

# 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 19Nov16 at 1935)

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

### Responsibilities, Jobs & Duties

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

<p><b><u>Director of Administration</u></b></p> <ol style="list-style-type: none"> <li>1. Responsible for banking and accounting records</li> <li>2. Responsible for payroll</li> <li>3. Help coordinate all grants, funding &amp; donations</li> </ol>	<p><b><u>Director of Housing Partners</u></b></p> <ol style="list-style-type: none"> <li>1. Responsible for HRH's Housing Partners Program</li> </ol>	<p><b><u>Director of Construction</u></b></p> <ol style="list-style-type: none"> <li>1. Responsible for the maintenance on the buildings on HRH's Campus</li> <li>2. Responsible for all landscaping</li> <li>3. Responsible for all storage areas on HRH's Campus</li> </ol>
<p><b>Coordinators, Managers and Volunteers (Helpers)</b></p>		
<p><b><u>Ministry Coordinator(s) -</u></b></p> <ol style="list-style-type: none"> <li>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></li> <li>2. Starts the program, reads the Announcements and the HHOOT Guidelines.</li> <li>3. Introduces the <u>Visiting Ministries</u> Leader and turns the program over to them.</li> </ol>	<p><b><u>HHOOT's Diner Manager</u></b></p> <ol style="list-style-type: none"> <li>1. Follow the directions of the Director of HHOOT's Diner.</li> <li>2. Follow the directions and assist the <u>Ministry Coordinator</u> during the time our homeless guests are being served.</li> <li>3. Follow the directions and assist the <u>Visiting Ministries</u> Leader during the time our homeless guests are being served.</li> <li>4. Responsible for the general upkeep (cleaning &amp; organization) of the dining area before and after the Diner is being used.</li> <li>5. Responsible for letting the Director(s) know what the Diner needs for the coming day/week.</li> </ol>	<p><b><u>HHOOT's Clothing Manager</u></b></p> <ol style="list-style-type: none"> <li>1. Follow the directions of the Director of HHOOT's Diner.</li> <li>2. Follow the directions and assist the <u>Ministry Coordinator</u> during the time our homeless guests are being served.</li> <li>3. Follow the directions and assist the <u>Visiting Ministries</u> Leader during the time our homeless guests are being served.</li> <li>4. Responsible for the general upkeep (cleaning &amp; organization) of the Clothing Room before and after the Clothing Room is being used.</li> <li>5. Responsible for letting the Director(s) know what the Clothing Pantry needs.</li> </ol>
<p><b><u>Visiting Ministries</u></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Coordinate with the <u>Diner Manager</u> on the clean-up of the Diner after the meal.</li> </ol>	<p><b><u>Manager of Community Service</u></b></p> <ol style="list-style-type: none"> <li>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.</li> </ol>	<p><b><u>HRH &amp; HHOOT's Helpers</u></b></p> <ol style="list-style-type: none"> <li>1. All Volunteers that offer their time, talent and services to HRH and HHOOT are considered "Helpers".</li> </ol>
<p><b>Note:</b> 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. <b>Remember, we are here for them, they are not here for us! Team Work is our Goal to better serve our God and our Homeless Friends!</b></p>		

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

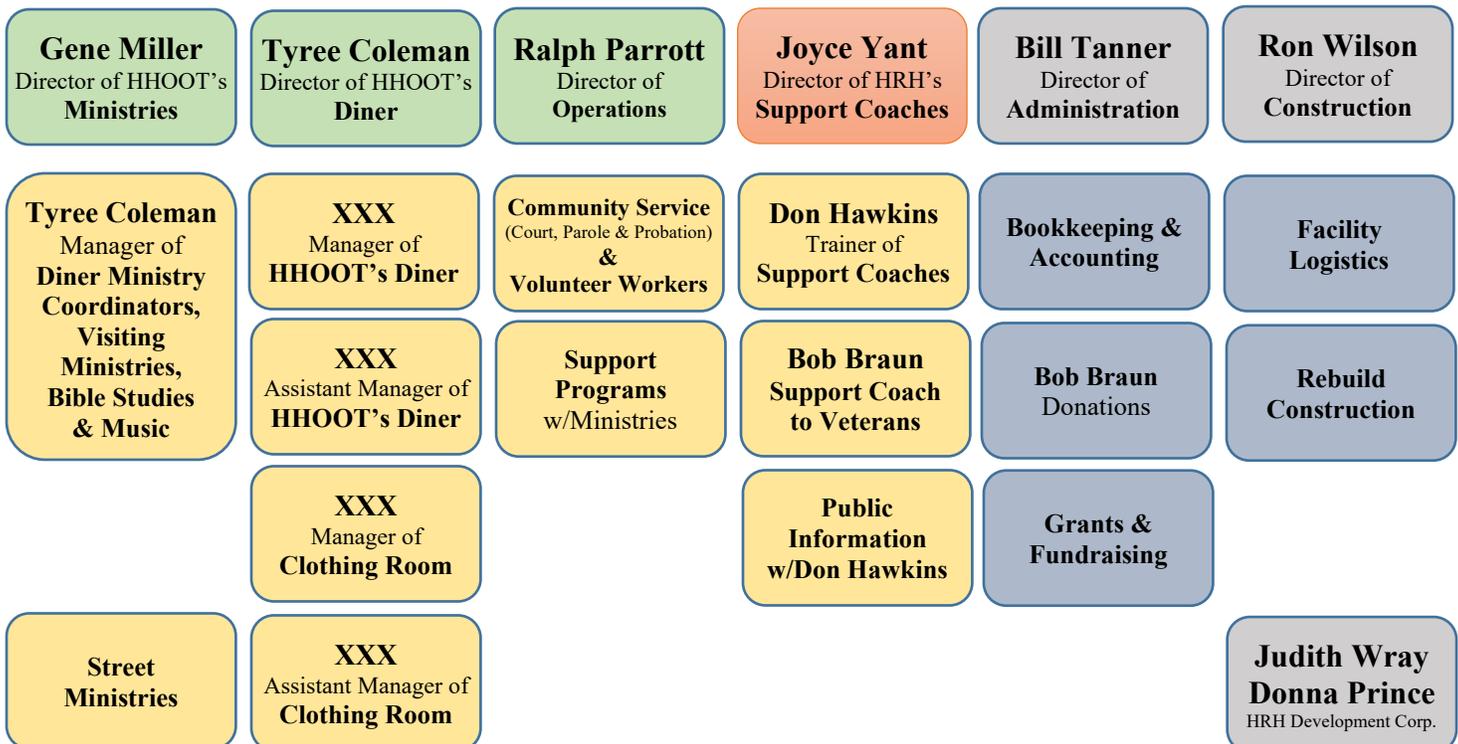
## HRH's Board of Directors (HHOOT is a Division of HRH)



## HRH's Officers



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



**Note:** Directors of Ministries,  
Diner & Operations all work together  
on HHOOT's Diner's scheduling.

**HRH  
Housing  
Partners**

**Phil Davis**  
In Charge of  
Housing Research