HRH & HHOOT MEMO

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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

Board of Directors

Dudties are outlined in the Corporate By-Laws

Officers

Duties are outlined in the Corporate By-Laws

Director of Ministries

- 1. Responsible for securing
 "Visiting Ministries" for
 HHOOT's Diner Hot Meals
 Program for the homeless.
- 2. Responsible for assigning a HHOOT "Ministry Coordinator" for each meal
- 3. Responsible for coordinating with the Director of HHOOT's Diner and the Visiting Ministries
- 4. Coorordinate with Street Outreach Ministires (Partners)
- Responsible for securing Ministries for daily Bible Study
- Responsible for securing Volunteers for our Music Ministry
- 7. Responsible for securing programs for HRH's Support Programs

Director of HHOOT's Diner

- 1. Responsible for HHOOT's Diner
- Responsible for food acquisations & the food storage area
- 3. Responsible for keeping the Diner in complinant 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

Director of Support Coaches

- 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

Director of Administration

- 1. Responsible for banking and accounting records
- 2. Responsible for payroll
- **3.** Help coordinate all grants, funding & donations

Director of Housing Partners

1. Responsible for HRH's Housing Partners Program

Director of Facility Logistics

- 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

Coordinators, Managers and Volunteers (Helpers)

Ministry Coordinator(s) -

- 1. Coordinates (takes the lead) with the Diner Managers, the Visiting Ministries Leaders and the Clothing Room Managers <u>during</u> the time our homeless guests are <u>being served</u>.
- 2. Starts the program, reads the Announcments and the HHOOT Guidelines.
- 3. Introduces the <u>Visiting Ministries</u>
 Leader and turns the program
 over to them.

HHOOT's Diner Manager

- 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</u> Leader 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.

HHOOT's Cothing Manager

- 1. Follow the directions of the Director of HHOOT's Diner.
- 2. Follow the directions and assist the Ministty Coordinator during the time our homeless guests are being served.
- 3. Follow the directions and assist the <u>Visiting Ministries</u> Leader 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.

Visiting Ministries

- 1. When arriving at HHOOT's Diner, the <u>Visiting Ministry</u>
 Leader 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</u>
 Leader 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</u>
 <u>Manager</u> on the clean-up of the
 Diner after the meal.

Manager of Community Service

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.

HRH & HHOOT's Helpers

1. All Volunteers that offer their time, talent and services to HRH and HHOOT are considered "Helpers".

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!

Homeless & ReEntry Helpers, Inc. (HRH)

Helpers Helping Others Outreach Team (HHOOT)

HRH's Board of Directors

(HHOOT is a Division of HRH)

Joyce Yant
Corporate Director

Bill TannerCorporate Director

Don HawkinsCorporate Director

Ron WilsonCorporate Director

Charlie Yant
Corporate Director

HRH's Officers

Don HawkinsChairman, CEO &
Executive Director

Joyce Yant Vice-President & Secretary Bill Tanner Vice-President & Treasurer

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

Gene Miller
Director of HHOOT's
Ministries

Joyce Yant
Director of HRH's
Support Coaches

Ralph Parrott
Director of HHOOT's
Diner

Bill Tanner
Director of
Administration

Judith Wray Donna Prince HRH Development Corp. Ron Wilson
Director of
Facility Logistics

Ministry Coordinators
Less Maddern
Jack Bevans

Don Hawkins
Trainer of
Support Coaches

Steve Kibler
Manager of
HHOOT's Diner

Bookkeeping & Accounting

HRH Housing Partners

New Construction

Visiting Ministries Bob Braun Support Coach to Veterans Jeff Zeigler
Assistant Manager of
HHOOT's Diner

Bob Braun Donations

Phil Davis
In Charge of
Housing Research

Rebuild Construction

Bible Studies Public Information w/Don Hawkins David Williams

Manager of

Clothing Room

Grants & Fundraising

Music

Street Ministries Jody Moffett
Assistant Manager of
Clothing Room

Community Service (Court, Parole & Probation) & Volunteer Workers

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