



Position Description: Faith in Action Committee Member

PPHFH MISSION

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

PPHFH NON-PROSELYTIZING POLICY

Habitat for Humanity International (Habitat) and its affiliated organizations will not proselytize. Nor will Habitat work with entities or individuals who insist on proselytizing as part of their work with Habitat. This means that Habitat will not offer assistance on the expressed or implied condition that people must adhere to or convert to a particular faith or listen and respond to messaging designed to induce conversion to a particular faith.

PURPOSE

The Faith in Action (FIA) Committee of Pikes Peak Habitat for Humanity (PPHFH) is tasked with helping to guide, expand, and develop Pikes Peak Habitat’s Faith in Action Programs in El Paso County, CO. PPHFH’s Faith in Action Program is comprised of 1) the Apostles Build 2) the Interfaith Build for Unity 3) Global Village opportunities in addition to various faith-based initiatives and events. This committee is essential to achieving our mission: “seeking to put God’s love in action, PPHFH brings people together to build homes, communities and hope” by providing guidance and oversight to strengthen PPHFH faith-based programs: the Apostles Build, Interfaith Build for Unity (IBU), and PPHFH’s global engagement opportunities. The committee is not only tasked with working with PPHFH staff to develop and refine the annual Faith in Action Program Plan, but also support the various faith subcommittees. The committee helps to direct PPHFH’s Faith in Action Programs to activate faith communities to work towards a world where everyone has a decent place to live.

CHAIR

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STAFF LIAISON

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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



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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 (staff advisor), at-large Pikes Peak Habitat for Humanity Board of Directors Members, and chairs of faith in action program subcommittees (Apostles Subcommittee, Global Village Subcommittee, Interfaith Build for Unity Subcommittee). A-large members should include representatives from faith communities currently supporting and/or sponsoring faith builds with PPHFH, faith-based business leaders, members of the clergy/faith-based community, and professionals from the disciplines of development, international development, and communications. The PPHFH board president is an ex officio member.

FREQUENCY

TBD

RESPONSIBILITIES

- Develop familiarity with PPHFH's mission, vision, and budget, providing guidance as to tactics and required resources
 - Develop a robust understanding of PPHFH's faith builds, engagement opportunities, and international tithe partner affiliates
- Work in partnership with Faith in Action Program Manager to revise and refine the Faith in Action Program's annual plan to further strengthen and develop PPHFH's faith-based programs
- Assists in the oversight and support of PPHFH's Faith Subcommittees as needed: the Apostles Build Subcommittee, the Global Village Subcommittee, Interfaith Build for Unity (IBU) Subcommittee, and the Tithe Ad Hoc Subcommittee
- Help to develop, deepen, and sustain local and national partnerships to help propel PPHFH's Faith programs (Ex. Interfaith America, COSILoveYou, Pikes Peak Inter Faith Coalition)
- Work in partnership with Habitat staff to assist in the oversight of any Habitat for Humanity International faith-based pilot programs and/or directives
- Serve as an ambassador to the local faith communities for PPHFH to help identify and recruit for local and global programs
- Help to develop, enhance, and support fundraising strategies for Pikes Peak Habitat's Faith Programs
 - Help identify and recruit long-term faith-based donors and sponsors for our local and global programs
 - Work towards developing an annual fundraiser for faith programs and annual thank-a-thon



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- Support involvement of faith communities in PPHFH activities and events such as: Apostles & IBU Faith Builds, International Day of Prayer, Home Dedications, Global Village trips, World Habitat Day, ReStore, Playhouse Blitz Build, World Interfaith Harmony Week etc.
 - Stay informed about PPHFH happenings and attend faith program events when possible.
- Partner with PPHFH staff as necessary for special projects, problem solving, and consultation.
- 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.
- **Chair:** Member of the Board of Directors for PPHFH, 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 PPHFH Board, maintain a general knowledge of status of subcommittees.
- **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 logistical support to committee, occasionally provide periodic status updates of faith subcommittees as needed, educate committee on PPHFH programs and policies
- **Subcommittee chairs:** provide periodic updates related to subcommittee activities/events/initiatives

EXPECTATIONS

- Members shall be expected to commit to at least one two-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 a desire to find ways for faith communities to be a part of this mission. 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 and willingness to help create partnerships with diverse faith-based communities
- Role serving on PPHFH Board of Directors, or as a chair of one of the Faith in Action program subcommittees
- Willingness to help develop PPHFH's Faith in Action Program in its next stage of growth. Prior experience in program development and/or strategic planning is a plus
- Willingness to work and learn from individuals from diverse faith traditions/beliefs

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 and helping PPHFH work towards its goal to create a world where everyone has a decent place to live
- Gaining opportunities to network, meet new friends, and establish professional contacts and references.



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- Work with other professionals to ensure families have an opportunity to achieve safe, decent and affordable housing.
- Gaining an opportunity to learn about Habitat's global engagement opportunities, engage cross-culturally, and learn about different faith traditions and denominations