

Meals Network

The coordinator of the Meals Network is currently Kay Williams. [Click here for the position description of the Meals Coordinator.](#)

1. Request for meals come from a variety of sources (the church office, caring listeners, ministers)
2. Once a meal request has been made it is forwarded to the Meals Coordinator.
3. The Meal Coordinator reaches out to the individual to confirm that meals would be appreciated and collect the necessary information.
4. After confirmation, the Meals Coordinator uses the churches [Meal Train](#) account to create a meal train link.
5. Add a note to the person's profile in Planning Center that a meal train was created, including the dates of the train, reason, and link (url) to the meal train sign up.
6. Send the link with the [Meals Network](#), and other individuals and groups in the church who would likely rally to the cause (Minister of Community Care can provide list or point of contact to spread the word out)
7. Meals coordinator monitors the signups and prompts the team if necessary.
8. Meals coordinator checks in with meal recipient a few days before the end of the meal train to assess if it should continue.
 1. If more meals are needed create an additional note in the persons Planning Center Profile

Conversation with Recipient

- Happy to provide support them getting meals
- Usually the meals for a single person can usually be enough two meals (leftovers for lunch or dinner)
- We can usually provide meals every second day, of course situations vary. We can be a strong part of your meal process by creating the meal train and then if you could spread that out to your network that is most effective

What to ask:

- Confirm address, phone number, and email address.
- Food likes and dislikes
- Allergies or dietary restrictions
- How often meals would be appreciated and for long

- Best time to drop off meal
- # of Adults and # Children
- What to share about the situation

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