

**CONGREGATIONAL OFFICE JOB DESCRIPTION**  
**Trinity Lutheran Church**

**MINISTRY NAME**

Hearts of Compassion Helping Hands Ministry Coordinator

**PURPOSE**

To oversee and give direction to the congregation's outreach activities to the homeless.

**COMPOSITION AND ORGANIZATION**

The Homeless Ministry Helping Hands Ministry Coordinator is an appointed position by Church Council.

**ACCOUNTABILITY**

The Homeless Ministry Helping Hands Ministry Coordinator is responsible to the Board of Evangelism and Church Council.

**QUALIFICATIONS**

Hearts of Compassion Helping Hands Ministry Coordinator 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 Board of Evangelism Chair to ensure mutual understanding of goals, objectives, and activities.
3. Be a steward of the resources made available to Hearts of Compassion through contact with other agencies, groups and individuals.
4. Ensure that all donations and supplies are inventoried and managed appropriately for use by the homeless community.
5. Develop tracking program for clients to certify needs are met.
6. Coordinate volunteers to make certain tasks are completed and hours of operation are maintained with sufficient staff.