

## 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

1. Go to [www.TakeThemAMeal.com](http://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.

Address where meals should be delivered . . .

Address City State Zip

This will be used to provide a link to Google Maps for directions. [Click here for a non - U.S. address](#)

Start Meals . . .

October 24 2021 select

Start Date is required; Default = Today.

Use [PerfectPotluck.com](#) for one day events.

Stop Meals . . .

December 23 2021 select

Stop Date is required. Default = Today + 60.

Use [PerfectPotluck.com](#) for one day events.

Days When Meals Are Needed . . .

Mon  Tue  Wed  Thu  Fri  Sat  Sun

You must select at least one "day of the week" for days to appear on your meal schedule. Don't worry --- you can add or remove any date you'd like after you set up the schedule.

[Click here if you need multiple meals per day](#)

Allergies . . .

Eggs  Fish  Dairy  Tree Nuts  Peanuts  Shellfish  Soy  Gluten

## 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 blurb 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 blurb 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 made/bought and delivered. This is a great feature so even the Recipient knows when to expect a meal.

**Deliver Meals To:** 100 Main Street, Harrisonburg, PA 12345 [view map] 555-555-5555

**Notes from Ima Friend . . .** [Edit Notes](#) • [Print Notes](#)

Thanks for helping the Sample family with meals during this time.

You will be preparing meals for two adults and two children. Please deliver meals to their home between 5:30-6:00 pm. If you need to arrange another drop off time, please call or e-mail Sarah.

The family enjoys most foods, but John is allergic to seafood.

October 15th-17th, Sarah's mom will be staying with them, so please bring enough dinner for an extra adult.

**Suggestions from TakeThemAMeal.com . . .**

- Can't take a meal from your own kitchen? Send one instead. [Click here to order.](#)
- Are you delivering dinner? Consider including breakfast items too.
- Consider taking your meal in a disposable container.

Date	Meal Provider	What I Plan To Bring (Or Send. .)	Actions	
<b>Show 27 Previous Meals</b>				
Wed, Oct 21	Scott Rogers	555-555-5555	Meatloaf and Mac & Jack meal shipped by TakeThemAMeal.com	<a href="#">Change</a>   <a href="#">Remove</a>
Fri, Oct 23	Rosie Days	555-555-5555	Grilled Chicken, Salad, Bread & Dessert	<a href="#">Change</a>   <a href="#">Remove</a>
Mon, Oct 26				<a href="#">Take</a>   <a href="#">Send</a>   <a href="#">Cancel</a>