



Position Description: Apostles Build Subcommittee

PPHFH MISSION

Seeking to put God's love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities, and hope.

PURPOSE

The Apostles Build Subcommittee of Pikes Peak Habitat for Humanity (PPHFH) is tasked with helping to guide, strengthen, expand, and support PPFH's ecumenical Apostles Build programs, which brings together church congregations from throughout El Paso County, Colorado to raise walls, funds, and prayers to build homes for local families. This subcommittee is essential to achieving our mission: "seeking to put God's love in action, PPFH brings people together to build homes, communities and hope" by providing a communication and action link between PPFH and church congregations of El Paso County. The subcommittee fosters, supports, and deepens the relationships with current church congregations and aids in seeking out new congregations to engage in partnership to work towards a world where everyone has a decent place to live. This committee not only helps to strengthen the Apostles Build but assists in the creation and execution of quarterly faith-based events to provide additional opportunities for individuals and churches to serve our community.

STAFF LIASION

Chloe Henry, *Faith in Action Program Manager*

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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



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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

Subcommittee chair, Faith in Action Program Manager (staff advisor), liaison for COSILoveYou opportunities, and at-large subcommittee members. Members should include representatives from church congregations currently providing and/or sponsoring the Apostles Build program, members of the clergy/faith-based community, engaged congregants from a local church congregation, and professionals from the disciplines of development, local community outreach/missions, and communications. The subcommittee chair will sit on the Faith in Action Committee and will provide periodic updates of the Apostles Build Subcommittee. The board president as well as the chair of the Faith in Action Committee are both ex officio members.

FREQUENCY

Fourth Thursday of the month from 12pm-1pm via zoom. *Note: some meetings periodically may be held in person. Two months per year will be taken off for summer and Christmas break.

RESPONSIBILITIES

- Develop familiarity with PPHFH's mission, vision, and annual Faith in Action Program strategic plan as it relates to the Apostles Subcommittee
- Serve as an ambassador to local church congregations for PPHFH throughout El Paso County
 - Assist in connecting Faith in Action Program Manager to new congregations
 - Help create and develop additional events and opportunities for local congregations to engage with PPHFH
 - Helps to develop strategies to diversify connections with church leadership (Pastors, lay leaders, volunteer coordinators, youth directors, etc.).
- Partner with staff to help develop, plan, and support quarterly faith-based events to strengthen connections with local church congregations and Christians of all ages
- Help to develop, enhance, and support fundraising strategies for the Apostles Build
 - Help identify and recruit long-term faith-based donors and sponsors



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- Help to develop strategies and creative ideas for fund development to support the Apostles Build
- Support involvement of faith communities in PPHFH activities and events such as: Apostles Build, Apostles Faith Leader Kickoff Event, International Day of Prayer, Home Dedications, World Habitat Day, COSILoveYou's CityServe Day, ReStore, and Playhouse Blitz Build
 - Stay informed about PPHFH faith program happenings and attend faith events when possible.
- Partner with PPHFH Staff as necessary for special projects, problem solving, and consultation.
- Share ideas and best practices with PPHFH staff and subcommittee members. Prepare to speak up/ask questions/offer new ideas and alternatives as appropriate.
- Help identify and recruit additional committee members.
- **Chair:** Devise meeting agendas (with staff liaison), chair and conduct committee meetings, review meeting minutes, sits on the Faith in Action Committee providing periodic status updates from Apostles Subcommittee, represent PPHFH to the faith community at large, serve as a role model and leader among committee members
- **Faith in Action Program Manager:** Act as liaison between the subcommittee and PPHFH, coordinate meeting and event logistics, create agenda (with Chair), maintain contact list, share meeting minutes with subcommittee members, provide support and resources to committee.

EXPECTATIONS

- Members shall be expected to commit to at least a one-year term
- Make the appropriate time commitment to attend and participate in meetings, with additional time as required for preparation and special projects
- Members sign up for the Faith in Action monthly E-newsletter to stay up to date on PPHFH faith related events and initiatives
- Be prompt and attend all meetings of the 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 liaison via email.

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 church congregations in El Paso County.
- Willingness to help create partnerships with diverse church congregations across Christian denominations.



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TRAINING PROVIDED TO COMMITTEE MEMBERS

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

BENEFITS TO YOU

- Being personally rewarded by giving back to the community, uniting believers to work as the Body of Christ and help create a world where everyone has a decent place to live
- Gaining opportunities to network, meet new friends, and establish professional contacts and references.
- Work with other professionals to ensure El Paso County's workforce families have an opportunity to achieve safe, decent, and affordable housing.
- Develop skills in marketing, event planning, program development, and strategic planning in partnership with fellow subcommittee members
- Gaining an opportunity to learn about Habitat's local and global engagement opportunities, engage cross-culturally and learn about different churches throughout El Paso County
- Training and resources described above