



Position Opening

Trinity Episcopal Church in the Central West End of St. Louis seeks a Manager for the Trinity Food Ministry. This is a part-time, non-exempt position, and is open to both clergy and lay people. We hope to have the new Manager in place by October 1; an earlier start date can be negotiated.

Position Overview

The TFM Manager functions as both Manager and Minister. As Manager, they oversee food procurement, storage, and distribution. This is accomplished by working with staff, volunteers, and community partners. As Minister, they provide a welcoming presence as well as pastoral support to the client community. The TFM Manager reports to the Rector, and supervises a part-time Assistant Manager.

About the Trinity Food Ministry

Through the Trinity Food Ministry (TFM), Trinity Episcopal Church has served the residents of this city for more than 50 years, and is a Jubilee Ministry Center in the Episcopal Diocese of Missouri. TFM is a ministry of presence wherein we operate out of a sense of abundance rather than of scarcity. Those who come to Trinity seek help with one or more necessities of life and each has their own story of what brings them to this point. Fundamental to this ministry is the building of relationships firmly grounded in our commitment "to strive for justice and peace among all people, and respect the dignity of every human being." (BCP, p. 305). TFM is dedicated to providing a safe and nonjudgmental space.

At present, TFM opens its doors four days a week. On Sunday afternoons, in participation with multiple outside partners, TFM hosts a hot lunch. On Tuesdays and Thursdays, TFM operates a free-choice pantry and offers hot meals to go and the presence of a nurse. On Wednesdays, TFM offers a drop-in lunch. In 2024, 6815 people were served, including 4750 weekday hot meals and 4160 Sunday Hot Lunches. In addition, TFM hosts three annual events: a Foot Clinic in the spring, a Vaccine Clinic in the fall, and a Thanksgiving Day Gratitude Meal. On occasion, TFM opens its doors during severe weather events.

Pay and Benefits

The TFM Manager position requires an average of 20-24 hours per week.

The salary is competitive, based on experience.

We offer pension plans through the Church Pension Group for both clergy and lay employees.

Typical Duties and Responsibilities

- Act as host for weekly pantry and meals, engaging with participants, creating a welcoming environment, and responding to disruptions or distress.
- Provide information about and/or referrals to outside service providers.
- Maintain a registration database.
- Maintain relationships with neighborhood businesses and security team.
- In consultation with and at the direction of the Rector establish community norms and communicate with all participants.
- Manage volunteer workforce.
- Manage inventory and budget.
- Ensure adequate inventory of food and other supplies.
- Ensure that all areas related to food storage and preparation comply with the standards of the St. Louis City Department of Health and rectify any deficiencies cited during random inspections.
- Receive weekly deliveries and donations and ensure proper storage.
- Ensure safe-food protocols are followed.
- Attend weekly staff meetings, as determined by the Rector.
- Write weekly updates for Trinity's eTimes.
- Maintain social media accounts.
- Keep Amazon wish list updated.
- Develop sources for donated food and funds.
- Thank volunteers and donors.
- Attend benefit events.
- Complete diocesan Safe Church Training program.

Additional Information

Interested applicants should submit a cover letter, resume, and references to
The Rev. Dr. Paul Jacobson, Rector
frpaul@trinitycwe.org
Trinity Episcopal Church
600 N Euclid Avenue
St. Louis, MO 63108

As a Parish of the Episcopal Diocese of Missouri, Trinity supports equal opportunity in all aspects of employment. This means that no one may be unlawfully discriminated against because of race, color, religion, sex, sexual orientation, gender, gender expression, national origin, ancestry, handicap, age, status as a disabled veteran, or veteran of the Vietnam era.

Any offer for employment will be contingent upon a successful background check. Review of applications will begin the week of August 18, and will be considered on a rolling basis until the position is filled.

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