

## **TEABS Food Drive – Event Coordinator**

### **Position Description:**

Provides a point of contact and leadership for the TEABS as they collect food for the pantry.

### **Qualifications:**

- Christian adult
- Willingness to work with and motivate the TEABS
- Usually, this position is held by one of the parents of a TEABS member.

### **Responsibilities:**

- Work directly with the Pantry program leader to determine needs and goal for the food drive.
- Work with TEABS leaders to ensure the “weigh-ins” are incorporated into the Sunday night devos.
- Determine how cash/gift card contributions will be tracked and how they count toward the goal. Other items may also have special rules for counting (for example, if we’re low on meat, meat counts double.)
- Attend TEABS meetings to “weigh-in” the food. Keep a running tally so that they know how they are doing.
- Coordinate with the Communications Ministry to provide updates to the congregation on food drive progress and specific needs. These can be in the bulletin and as part of the emails provided by the pantry program leader.
- Coordinate a “phone drive” where members of the TEABS call the entire congregation reminding them of the drive. You will need to ensure that each TEAB receives a list of names and phone numbers that they should call, and a script. (The list of names and phone numbers can be easily taken from our website.)

### **Pantry - Program Contact:**

Charlie and Lori Cruse

### **Ministry Deacon Contact:**

Forrest Boozer

### **Time Commitment:**

- 3 hours planning prior to the drive
- 45 minutes a week during the drive to prepare announcements and attend TEABS meetings

*Revised 3/12/11*