



Employment Qualifications: POCC(PT)
Effective Date: February 2024
Revision Date: October 2025

Church Operations Policy Section: Job Descriptions
Policy: Church Employment
Employee Classification: Part-Time, Non-exempt

POSITION: PANTRY ON CHURCH COORDINATOR

Policy

Statement:

It is the policy and practice of First Presbyterian Church of Marietta to enlist the professional and ministerial services of qualified people to support and further the work of God's kingdom through the church; this job description is intentionally goal oriented and presents general ministry qualifications as well as specific goal requirements for a successful and productive employment relationship with the church staff, congregation, and local community.

The qualified candidate:

1. Acknowledges Jesus Christ as his/her personal Lord and Savior.
2. Depends fully on the Lord's wisdom and guidance by the Holy Spirit for strength in his/her daily activities.
3. Realizes that his/her attitude, dedication, and performance will potentially be witnessed or heard about by countless persons, directly or indirectly, making it critically important that Christ's church be reflected in all he/she does.
4. Senses a purpose and call by the Lord to serve His church and can/will demonstrate personal gifts to ensure job success and productivity.
5. Is skilled in general aspects of church program development and management related to his/her ministry position.
6. Is willing to accept responsibility and accountability for outlined work goals and anticipated results as outlined and updated by Senior Staff, Administrative, and Mission church leadership.
7. Has the ability and willingness to lead in a teamwork environment and can be tolerant of others' suggestions and approaches.
8. Has basic technology capabilities including but not limited to Microsoft Word, Outlook, Power Point, Excel, Google Docs and Sheets, similar Apple software, and basic internet protocol.
9. Deals openly, effectively, tactfully, and patiently with church personnel, church members, and the public, and presents a strongly positive image of the church.
10. Is prepared for multitasking and flexibility, potentially stressful moments, and intermittently irregular working schedule (weekends, evenings, and/or holidays).



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Principal

Function: Responsible for coordinating the Pantry on Church Ministry efforts of First Presbyterian Church Marietta

Skill Requirements: Strong written and verbal skills, highly organized, detail-oriented, people-focused, and passion for a teamwork environment.

Physical

Requirements: Able to lift 25 pounds and stand continuously for 5 hours.

Other Requirements: Reliable transportation, access to phone and email off-hours, Spanish speaker (preferred).

Work Schedule: Tuesdays, up to 10 hours - off-site mornings and onsite evenings. Up to 10 additional hours weekly for meetings, communications, administrative tasks, grant documentation, off-hours response to requests for food, and pantry management. Maximum of 20 hours per week.

Outline of Responsibilities:

General

1. Manages and schedules volunteers to receive, prep, and distribute food. Identifies and onboards new food outreach ministry volunteers.
2. Maintains a positive, healthy, and productive pantry with partner sponsors, volunteers, and church members.
3. Maintains food pantry supplies and manages onsite storage logistics.
4. Monitors and maintains online presence and responds in a timely manner to questions via church website and Find Help page.
5. Manages distribution of pantry boxes requested online and in support of church missions, as well as homeless kit preparation.
6. Ensures that operations comply with applicable partner contracts, church expectations, and any regulatory requirements.
7. Assures adequate volunteer staffing for all aspects of the weekly food distribution, using all available tools.
8. Collaborates with the Director of Administration to ensure safe building and parking lot use, and submits appropriate forms for any monetary transactions, donations, or expenses.
9. Manages budget and works closely with the Pantry on Church Advisory Board and Mission

- Committee for any funding determinations needed for donations and contributions.
10. Serves as liaison with individuals, groups, partner churches, or businesses wishing to support or expand the food outreach ministry.
 11. Submits weekly reports of meals received and distributed as well as a monthly report to Mission Committee for Session reporting.
 12. Compiles and submits monthly and quarterly reporting for ARPA grant. Completes closeout paperwork at end of grant.
 13. Coordinates annual collection drive (e.g. 40 for 40) and annual fundraising event (e.g. Two Birds evening).
 14. Aligns with the Director of Communications on marketing and promotions for support of the food pantry ministry.
 15. Attends staff and other ministry meetings as requested.

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Associate Pastor for Discipleship
- Session oversight: Mission Committee
- Part-time, non-exempt position with applicable benefits per the Current FPC Employee Handbook.
- Pantry is closed four (4) weeks per year in alignment with Sweetwater Mission. (Weeks of: Fourth of July, Thanksgiving, Christmas, and New Year).

Compensation: \$22.50 hourly rate

Authorized: _____ Date: _____
HR Committee Chair

_____ Date: _____
Mission Committee Chair

Verified: _____ Date: _____
Associate Pastor for Discipleship

_____ Date: _____
Director of Administration

Acknowledged: _____ Date: _____
Pantry on Church Coordinator

Printed Name: _____ Date: _____
Pantry on Church Coordinator