



Position Description: Faith Relations Committee Member

PURPOSE

The Faith Relations Committee of Pikes Peak Habitat for Humanity (PPHFH) provides a communication and action link between PPFH and the broad range of faith communities of El Paso County. This Committee is essential to achieving our mission: “Seeking to put God’s love in action, PPFH brings people together to build homes, communities and hope.” The Committee fosters and supports the relationships with faith organizations and aids in seeking out new faith communities to engage in partnership of accomplishing our mission. The Faith Relations Committee takes part in activities to achieve our mission of a world where everyone has a decent place to live.

CHAIR

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STAFF

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BYLAWS ARTICLES OPERATIONAL COMMITTEES

(i) *Formation.* The Board of Directors shall, by resolution adopted by a majority of the number of directors fixed in accordance with Section 3 of this Article III, designate from among its members the following committees: (a) Executive Committee, (b) Resource Development Committee, (c) Finance Committee, (d) Family Selection & Services Committee, (e) Construction Committee, (f) Faith Relations Committee, (g) Governance Committee, and (h) ReStore Committee. The standing committees set forth in the foregoing sentence shall have the composition, powers and duties set forth in Article IV, below. The Board of Directors may, by resolution adopted by a majority of the number of directors fixed in accordance with Section 3 of this Article III, designate from among its members one or more other committees. The president shall be an ex-officio member of all committees.

(ii) *Classifications; Reporting.* The following committees shall be “**Operational Committees**”: (A) Resource Development Committee, (B) Family Selection & Services Committee, (C) Construction Committee, (D) Faith Relations Committee, and (E) ReStore Committee. Each Operational Committee shall report directly to the executive director of the Corporation and shall receive direction from the executive director of the Corporation. Notwithstanding the foregoing, (I) each Operational Committee shall regularly report its activities to the Board of Directors and (II) each member of an Operational Committee shall comply with all of his or her duties and responsibilities as a director in conducting all of his or her activities as a member of such Operational Committee.

(iii) *Authority.* Each committee may, to the extent provided in these Bylaws or in the resolution of the Board of Directors forming such committee, and except as may be limited by statute, exercise any of the authority of the Board of Directors. Such delegation of authority shall not relieve the Board of Directors or any member thereof from any responsibility imposed by law.

(iv) *Meetings; Notice.* Regular meetings of any such committee may be held without notice at such times and places as the committee may fix from time to time by resolution. Special meetings of any such committee may be called by any member thereof upon not less than one day's notice stating the place, date and hour of the meeting, such notice may be given by mail, e-mail, telecopy, or telephone to each director.

MEMBERS

Committee Chair, Faith in Action Program Manager, Development Associate and at-large Committee Members. When possible, representation shall be from a range of faith communities currently providing support to and sponsoring homes with PPFH. Others will be invited to join, so that membership continues to grow and diversify to match that of the community in El Paso County. Members should include members of the clergy / faith-based community and professionals from the disciplines of development and communications. The board president is an ex officio member.



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FREQUENCY

Monthly on the fourth Thursday

RESPONSIBILITIES

- Develop familiarity with the Faith Relations strategic plan, annual work plan and budget, providing guidance as to tactics and required resources
- Help identify and recruit long-term faith-based donors and sponsors
- Help identify and recruit additional committee members.
- Partner with PPHFH Staff as necessary for special projects, problem solving, and consultation.
- Serve as an ambassador to the local faith community for PPHFH. Open doors in personal faith communities.
- Energetically volunteer for and participate in Committee activities such as: providing support to current faith outreach and reaching out to new supporters in the faith community.
- Support involvement of faith communities in PPHFH activities and events such as: Interfaith Builds, International Day of Prayer / World Habitat Day, ReStore, and Neighborhood Revitalization
- Share ideas and best practices with Staff and others on the Committee. Prepare to speak up/ask questions/offer new ideas and alternatives as appropriate.
- Stay informed about PPHFH happenings.
- **Chair:** Devise meeting agendas (with staff liaison), chair and conduct Committee meetings, review meeting minutes, represent PPHFH to the faith community at large, serve as a role model and leader among Committee members, provide periodic status updates to the Board at Board meetings.
- **Faith in Action Program Manager:** Act as liaison between the Committee and PPHFH, coordinate meeting and event logistics, create agenda (with Chair), maintain contact list, share meeting minutes with Chair, provide support and resources to Committee.

EXPECTATIONS

- Make the appropriate time commitment to attend and participate in meetings, with additional time as required for preparation and special projects
- Be prompt and attend all meetings of the Faith Relations Committee. If it is necessary to be absent (i.e. an unavoidable work situation or illness) the member will inform the committee chair or staff.

QUALIFICATIONS

- Enthusiasm for PPHFH and its story.
- Understanding of the PPHFH mission / vision / mission principles and desire to promote PPHFH. An interest in affordable housing issues in El Paso County and the drive for change.
- Familiarity with the faith-based constituency in El Paso County.
- Willingness to help create partnerships with diverse faith-based communities.
- Eagerness to interact with people from all walks of life, particularly those of different faith traditions than one's own.

TRAINING PROVIDED TO COMMITTEE MEMBERS

- Orientation to PPHFH, Construction Site / ReStore Visits, guidance on successful public speaking on behalf of PPHFH, HFH Knowledge Center and access to My.Habitat.org



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BENEFITS TO YOU

- Being personally rewarded by giving back to the community and by learning about other faiths/religions/philosophies.
- Gaining opportunities to network, meet new friends, and establish professional contacts and references.
- Work with other professionals to ensure El Paso County's low income families have an opportunity to achieve safe, decent and affordable housing.
- Training and resources described above