Advent Meals Ministry

Purpose of the Meals Ministry

The purpose of Advent's Meals Ministry is to provide meals (homemade or store bought) to someone in need. The recipient of the meals could be a parishioner or friend, family member, or co-worker of a parishioner (ie non-parishioner). The need could be any event that makes it challenge for the recipient to provide their own meals as they do on a normal basis. Typical events where meals are needed include birth of a child, sickness or surgery, death of a loved one, divorce.

Identify a Meals Recipient

Meals Recipients are usually identified by Pastor Chris, another parishioner, or family member of a parishioner, who is familiar with the recipient's situation.

Once a Recipient is identified, Pastor Chris will reach out to them to ask if they would like meals. If yes, Pastor will tell them that the Meals Coordinator will contact them to ask a few simple questions about meals and delivery.

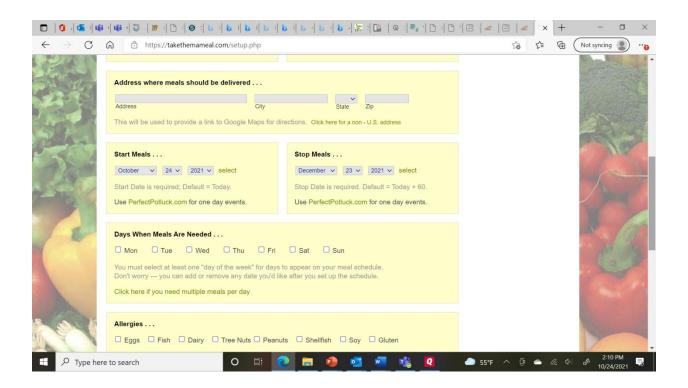
Collect Information from the Recipient

The Meals Coordinator will contact Recipient to gather the following information.

- # of people meals will feed / # of people in the household
- Dietary Restrictions of any in the household (food allergies/intolerances, food preferences or dislikes, dietary restrictions)
- Schedule for the meals: # of days per week and which days of the week and which day to start. Example: 3 days per week; Monday, Wednesday, and Friday, starting Oct 23rd
- Time of the day meals can be dropped off. Example: if Recipient usually has dinner at 5pm, they may want the meal dropped off before 5pm
- Address for meal delivery
- Location for meal delivery. Examples: front porch, back deck, in front of garage door
- Should the deliver ring the bell and leave? Or ring the bell and wait for someone to answer? Or ring bell twice, wait, and if no answer leave?
- Recipient email address so they can be informed which days a meal is coming and from whom

Setting Up the Meal Schedule

- Go to www.TakeThemAMeal.com
- 2. Click on Create. See screenshot below.
- 3. Enter the Meals Coordinator information. Tip: Use simple password like "adventmeals"
- 4. Enter the Meals Recipient information. Tip: Use simple password like "adventmeals"
- 5. Enter all other meal information as shown in this screen. Skip external web links.
- 6. When complete, hit Submit Schedule Details.



Send the link Meal Schedule to Jenn Miller and/or parishioners

When the schedule and information is complete in TakeThemAMeal.com,

- send the link to the Meal Schedule to Jenn Miller and ask her to include it in the next Advent email blast (she may want you to include a brief blub about the need to go with the link) and/or
- send the link to selected parishioners who are interested in making a meal. (When the Meal-Maker goes into the link, they will see the Recipient's Meal Schedule. See sample screenshot below.)
- if the Meal-maker tells you verbally that they would like to make a meal on a certain date, you can enter in their information on the meal schedule for them, if they want you to. Make sure to enter the Meal-makers email address in the Meal Schedule so they can get a reminder and so they have access to the Recipient's address and meal information

Notes:

- There are times you may not need TakeThemAMeal.com meal schedule. When there are weeks of meals needed, this website is great at providing a schedule of taken and open dates and housing the meal and Recipient's information.
- To date, no Meal-maker has ever been confused by how to use the website TakeThemAMeal.com to schedule a meal.
- At the end of your blub for the Advent email blast, you could include your name and telephone number or email should someone have a question or not want to use the website

Notices to the Meals Coordinator, Meal-maker, and Recipient

TakeThemAMeal.com will send an email notice to the Meals Coordinator, Meal-maker, and Recipient as a reminder that a meal is scheduled to be make/bought and delivered. This is a great feature so even the Recipient knows when to expect a meal.

