



# FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

## Job Description for Opportunity Place Meal Team Leader

**Connecting. Teaching. Living.** – Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God’s word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

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Volunteer Job Title:	Opportunity Place Meal Team Leader
Reports to:	Missions Coordinator
Length of commitment:	Two Years
Schedule:	No need to meet; Contact by phone or email.

### Purpose:

- Helps to organize volunteers to **Live** out their faith by providing a monthly meal to the families at Opportunity Place.

### Job Duties

- Be in prayer for the people/families that are at Opportunity Place.
- Recruit person/groups/small groups/Sunday school classes to provide a dinner for the fourth Monday of each month.
  - Advertise in the weekly bulletin
  - Talk to people one on one
  - Talk to small groups/Sunday school classes
- Work at maintaining a current schedule from the most current month of, at least, four months at a time.
- Be familiar with the Opportunity Place Meal Preparation and Delivery form that is attached below.
- Send a reminder a week/few days before.
- You will be the contact person for the Opportunity Place meal coordinator, Amber McMath. Her contact information is 850-200-4847/work, 318-272-7431/cell, [amber@opifwb.org](mailto:amber@opifwb.org)

# Opportunity Place Meal Preparation and Delivery

Group: \_\_\_\_\_

Date: \_\_\_\_\_

*Below is information taken directly from the Opportunity Place Meal/Instruction manual. If you have any questions, please contact Denise Whited at 830-0301. Thank you for serving!*

*The Meal:* A prepared meal should contain a protein, a vegetable, a fruit and a starch. It can be individual items or a one pot dish. The shelter has ample bread (starch) and desserts: donations from commercial sources. Prepare 30 servings which cover our average population. Any leftovers are refrigerated/frozen for additional meals. Please use disposable aluminum pans for your meal. If available, you may get replacements at the shelter when you make delivery. They should be covered with aluminum foil and labeled with your name, contents, and scheduled date plus any serving instructions like serve hot or cold etc.

*Meal Delivery:* Please deliver your meal between 4-5pm on the scheduled day.

*Sandra Shelton is the meal coordinator:* 850-200-4847 (work)318-272-7431(cell) [amber@opifwb.org](mailto:amber@opifwb.org) the meal is not delivered by 5pm and *no* call has been received the shelter will have to order dinners from Golden Corral. If you need to deliver the meal on an earlier day or at an earlier time on your scheduled day please call the appropriate number above and advise the time you would like to deliver to be sure staff will be there to accept it.

*Meal Service:* You are welcome to serve your meal, if you wish. Normal dinner time is 5:30pm. Although many of the residents are there at the scheduled dinner time some will eat later due to work or educational/training schedules. The residents will do the set up and clean up duties. Remember to replace your disposable aluminum pans (if available) before you leave.

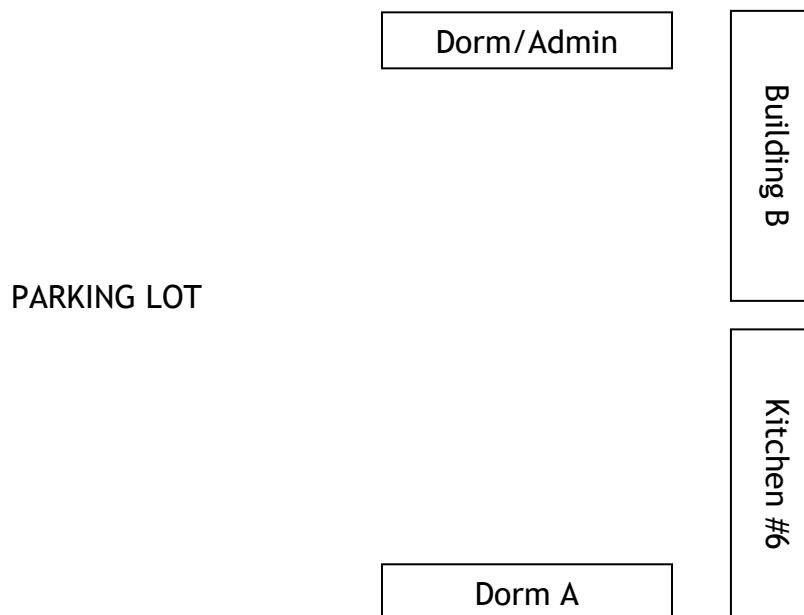
*What to do if you are going to be away on your scheduled day:*

You can deliver your meal frozen in advance of your scheduled day. Please be sure to arrange with the Shelter to accept your meal. All containers must be securely foil covered and Labeled with your name, contents, the day and date it is to be served. Call the staff at the appropriate number above to advise them of your frozen delivery labeled with your name/group, contents, number of containers, and the date to be served.

Shelter and Office Address: 305 Lovejoy Rd., Fort Walton Beach, FL 32548

Directions: From US98 go north on Beat Pkwy to Mary Esther Blvd. Turn left and go past Jonquil Ave. and turn right at Lovejoy (traffic light) and go about 250 yards to Opportunity Place on your right. You can also go north off US98 at Mary Esther Blvd past Anchors Street to the next light and turn left of Lovejoy Rd.

The shelter is “U-Shaped.” The diagram below indicates the door for your meal delivery.



Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!