

AUMC Mission Center



MISSION CENTER

Volunteer Handbook

May 2026

Thank You for Helping!

Your good work is making a difference in the world.

This handbook is to make your efforts easier and more effective by ensuring everyone's efforts are coordinated and abide by best practices and AUMC policies.

Before becoming a volunteer you must:

- Show a government-issued identification.
- Complete and sign an emergency contact and waiver form.
 - If under 18 years old have a parent or guardian co-sign.
 - If under 16 years old have a parent or guardian present while volunteering.

By volunteering you are certifying that you:

- Are in good health, able to perform the tasks and will not undertake any activities that are beyond your ability to safely complete.
- Are not a registered sex offender, not charged with any sex-related or felony offenses.
- Will report accidents, safety issues, and facility problems to the Team Leader, a Trustee, board member, or the AUMC office immediately. office@annandale-umc.org 703-256-8330
- Will, if working with children and youth under 18, understand and abide by AUMC's Child & Youth Abuse Prevention Policy (see summary later in this handbook). This includes immediate reporting of any concerns to the senior pastor or, if unavailable, the Chair of SPRC.
- Will be respectful of others and the facility.
- Will, at AUMC's discretion, obtain a no-cost background check.
- Will sign in to register your attendance at the beginning of every volunteer event.
- Will follow the directions of the event Team Leader.

Child and Youth Abuse Prevention Policy - Summary

This policy is for the protection of children, volunteers and Annandale United Methodist Church.

All volunteers under 18 years old must have a waiver signed by their parent or guardian. All volunteers under 16 years old must have a parent or guardian present.

Children and youth are not permitted to work alone and must be accompanied by a parent/guardian or two unrelated adults.

Prohibited actions from AUMC policy:

- Kissing and inappropriate or lengthy embraces
- Holding children on the lap
- Touching knees or legs of children
- Wrestling or tickling children
- Piggyback rides and hugs from behind
- Shaming, belittling, or harsh language that may frighten, threaten or humiliate
- Oversharing personal history
- Any type of massage given by a child to an adult
- Any type of massage given by an adult to a child
- Any form of unwanted affection
- Comments or compliments (spoken, written or electronic) that relate to physique or body development (For example: “You sure are developing,” or “You look really hot in those jeans.”)
- Spending time alone with children, other than your own.
- Taking any photos without permission. Note: All images posted on the internet must go through the AUMC communications office.

All concerns and potential violations must be reported to the Senior Pastor Immediately

Food Ministry Volunteers Tuesdays and Thursdays

PLEASE Sign up in advance

Use SignUp Genius on line if at all possible. Use this QR code or go through www.AnnandaleMissionCenter.org



IF YOU CAN'T USE THE INTERNET You may call the Annandale United Methodist Church office

- **Dial (703) 256-8330**, wait for the introduction message and then
- Choose **Option#5 Mission Center.**
- **Leave your**
 - **Name**
 - **Telephone number**
 - **Date & Shifts you want to work (see below)**
 - **And any other information you wish**

Tuesday Mornings: Pickup food, deliver & stock

Thursday Mornings: Pickup food, deliver & stock

Thursday Distribution: 3:00 – 5:00PM (15 spots)
5:00 – 7:00PM (15 spots)

Once all spots are filled there is no guarantee of an open job, though we will try to accommodate walk-ins.

For Food Ministry Volunteers

- First-time volunteers should meet the Volunteer Coordinator at 3:30 p.m. on Thursday to complete forms, get orientation and attend the pre-food distribution huddle.
- Follow Team Leader directions. Refer questions from clients and others to Team Leader.
- Wear closed-toed shoes, gloves when required, identification such as a Mission Center apron or name tag, and other appropriate attire.
- Abide by safe food handling procedures.

General Safety and Hygiene Procedures

- Stay home if you are ill or think you might be!
- Keep refrigerators clean and between 32 to 45 degrees. Freezers at 0 degrees or below.
- Ensure all storage containers (e.g. plastic bins) and food handling areas, including floors, are clean.
- Tables and counters wiped down and trash taken to outside bins after every work period.
- Store, when possible and appropriate, fruit and vegetables in refrigerators. Store at room temperature for no more than 4 days.
- Store non-food items (cleaning supplies, etc.) away from food.
- Foods that rodents can get into should be stored in plastic bins.

Food Handling Procedures

- Wear a clean apron. Deposit soiled aprons in hamper.
- Wash hands and wear clean gloves before handling produce, bread and other exposed foods.
- Immediately discard unacceptable food.
- Transport delivered food directly to the proper storage area as quickly as possible.

- Report all possible contamination, spoilage, rodent droppings, etc., to the Team Leader immediately.
- Store food at least six inches above the floor and two inches from walls.

We will accept only the following foods:

- Milk and eggs directly from a food business with product dating and where temperature control has been strictly maintained.
- Bakery goods and prepared food items directly from a food business.
- Fresh produce grown using good agricultural practices, that is free of decay, and reasonably clean.
- Manufactured grocery items in their original, sealed packaging with an ingredient label and “Sell by” or “Best If Used By” dates. Team leaders may accept food past dates based on USDA guidance on food safety.

We will NOT distribute the following foods:

- Home canned or home prepared foods.
- Foods with evidence of spoilage.
- Opened packages of food or where there is evidence of product leakage.
- Foods in crushed, heavily dented, bulging, rusted or broken/open containers.
- Leftover foods from catered events or restaurants.
- Foods where there is evidence of insect damage or pest infestation.
- Packages of food that are excessively dirty or soiled.
- Canned or packaged foods without labels.
- Alcohol or products intended for use with alcohol.

AUMC Mission Center

Code of Conduct

Volunteers and staff will always:

- Promote respectful, nondiscriminatory, and ethical behavior;
- Not tolerate harassment, abuse, fraud, or misuse of resources, including donated food and other items; and
- Ensure their conduct and that of others is in compliance with all applicable laws, and the donor policies of the Capital Area Food Bank and other partner organizations.

Mission

We seek to live lovingly and justly as servants of Jesus Christ by healing the sick, feeding the hungry, caring for the stranger, freeing the oppressed, being a compassionate presence, and working to develop social structures that are consistent with the gospel.*

* <https://www.umc.org/en/how-we-serve/we-are-disciples>