

Our Daily Bread Cooking and Serving Team

1. Name of Committee or Group: Our Daily Bread Cooking and Serving Team

2. General Purpose:

To prepare and serve one meal per month for Our Daily Bread (ODB).

3. Membership: Open to anyone who wants to help

4. Leadership Will Sheehan has been the head of this effort for years. He obtains the food and supervises the cooking and the serving.

One volunteer helps coordinate everyone else to help Will. A Lay Minister or the previous volunteer coordinator asks someone to take on this role. Currently David Jarrett is doing this

5. Meetings: We cook on the third Thursday of each month and serve the food the next day. We usually cook at the Fellowship Kitchen. We serve at the ODB site either at First Baptist Church or at Oconee Street Methodist Church

6. List the specific duties and responsibilities of the committee/group:

To prepare and serve one meal per month for Our Daily Bread (ODB).

7. Annual Goals, Objectives : We will see if there is the correct amount of food and ask the patrons if they are happy with their meal. We will also get Feedback from the ODB Staff.

8. Accountability: We are accountable to the ODB Patrons and staff and to the UUFA Board

9. Reporting requirements we do not make reports. We just cook and serve.

10. Relationship to professional staff and other committees/groups of UUFA: We coordinate the kitchen use with the Fellowship Administrator.

11. Communications: We have a list serve for communications purposes.

12. What decision-making authority does the committee/group have? Will buys the food and decides what to cook

13. Spending authorities: The group either gets funding from the Social Action Committee Cause of the Month program or may have a line item in the Fellowship Budget if needed..

Proposed charter submitted by David Jarrett, Volunteer Coordinator
Date September 20, 2017: