



***Date Approved: February 19, 2007; Reviewed/approved November 16, 2009 .....***  
***Approved By: Bethel Lutheran Board of Elders.....***

## **FOOD PANTRY POLICY**

**Policy Statement:** It is Bethel Lutheran Church's intent to provide food to those in need when a request is made. The following guidelines have been put into place so the food pantry can be an effective and efficient ministry.

Members of the congregation will stock the pantry through their donations of food. Donated food should be placed by the door of the pantry or on the steps of the stage in the Parish Hall. Money to purchase any additional food will be collected primarily through offerings received at church services. The Board of Elders will ask the congregation for contributions of food and/or money as often as it feels is appropriate. Our goal will be to maintain enough food to continue serving 12-15 families. If more people request food than we have food for, food will be distributed on a first come first serve basis.

Money for the food pantry is currently kept in the Community Assistance Fund. The treasurer will provide the Food Pantry Coordinators with \$400.00 to be used as a petty cash fund to purchase groceries when needed.

Groceries may be purchased the following ways:

- 1) The petty cash fund.
- 2) The Kroger card kept at the church.
- 3) A check written from the Community Assistance Fund, as approved by the Head Elder and signed by an authorized signer.
- 4) Personal funds provided by the Food Pantry Coordinators and reimbursed by the Community Assistance Fund.

All receipts should be marked as being food purchased for the pantry and turned into the Business Administrator for processing.

The food pantry serves people twice a month. The Food Pantry Coordinators distribute the food the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of each month from 9:30-10:30 AM. People should call in to the church and sign up for these baskets by the Monday before the Friday distribution. If they don't call in time the Food Pantry Coordinators will make every effort to accommodate them. When the Food Pantry Coordinators are unavailable to distribute baskets from the food pantry (vacations, etc.) a person designated by the Business Manager will distribute the food baskets.