

Nelson Mandela Bay Church Leader Network

MANUAL TWO: FUNCTIONING AND LOGISTICS OF THE FOOD BANK IN AN ANCHOR CHURCH



Important:

Read this manual together with the **MANUAL FOR COORDINATED ACTION AGAINST HUNGER**, which gives the overview of our coordinated action against hunger.

The MANUAL is available at www.tcn.org.za or by request from info@tcn.org.za

To allow Anchor Churches to function properly as a distribution point, the following is important:

1. COMPLIANCE

- The Church's **registration as NPO / PBO** (non-profit or public benefit organisation) describes its status, responsibilities and privileges. Refer to the regulations as defined by the Department of Social Welfare.
- If the Church has a registered school with an **EMIS-number** (Registration of the Department of Education) please remember that Food Forward SA has a facility that will provide food to the school. With this registration you may also apply to register with Food Forward SA.

- **Application** to be a beneficiary of Food Forward SA requires the above registration (NPO / PBO / EMIS) to be in place before the church will be considered as a partner. Churches who are already registered can assist other churches with applications.
- All churches must adhere to **COVID 19 regulations**. All necessary precautions must be taken. Refer to www.sacoronavirus.co.za.
- **Certification** of the Anchor Church's food bank premises by the **Department of Health** is required. Anchor Churches should contact Bishop Koliti who will link you to the Office of the Director of the Health Department, Me Thembele Fikile. Bishop Koliti can be contacted at mpkoliti@gmail.com.
- **Authorisation to travel** for this relief work (and therefore to leave your home) needs a **permit** issued by the senior pastor of the church, the chairperson of the church board or the nearest police station. The permission by the pastor or leader must clearly define the name, surname, address, ID no of the person helping in the project. The venue and its address are essential, as well as the time for the individual to be at the premises. The relevant permit is included at the end of this document.
- Please take precautions to ensure your premises are secure. Provide a safe environment for the volunteers. Serious consideration should be given not to store food overnight on your premises.

2. INFRASTRUCTURE DEVELOPMENT – LAYOUT

During the period of lockdown, many churches will have empty buildings that can be used for the project. Anchor Churches may utilise these spaces if made available by its owners.

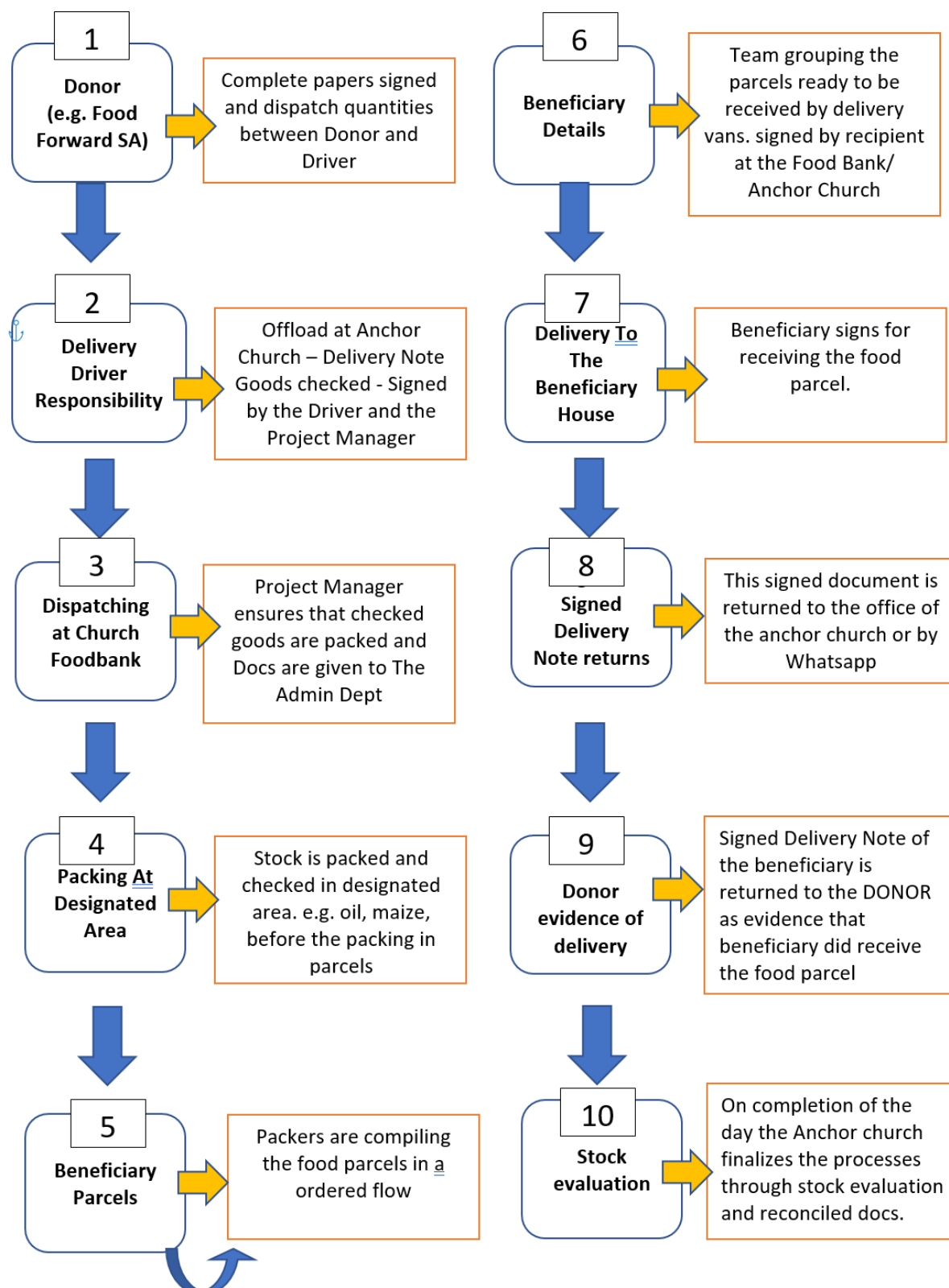
- You need to have a dedicated area for receiving the product.
- You need to have a dedicated area for despatching the packed parcels.
- Develop the layout in such a way that the areas are not open to the public.
- Sister churches receive the parcels on the outside of the building. They will distribute it to those in need in their area. The receiving of the packages outside the premises will further entrench the required social distancing. (See the flow chart below.)

3. STAFF TRAINING

- Staff training is compulsory to maintain high standards of excellence and compliance.
- Staff must be aware why basic precautions against the Corona virus is important. Ensure that everyone adheres to the safety requirements. We cannot allow our facilities to spread the virus. Proper cleaning of hands, face masks and social distancing must be maintained.
- Training allows effective systems of packing and delivery.
- The target group is primarily young, healthy adults. Higher risk is associated with older people.
- All the staff serves on a voluntary basis. *(This must be communicated to all staff)*

Flow chart: Outline of the logistical process

Anchor churches adhere to the following procedures:



GOVERNMENT GAZETTE NO. 43258 – 29 APRIL 2020

Co-operative Governance and Traditional Affairs

R.480 Disaster Management Act (57/2002) : Regulations made in terms of Section 27(2) by the Minister of Cooperative Governance and Traditional Affairs

PERMIT TO PERFORM ESSENTIAL SERVICE

Regulation 16(2)(b) and 28(4)

Please note that the person to whom the permit is issued must at all times a form of identification to be presented together with this permit. If no identification is presented the person to whom the permit is issued will have to return to his or her place of residence during Alert Level 4.

I, being the head of institution as per delegation, with the below mentioned details,

Surname				
Full names				
Identity number				
Contact details	Cell nr.	Tel nr(W)	Tel Nr(H)	E-mail address
Physical Address of Institution				

Hereby certify that the below mentioned official/employee is performing services in my institution

Surname	
Full names	
Identity number	
Place of residence of employee	

Signed at PORT ELIZABETH, on this the ____ day of May 2020.

Official stamp of
Institution

Signature of Head of Institution