

CONGREGATIONAL OFFICER JOB DESCRIPTION
Trinity Lutheran Church

MINISTRY NAME

Hearts of Compassion Helping Hands Ministry Liaison

PURPOSE

To collaborate and communicate ministry availability to the community.

COMPOSITION AND ORGANIZATION

The Hearts of Compassion Helping Hands Ministry Liaison is appointed by the Coordinator.

ACCOUNTABILITY

The Hearts of Compassion Helping Hands Ministry Liaison is responsible to the Coordinator, Board of Evangelism and Church Council.

QUALIFICATIONS

The Hearts of Compassion Helping Hands Ministry Liaison will have the compassion and necessary concern and commitment to serve the homeless of the community. A background check is required.

DUTIES AND RESPONSIBILITIES

1. Work with the appropriate committees, officers, and other church leaders to carry out the homeless efforts of Trinity Lutheran Church.
2. Communicate regularly with Coordinator and Board of Evangelism Chair to ensure mutual understanding of goals, objectives and activities.
3. Ensure that all inventoried donations and supplies are provided to those in need in the community.
4. Develop and maintain working relationships with other service agencies in the community and surrounding area by acting as a positive representative of the Homeless Ministry.
5. Ensure there is contact and awareness of the homeless ministry to the homeless through visits to camps and other areas.
6. Help maintain area by sorting and organizing donated items.