

**JOB TITLE:** Food Outreach Ministry Coordinator

**REVISION DATE:** 1/25

**DEPARTMENT:** Ministry

**Reports To:** Care and Missional Pastor

**JOB SUMMARY:** The Food Outreach Ministry Coordinator oversees and coordinates all aspects of the Food Pantry at Nazareth Evangelical Lutheran Church (NELC). The Food Outreach Ministry Coordinator adheres to NELC's performance expectations as outlined in the NELC Employee Handbook and performs all defined services and other related duties in accordance with the mission, vision and values of the church described in the NELC By-Laws.

**PREREQUISITE QUALIFICATIONS:**

- A. Education: Education sufficient to perform duties, tasks, and responsibilities associated with this position.
- B. Experience: Working knowledge of Microsoft Word and Excel, Google Documents and Drive, Basic Database platforms.

**SPIRITUAL:**

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Strive to show by example the importance of the spiritual disciplines of worship, Scripture memorization, Bible study, prayer, witnessing and Christian fellowship.
- Understand and agree with NELC's Confession of Faith, Speaking the Truth in Love document, and mission.

**BASIC QUALIFICATIONS:**

- Have a personal relationship with Jesus Christ.
- Be committed to furthering NELC's mission as a faith-based ministry.
- Agree to uphold the Confession of Faith as described in the NELC By-Laws.
- Be willing to submit to and honor the standards and expectations outlined in the NELC Employee Handbook.

**DUTIES, TASKS AND RESPONSIBILITIES:**

- A. Coordinates Food Pantry
  - Orders/Shops for food/items and distributes to clients scheduled through Love, INC. and in emergency situations.
  - Packs food boxes and essentials.
  - Keep the pantry stocked, organized, and tidy.
  - Stays current with Food Pantry regulations.
  - Train, Coordinate and Schedule Food Pantry Volunteers.
  - Oversee distribution of food baskets at certain times of the year (Christmas).
- B. Maintains Records and Budgets for Food Outreach
  - Prepare and send reports to Northeast Iowa Food Bank monthly.
  - Responsible for the budget and keeping receipts.
  - Keep records of appointments by month.

C. Works with External Organizations and Other Ministries

- Supports and collaborates with other Nazareth Food Ministry Outreach Opportunities.
- Serve as the main contact person for Love INC. and the Food Bank.
- Attend meetings at Food Bank & Love, INC as needed.
- Coordinate donations with other external organizations.
- Make referrals to appropriate organization programs, based on member/client needs.

D. Creates Hospitable Environment

- Model and teach the concept of hospitality to all we serve.
- Represent NELC in providing customer service to both internal and external publics.
- Anticipate potential problems and help to resolve issues.
- Visit with and willing to pray with clients.

E. Maintains and Fosters Communication

- Communicates current donation needs with the staff and congregation.
- Maintains open communication with NELC Congregational Leaders.
- Regularly communicates with all NELC Ministry Teams as needed.
- Attends staff meetings and coordinates activities with other staff as required in performance of other assigned responsibilities.
- Effectively communicates pertinent information in a timely manner.

**SAFETY GUIDELINES**

- Adhere to all safety policies and procedures.
- Maintain a safe working environment and practice safe working habits.
- Know and can demonstrate emergency procedures for fire disaster, tornado, and other emergency situations.

**Schedule:** Part-time, 10-20 hours/week.

**MISSION**

*Living together in God's amazing grace, we invite all people to know Christ,  
grow in Christ and make Christ known.*

**VISION**

*"Getting our Hands Dirty for the Cause of Christ!"*

**VALUES**

*Responsiveness  
Holy Discontent  
Leading Beyond Our Walls  
Relationships*