

## Our Staff

**Christine (Community Facilitator) JP, Community Board Member** has very strong links with the Lyttelton community, having grown up, attended school, and worked here. She has worked in the not-for-profit sector as well as within governmental agencies. She has a passion for our community and families/whanau within it.

**Kathy (Community Outreach Worker)** born and raised in Lyttelton she has spent most of her adult life supporting the Lyttelton community. She has been involved with the many community organisations over a number of years, one being the Hibiscus Club set up to support the elderly in the community.

**Maureen (Assistant Community Facilitator)** New to our community, she is a social worker and former occupational therapist with broad background in the health and disability sectors. Maureen has a strong interest in community and encourages people's strengths and capacity.

**Wendy (Administrator)** has been involved with the Lyttelton community for many years working as a community development officer, a community board member and has lead some major community events such as Women's Suffrage Celebration 1992 and Celebration Lyttelton 150th. She has passion for Lyttelton and its communities.

## Volunteers

Community House is supported by a wide range of volunteers. Our volunteers are invaluable to our organisation.

If you would like to become a Volunteer at Community House we would love to hear from you.

### Contact and General Information

Lyttelton Community House Trust

**Address:** 7 Dublin Street, Lyttelton 8082

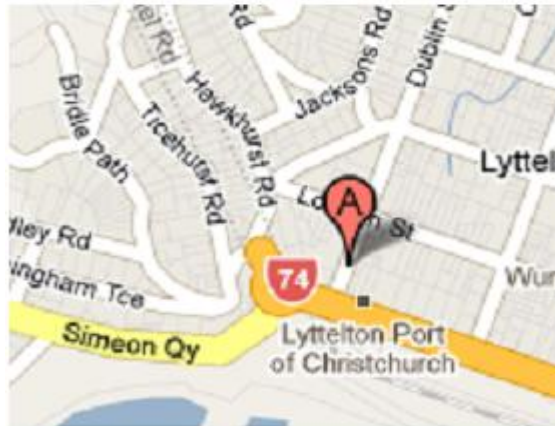
**Contact Person:** Christine Wilson, Manager

**Email:** [christine@lytteltoncommunityhouse.org.nz](mailto:christine@lytteltoncommunityhouse.org.nz)

**Phone:** 03 741 1427

**Charities Commission Registration:** CC38028

### Where are we?



**Ground floor,  
7 Dublin Street, Lyttelton**



## WELCOME TO OUR MEAL SERVICE

### About us

Lyttelton Community House Trust is a registered charitable trust which was established in October 2008.

There are no similar services in the area

Situated at 7 Dublin Street Lyttelton Community House is a warm and friendly environment where people are welcome to drop in for a visit, enjoy our Community Lunch on a Tuesday, hold community groups meetings, or get some support from our experienced community workers.

## Dear Meal Recipient

### Welcome to the Lyttelton community meals programme.

This service is managed by volunteers from the Lyttelton community who cook and deliver the meals. It is co-ordinated by Lyttelton Community House Trust and supported by the wider Lyttelton Community.

#### THE MEALS

The service provides five cooked meals a week.

On Monday & Wednesday recipients will receive one hot meal and another meal to refrigerate for the following day.

On Friday one hot meal plus a dessert is delivered. Any variation to this can be discussed.

Meals are delivered between 4pm and 5pm.

This service is suspended over some holiday periods but recipients will be notified in a timely manner so you are able to make other arrangements.

#### **Criteria**

Lyttelton Community House Trust has specific criteria for anyone who receives the service to meet

People may receive the service for a short period of time after hospitalisation until they are able to look after themselves again. Some will require the service for a longer period of time. Assessments are undertaken by staff at Lyttelton Health centre and Lyttelton Community House



#### VOLUNTARY CONTRIBUTIONS

Recipients are asked if they would like to make a voluntary donation of \$5.50 per meal as a contribution to help support the programme.

**Please know that the service is not dependent on whether a contribution is made or not. Meals will be delivered regardless.**

All donations are collected fortnightly.

Most recipients choose to pay by automatic payment (AP) as this is more convenient. Community House staff will assist in the set-up of an AP with a form from BNZ Lyttelton, but nothing can be authorised without a signature from the recipient or their power of attorney.

#### STOPPING OR SUSPENDING YOUR MEALS

If for any reason you no longer need a meal from us, or you are going away temporarily, please do the following:

- Call Lyttelton Community House – 03) 7411427 - as soon as possible to let us know. If you are unable to call, please organise a friend or family member to contact us.
- Cancel or suspend your automatic payment with your bank. **Please note - Community House is not authorised to do this on your behalf.**

To ensure that we provide recipients a great service and that recipients understand how this service works, we ask that you fill out and sign the enclosed form.

If you require any further information, please don't hesitate to contact us.