

NNEMAP

Description/Guidelines

PURPOSE: To serve Christ by serving others. Feeding the hungry and supporting those in need by providing food and material assistance to NNEMAP (Near Northside Emergency Material Assistance Program)

BACKGROUND: NNEMAP Food Pantry is a cooperative ministry of over 30 churches distributing food and material assistance to residents of the near north side of Columbus. NNEMAP's clientele consists of families living at or near the poverty level. As a member agency of the Mid-Ohio Food Bank, NNEMAP's primary focus is to provide individuals and families with a three-day supply of food up to two times each month. Worthington Presbyterian Church has supported this mission for over the last 30 years by donating food pantry items and breaking down bulk goods (flour, sugar, salt, coffee, dog/cat food, detergent). Worthington Presbyterian Church is currently the only church that consistently breaks down and donates staples twice monthly.

LOCATION/DATE/TIME

NNEMAP Breakdown takes place twice monthly.

- The first Sunday of each month, after the 10:00 a.m. Service
- The third Sunday at 8:45 am or the third Thursday evening of each month at 6:00pm, unless coordinated with a small group at their meeting time (i.e.: during Choir Plus, Youth Group, Women's Circle, etc.)
- In Hazelton Hall (Fellowship Hall)
- Breakdown lasts an hour
- Recommend 6-10 Volunteers
- Volunteers will not eat or drink during the packing sessions.

INSTRUCTIONS

1. Monitor bulk donations turned into the NNEMAP Box weekly in Hazelton Hall in preparation for scheduled breakdown dates. Work with WPC office staff and NNEMAP Board Member, Kathy Wolken, to advertise breakdown dates and requests for needed dry goods in the WPC Sunday bulletin and Tower Tidings.

2. Monitor and request WPC office support to print labels for plastic bags as needed and ensure there are labeled bags ready for breakdown.
3. Coordinate with Pastor Tom Rice and/or small groups to schedule Volunteers to help with the 2nd monthly breakdown and schedule. (Volunteers do not need to be scheduled for the breakdown after the Sunday morning Service.)
4. NNEMAP Breakdown Coordinators will train volunteers on re-pack guidelines; volunteers will sign a sheet acknowledging they were trained on guidelines and agree to follow the process as outlined. (Volunteers only need to sign the acknowledgment once). See sample volunteer log attached.
5. At the end of each dated log and training attestations, the names of the NNEMAP Coordinators will be listed.

SET-UP

1. Arrive 30 minutes prior to breakdown to set up work area. WPC staff will have 4 long tables set up prior to arrival.
2. Volunteers will sanitize tables and equipment before each packing project.
3. Volunteers will wash hands before each packing project.
4. There are 4-6 large stainless steel bowls in the kitchen, right of the ovens, which are used for the dry goods.
5. The NNEMAP closet, in Hazelton Hall, stores the dry goods, paper bags, measuring cups, labels, new plastic zip lock bags and plastic gloves that will be used for the breakdown.
6. One dry good item will be broken down at each table. Set out dry goods, measuring cups, labels, new zip lock baggies, brown paper bags and plastic gloves on each table
7. Bulk items to be broken down will be dependent on supply of donated items and will be broken down as follows:
 - 2 Cups flour
 - 1 Cup Sugar
 - 1 Cup Coffee
 - ¼ Cup salt

Dry goods will be poured into large bowls and with the amounts stated above and will be put into labeled zip lock bags.

- Repacked labels will include:
 - Common name of product

- Ingredients
 - Quantity of the product (i.e. 2 cups)
8. Volunteers will ensure labels of date packaged will be on each bag.
 9. Baggies of same item will be put into brown paper bags.
 10. Volunteers may also put labels on baggies to prep for the next breakdown as necessary.
 11. WPC will maintain a record/log of all repack projects. The record/log will include pack date, product type, product manufacturer/brand, how many units were packaged (i.e. 50 bags of flour). See sample re-pack log attached.
 12. There is no set amount that NNEMAP requires be broken down. It is dependent on the number of Volunteers participating and the quantity of donations. 6-10 Volunteers recommended. 30 minute set up prior to Volunteer arrival. One hour work time to include: breakdown, clean up and loading items into car. Keep track of amount of dry goods broken down (i.e. 25 lbs of flour, 40 lbs of sugar, etc.) NNEMAP staff will want to know how many pounds of goods are broken down.

CLEAN UP and DELIVERY

1. Wash bowls and measuring cups. Put all unused dry goods and breakdown supplies back into storage closet. Wipe off tables.
2. Load bags of broken down bulk items into the car of the Volunteer making delivery. Also load all donated food/paper items to be delivered with items broken down.
3. Delivery date is flexible. Upon arrival, let NNEMAP staff know you have donations in your car and they will get a cart and assist with unloading. Ask NNEMAP staff if they have any items to be broken down. If so, take them back to WPC for next breakdown.
4. NNEMAP Contact and hours for delivery:
 - 614-297-0533
 - 677 E. 11th Ave. Columbus, OH 43211

Hours of Operation:

 - Monday, Tuesday, Wednesday, and Friday 9 AM until Noon
 - Open 11am-1pm every Saturday

PRAYER (one possibility for a prayer prior to breakdown)

Dear God, thank you for this day and for the people gathered here who are here to serve you and those in need. May our service and fellowship strengthen us – body, mind, and spirit – so that we can leave here knowing that you love us and you go with us.

In Jesus' name, AMEN!

THANK YOU for all you are doing to help our community. We appreciate your service!!!

If you have insights, comments, suggestions about this project, please notify our re-pack coordinators: Brenda Lynne or Laurie Holden.

Revised 10-30-17

