinator**

The Pantry Coordinator (“Coordinator”) shall be appointed by the Congregational Council for the purpose of managing and administering the Pantry.

**3 Pantry Advisory Board**

A Pantry Advisory Board (“the Board”) shall be constituted to provide the Coordinator with a broad range of perspectives on the ministry and operation of the Pantry. The Board shall be organized as set forth in Attachment A, Structure Pantry Advisory Board.

**4 Staff**

The Coordinator shall staff the Pantry, including with volunteers from the congregation and the community at large. The Coordinator shall develop and conduct training sessions for all Pantry staff.

The Coordinator shall establish standards of conduct for all Pantry staff.

The Coordinator shall address necessary disciplinary actions in respect of all Pantry staff.

**5 Pantry Guest Eligibility and Support**

The Coordinator shall establish service eligibility standards for guests of the Pantry (“Pantry guests”). The Coordinator shall communicate these standards to Pantry guests.

The Coordinator shall establish standards of conduct for Pantry guests.

The Coordinator shall address necessary disciplinary action in respect of Pantry guests.

**6 Pantry Operation**

The Coordinator shall establish hours of operation that, to the highest degree possible, do not interfere with the worship and ministry activity of Zion Congregation.

The Coordinator shall publicize Pantry hours of operation.

## **7 Budget**

As a congregational ministry, the Pantry shall operate within the budgetary guidelines of the Constitution. The Coordinator will manage and administer funds designated for Pantry operations.

The Coordinator shall seek outside sources of funding support for the Pantry.

The Coordinator shall draw up annual budget projections and proposed budgets. These budgets are subject to approval by the Congregational Council.

In the event that the Congregation decides to end the Pantry as a project within its ministry, all assets and funds shall be distributed back to the congregation in accord with the Congregation's Constitution and Bylaws, or in the case of grants as required by the terms of the granting agency.