**Meals Team**

The MEALS TEAM’s goal is to manage and coordinate meals and food supplies for foster families.

**TEAM LEADER**

 **JOB DESCRIPTION:**

* Coordinate with foster families to determine where the meal must be delivered
* Coordinate with team members to be notified when a family needs a meal
* Ensure that the team member takes note of any food allergies or special needs of the family
* Coordinate how many and how long the meals are needed
* Schedule team members for delivery and meal preparation

 **MEETINGS:**

* Quarterly or monthly meetings with ministry leader and teams leaders
* Annual or semiannual meetings with the team leaders and workers
	1. Build chemistry
	2. Assess and set goals
	3. Plan events
* Monthly meetings with the foster/adopt families
1. Find out needs
2. Encourage and uplift

 **COMMUNICATION TOOLS:**

 • Texts/Phone Calls

 • Emails

 • Monthly Orphan Care eNewsletter

 • Social Media

**TEAM MEMBER**

 **JOB DESCRIPTION:**

* To provide meals as needed when able for foster families when children are placed in a home or as the Lord leads you to assist a family
* To inquire and receive information concerning food allergies per family
* Provide meals in disposable containers making the process less laborious for families
* Deliver the meal to the family or contact Team Leader if unable to do so