



Ministry Position: Outreach Program Meal Delivery

Date Last Reviewed: July 2019

◆ Position Overview

Under the direction of the Outreach Program Coordinator, the Meal Delivery person takes prepared meals to Outreach Program meal recipients.

◆ Activities/Responsibilities

- Receive list of persons and locations scheduled for deliveries from Outreach Program Coordinator
- Check the schedules and be sure to notify the Coordinator in case of scheduling conflict
- Deliver meals at the request of the Pastor and/or Outreach Program Coordinator
- Drive own vehicle for deliveries with adequate space for meals
- Deliver meals in pairs
- Contact the parish or Outreach Program Coordinator if an unforeseen situation arises which will result in a major delay
- Observe confidentiality regarding Outreach Program meal recipients
- Engage in very brief conversation with meal recipients, based on their comfort level
- Bring to the attention of the Coordinator any matters related to changes in health and/or needs of the person
- Must keep a record of all visits (including dates and times) to be given to Outreach Program Coordinator

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:
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◆ Skills, Experience and Qualifications

- Active participant in parish worship
- Must be at least 18 years of age



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- Must have a valid Ontario Driver's License and have personal liability and property damage insurance
- Must have a mechanically fit vehicle
- Must have current and valid car insurance and identification on his/her person when making deliveries
- Refrain from having or drinking alcohol in the vehicle
- Advise parish of any change in driving record, condition of the vehicle, ability to drive, or car insurance immediately.
- Must actively practice good hygiene and food safety
- Recognized within the parish community as a person of good reputation
- In cases of emergency, knows contacts and/or procedures

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Honest, trustworthy and enthusiastic
- Able to communicate well with others.
- At ease with social encounters, and can look people in the eye
- Friendly, patient and has good relational skills
- Has the ability to work independently or as part of a team
- Comfortable with being accountable and is sensitive to the observance of proper boundaries

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training.



◆ **Participant Group**

Those receiving meals in various Outreach Programs within the parish community.

◆ **Support, Supervision and Evaluation**

The Outreach Program Coordinator is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will directly contribute to the social well-being of the community
- Will further develop relational skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Will need to predetermine routes for delivering meals to recipients
- Meal Delivery person can refuse to drive when weather or road conditions are dangerous
- Must be able to attend the orientation session
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Outreach Program Meal Delivery** currently practised at, _____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department