

PEPartnership, Inc.
Zion Personal Essentials Pantry
Plan of Operation
revised and April 2012

1 Mission of the Pantry

The Personal Essentials Pantry (“the Pantry”) was established to share God’s love and kingdom by helping with the essentials of personal and household hygiene, showing God’s grace and love through these tangible gifts.

The policies and procedures of the Pantry will reflect this mission, and the Pantry’s understanding that:

We are sharing God’s kingdom, not doling out charity.
We are proclaiming God’s grace, not passing judgment.
We are serving with joy, not establishing our own glory.

As a program of PEPartnership, Inc., the Pantry shall operate under the general oversight of the PEPartnership Board of Directors (“Board”), in keeping with the principles of operation set forth in the ByLaws of PEPartnership, Inc. (“the ByLaws”).

2 Pantry Coordinator

The Pantry Coordinator (“Coordinator”) shall be appointed by the Board for the purpose of managing and administering the Pantry.

3 Staff

The Coordinator shall staff the Pantry. Such staff may include both paid staff and volunteers; paid staff shall be confirmed by the Board of Directors. The Coordinator shall develop and conduct training sessions for all Pantry staff.

The Coordinator shall establish standards of conduct for all Pantry staff, both paid and volunteer.

The Coordinator shall address necessary disciplinary actions in respect of all Pantry staff, both paid and volunteer.

4 Pantry Guest Eligibility and Support

The Coordinator shall establish service eligibility standards for guests of the Pantry (“Pantry guests”). The Coordinator shall communicate these standards to Pantry guests.

The Coordinator shall establish standards of conduct for Pantry guests.

The Coordinator shall address necessary disciplinary action in respect of Pantry guests.

5 Pantry Operation

The Coordinator shall establish hours of operation in cooperation with all other agencies programs as may be resident in the same physical building as the Pantry.

The Coordinator shall publicize Pantry hours of operation.

6 Budget and Fiscal Management

The Pantry shall operate within the budgetary guidelines of the ByLaws. The Coordinator will manage and administer funds designated for Pantry operations, within the constraints and guidelines of the ByLaws.

The Coordinator shall seek outside sources of funding support for the Pantry.

The Coordinator shall draw up annual budget projections and proposed budgets. These budgets are subject to approval by the Board.

In the event that PEPartnership decides to end the Pantry as a program within its ministry, all assets and funds shall be distributed in accord with the PEPartnership Bylaws, or in the case of grants as required by the terms of the granting agency.

7 Service to the Field and “Model Pantry”

The Coordinator shall, to the highest degree possible, disseminate information to the field generally and to such agencies as may make specific requests for information about the need area of personal and household hygiene within general poverty abatement efforts.