

HRH & HHOOT MEMO

916 E Michigan St., Indianapolis, IN 46202 | Voice: 317-635-0500 | Fax: 317-631-0500
Web Address: www.IndyHelpers.com | *Email Address:* Hawkins@HHOOT.com

HRH & HHOOT's - Chain of Command w/Titles, Duties & Responsibilities

(Corporate Directors, Officers, Directors of Departments, Managers & Helpers)

#114 - Dated 28Dec15 (Revised 7Jan16 at 1350)

FROM:	TO:
Don E Hawkins , Founder & CEO	All HRH & HHOOT Participants
	Effective – Immediately

Responsibilities, Jobs & Duties

<u>Board of Directors</u> Duties are outlined in the Corporate By-Laws	<u>Officers</u> Duties are outlined in the Corporate By-Laws	
<p><u>Director of Ministries</u></p> <ol style="list-style-type: none"> 1. Responsible for securing <u>“Visiting Ministries”</u> for HHOOT’s Diner Hot Meals Program for the homeless. 2. Responsible for assigning a <u>HHOOT “Ministry Coordinator”</u> for each meal 3. Responsible for coordinating with the Director of HHOOT’s Diner and the Visiting Ministries 4. Coordinate with Street Outreach Ministries (Partners) 5. Responsible for securing Ministries for daily Bible Study 6. Responsible for securing Volunteers for our Music Ministry 7. Responsible for securing programs for HRH’s Support Programs 	<p><u>Director of HHOOT’s Diner</u></p> <ol style="list-style-type: none"> 1. Responsible for HHOOT’s Diner 2. Responsible for food acquisitions & the food storage area 3. Responsible for keeping the Diner in compliance with all health regulations 4. Responsible for coordinating HRH & HHOOT’s staff with Visiting Ministries and Volunteers (Helpers) 5. Responsible for the overall health and safety of the Diner operations 6. Responsible for the Community Service Workers and Volunteers (assignment of jobs & duties) 7. Responsible for the clothing room (coordinate HHOOT’s staff and volunteers (Helpers)) 8. Coordinate with Don and/or Ron on anything the Diner needs pertaining to food, clothing or building maintenance 9. Coordinate with HHOOT’s Food Partners 	<p><u>Director of Support Coaches</u></p> <ol style="list-style-type: none"> 1. Responsible for the continuing education of the Support Coaches 2. Responsible for keeping the information current on HRH’s web site 3. Responsible for any media outreach

<p><u>Director of Administration</u></p> <ol style="list-style-type: none"> 1. Responsible for banking and accounting records 2. Responsible for payroll 3. Help coordinate all grants, funding & donations 	<p><u>Director of Housing Partners</u></p> <ol style="list-style-type: none"> 1. Responsible for HRH's Housing Partners Program 	<p><u>Director of Facility Logistics</u></p> <ol style="list-style-type: none"> 1. Responsible for the maintenance on the buildings on HRH's Campus 2. Responsible for all landscaping 3. Responsible for all storage areas on HRH's Campus
<p>Coordinators, Managers and Volunteers (Helpers)</p>		
<p><u>Ministry Coordinator(s) -</u></p> <ol style="list-style-type: none"> 1. Coordinates (takes the lead) with the Diner Managers, the Visiting Ministries Leaders and the Clothing Room Managers <u>during the time our homeless guests are being served.</u> 2. Starts the program, reads the Announcements and the HHOOT Guidelines. 3. Introduces the <u>Visiting Ministries Leader</u> and turns the program over to them. 	<p><u>HHOOT's Diner Manager</u></p> <ol style="list-style-type: none"> 1. Follow the directions of the Director of HHOOT's Diner. 2. Follow the directions and assist the <u>Ministry Coordinator</u> during the time our homeless guests are being served. 3. Follow the directions and assist the <u>Visiting Ministries Leader</u> during the time our homeless guests are being served. 4. Responsible for the general upkeep (cleaning & organization) of the dining area before and after the Diner is being used. 5. Responsible for letting the Director(s) know what the Diner needs for the coming week. 	<p><u>HHOOT's Clothing Manager</u></p> <ol style="list-style-type: none"> 1. Follow the directions of the Director of HHOOT's Diner. 2. Follow the directions and assist the <u>Ministry Coordinator</u> during the time our homeless guests are being served. 3. Follow the directions and assist the <u>Visiting Ministries Leader</u> during the time our homeless guests are being served. 4. Responsible for the general upkeep (cleaning & organization) of the Clothing Room before and after the Clothing Room is being used. 5. Responsible for letting the Director(s) know what the Clothing Pantry needs.
<p><u>Visiting Ministries</u></p> <ol style="list-style-type: none"> 1. When arriving at HHOOT's Diner, the <u>Visiting Ministry Leader</u> will coordinate with HHOOT's <u>Ministry Coordinator</u> on what they will need for their visit; microphone, music, etc. 2. When arriving at HHOOT's Diner, the <u>Visiting Ministry Leader</u> will coordinate with the <u>Diner Manager</u> on what they may need for the meal; drinks, paper products, etc. 3. Coordinate with the <u>Diner Manager</u> on the clean-up of the Diner after the meal. 	<p><u>Manager of Community Service</u></p> <ol style="list-style-type: none"> 1. Responsible for keeping track of, and keeping Community Service Workers and Volunteers busy on things to do at the Diner and/or the Clothing Pantry. 	<p><u>HRH & HHOOT's Helpers</u></p> <ol style="list-style-type: none"> 1. All Volunteers that offer their time, talent and services to HRH and HHOOT are considered "Helpers".
<p>Note: It is important that the: 1) Ministry Coordinator(s), 2) Diner Manager(s), and the 3) Clothing Room Manager(s) all work together with the 4) Visiting Ministry to make each meal a success. Team Work is our Goal to better serve our God and our Homeless Friends!</p>		

Homeless & ReEntry Helpers, Inc. (HRH) Helpers Helping Others Outreach Team (HHOOT)

HRH's Board of Directors (HHOOT is a Division of HRH)



HRH's Officers



HRH & HHOOT's Departments, Directors, Managers & Helpers

