

# BELLEVUE FOOD BANK LIAISON

## OVERVIEW

The Bellevue Food Bank Liaison supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by providing overall coordination with the Bellevue Food Bank that operates at Bellevue United Methodist Church (7501 Old Harding Rd, Nashville, TN 37221), serving residents of the following zip codes: 37205, 37209, 37143, 37062 and 37221.

## RESPONSIBILITIES

- Coordinates pickup of dog and cat food from the Nashville Humane Society and delivery of those donation to the food bank.
- Recruits and organizes volunteers as needed.
- Alerts the Director of Outreach to any volunteers needs or critical donation needs that St. George's might fulfill.
- Responds to communications from church staff and volunteer team in a timely manner (usually within one week).
- Prepares communication drafts at least three weeks prior to routine events (e.g. a food drive) for staff review and placement in church communications.
- Prepares a one-page report at end of each year of activities and number of volunteers involved for annual report.

## RELATIONSHIPS

- The Bellevue Food Bank Liaison works directly with the Director of Outreach to ensure that mission goals are fulfilled.
- Works with the Director of Outreach who coordinates staff support and communications for the team.

## TIME COMMITMENT

Approximately 4 hours per month.

## SKILLS AND INTERESTS

Passion for serving those with food insecurity by partnering with another church-based, well-established food bank. Demonstrates organizational skills, leadership, mercy, wisdom, discernment, and cultural and emotional intelligence.

## RESOURCES AND TRAINING

Coordinates with the Director of Outreach for support, direction, and resources.

*Curious? Interested in this ministry?*

Contact Agatha Nolen, Director of Outreach, at [agatha.nolen@stgeorgesnashville.org](mailto:agatha.nolen@stgeorgesnashville.org) or 615-385-2150 x 246.