



## **Modest Parish Level Ministries Tackling Specific Poverty Problems Impacting Wyoming Women, Children and Families**

Included in this document are frameworks for advising, operating, and funding parish level diaper ministries, laundry ministries, and period product ministries throughout the Episcopal Church in Wyoming. These frameworks will aide parishes in replicating efficient and impactful ministries that require less than 10 hours of service every month from any one volunteer. The ministries directly address the Hunger and Poverty Missional Engagement of the church and are manageable for people who want to serve their community but who need some flexibility in how to work service into an otherwise busy schedule.

### **I. Diaper Ministry**

The diaper ministry is operated out of the church, but may be expanded to include deliveries as shown in the Period Poverty Project described below. The diaper ministry requires 3-8 volunteers depending on the size of the parish. The ministry is best suited to parishes that have reliable access to large discount stores where orders may be placed and picked up at the convenience of volunteers, but would also work with smaller parishes who rely on bulk mail ordering. The diaper ministry located in St. Mark's Church in Casper uses Sam's Club store brands for all supplies. This arrangement simplifies coordinating the ministry between administrative employees and volunteers keeping the inventory up to date. Allowing for flexibility in the schedule for everything but the day and time of the ministry places less strain on volunteers and church employees.

### **Getting the word out**

A few calls to local agencies who serve the needs of children and families is all it takes.

## Staffing

Title	Hours	Duties
Church Admin Employees - 1-2 people	1 per week	-Sends order in to diaper provider -Keeps records of invoices, donations, vouchers, and people served. -Sends copies of records to parishioner managing ministry
Inventory/managing parishioner 1 person	1.5 - 3 per week	- Maintaining and stocking the store room. - Arranging order and pick-ups - Stocking service cabinets
Ministry providers 3-5 people	1.5-2 hours week	- distributing diapers and vouchers to people who are in need. - Maintaining record or vouchers and diapers donated as well as number of people served.

### -Administrative Staff - 1-2 people - 1 hour/week

This is a parish employee(s) who has authority to spend church funds and maintain church records and ledgers. The admin staff receives and inputs orders of diapers. They also record the number of diapers and laundry vouchers donated and the cost of diapers ordered.

### -Inventory - 1-3 people; 2-3 hours/week

This person maintains the stock of diapers. Duties include: stocking service cabinets and storeroom shelves, filling out order forms, turning forms into administrative staff, and coordinating retrieving orders. Ideally, the ministry will have enough space to maintain one month of stock. Inventory, ordering, and stocking may be done during the off week of the month.

### -Ministry Providers - 3-4 people; 1.5-2.5 hours/week

This group greets and serves people seeking aid from the ministry. The ministry providers also fill orders and maintain a count of both diapers donated and the number of people served.

## **Supplies needed**

- Church Building
- Store room inside the church
- cabinets on casters or carts or both
- large markers
- clipboard
- boxcutter
- ministry record form

## **Ideas on How it Can Work**

The St. Mark's Casper diaper ministry operates out of the church building. They use the Parish Hall to greet and provide diapers. They keep a storage room in the basement for supplies. They utilize carts and cabinets with casters to move diapers from the storage room to the Parish Hall. They also use incidental supplies such as markers and box cutters to effectively manage the inventory.

The parish chooses a day of the week and time to hold the ministry. Currently St. Mark's holds the ministry from 11:30 AM to 12:30 PM on the first three Tuesdays of every month. Prior to the ministry day, the volunteer in charge of inventory will have stocked the service cabinet(s). They usually stock the cabinets and fill out the order on a weeknight, or after a service or class and pick up the order (if not delivered) on one Saturday morning per month.

Thirty to forty-five minutes prior to the start of the ministry, ministry volunteers retrieve the service cabinets and carts and arrange them in the Parish Hall. They also arrange a table to use to greet families seeking aid, to fill out diaper vouchers, and to tally the number of diapers and people served. During the ministry, 2-3 people fill orders and one takes them from the table to fill. At the end of the ministry, the cabinets are returned to the store room and the tally sheet is filed with administrative staff.

## **Purchases and Funding**

Donations and purchases are made to and through the local church to enable the use of the 501(c)3 status. Funding sources for St. Mark's have come from the church and the St. Mark's Foundation and individual donors, but with additional volunteer hours, grants and outside donations may be pursued.

Please contact St. Mark's Church in Casper with questions.

## **II. Laundry Ministry**

The laundry ministry operates by assigning vouchers through the church and trusted third-party community organizations. The vouchers may be redeemed for a fixed number of loads at a local laundromat. St. Mark's in Casper provides laundry vouchers during diaper ministry days, but vouchers could be distributed at any number of locations.

### **Ideas on How it Can Work**

The parish administrative staff/volunteer enter into a formal or informal credit agreement with a local laundromat to cover the costs of the ministry. Both the laundromat and the parish have copies of a master voucher list that allows for redemption of vouchers. The parish also provides soap, bleach, dryer sheets, etc. This ministry requires one or two volunteers who maintain a voucher list from the various groups assigning them, keep the laundromat stocked with supplies and settle accounts with the laundromat.

St. Mark's Church in Casper runs a laundry ministry through its Hearts to Hands Landry Ministry. Hearts to Hands has modified the ministry from volunteers directly providing quarters at laundromats to the voucher system and has found that the voucher system provides a level of dignity and limits the number of required volunteer hours.

The ministry takes 1-3 hours of time every month. Supplies are purchased through the local church and records are kept in a manner similar to what is described in the Diaper Ministry.

For questions and ministry contact information, please contact St. Mark's in Casper.

## **III. Period Poverty Project**

The Period Poverty Project is a ministry at St. John's Episcopal Church in Jackson that addresses the lack of affordable feminine hygiene products. The ministry could be solely operated out of a church in the same manner as the Diaper Ministry or could be expanded to include area volunteers willing to deliver the

period products. Considering the clients the ministry wants to reach and the available volunteers will direct the ministry.

### **Ideas on How it Can Work**

St. John's partners with area non-profits and utilizes volunteers who make up a distribution crew that delivers the products to schools, the jail, counseling centers, the hospital and food pantries as well as other locations. St. John's ministry also includes volunteers that are focused on the educational, legislative, fundraising, advertising and awareness components of their ministry. This ministry may be operated at a small scale or at a larger scale as demonstrated by St. John's.

The Period Poverty Project is similar to the Diaper Ministry in staffing requirements and volunteer hours. The church administrative staff places the tax free bulk order for the products. One to two volunteers are needed to pick up the orders and/or organize the products for distribution and/or delivery. A volunteer or staff contacts area volunteers who pick up and deliver the products. The church administrative staff keeps a log that details the products purchased. Church staff or other volunteers keep logs of products picked up as well as delivery locations to ensure.

### **Purchases and Funding**

As with the other ministries, purchases are made through the local church to enable the use of the 501(c)3 status. St. John's has a volunteer focused on fundraising. However, for a smaller ministry, the ministry could be funded through a local church/foundation and local donations.

Please contact St. John's Church in Jackson with questions.