

**Pittsburgh Habitat for Humanity  
Committee Job Description**

**Church Relations Committee Volunteer**

**Position:** Member of the Church Relations Committee

**Accountable to:** Chairperson of the Church Relations Committee

**Description:**

The Church Relations Committee is committed to carrying out the purpose of Pittsburgh Habitat by developing partnerships with churches. The church partnerships will encourage churches to provide finances, recommend families who are in need of housing, support the families living in houses built by Habitat and volunteer time, energy and resources.

**Expected Commitment:**

A minimum of one year is required. Time beyond this will vary depending on the amount of work the individual chooses to take on. Congregation/group contact people must maintain contact with their congregations throughout the year. They are also encouraged to volunteer as a host or construction worker with these congregations/groups if they come to the work site.

**Responsibilities:**

1. Attend monthly committee meeting.
2. Become aware of Pittsburgh Habitat.
3. Be willing to serve as the contact person for a particular congregation, denomination or religious group.
4. Be willing to coordinate work site days, take meeting minutes, schedule appointments for someone to come out and speak to the organization on Habitat's behalf.
5. Approach individuals about involving their churches in Habitat's work.
6. Support church leaders with promotional materials, make presentations to churches, answer questions and offer encouragement to church leaders.
7. Develop or find a list of churches in geographic service area for Pittsburgh Habitat to target.
8. Coordinate the Day of Prayer and Action activities, which takes place the 3<sup>rd</sup> Sunday in September.
9. Work with the Executive Director, Board of Directors, and other committees to implement Building on Faith week activities.
10. Contact local religious organizations.

**Outcomes/Goals:**

This team's goal is to increase both the number of congregations/groups involved with Pittsburgh Habitat and depth of their involvement. Congregations are invited to participate in construction and non-construction volunteer work, to offer prayer and tithes. The Church Relations Committee will seek to strengthen the support of the affiliate's work by gaining volunteers, prayer, and financial resources from all community churches.

**Training and Support Plan:**

Church Relations members are expected to attend the Speakers Bureau training as well as the Volunteer Orientation. Required readings include "The Guide to Church Relations", the Affiliate Covenant, and the "Church Relations Bulletin".

**Qualifications:**

The committee members should have an interest in developing and maintaining contacts with the religious community and have the desire to lead congregations into a partnership with Habitat. Committee members should also have patience because recruiting churches can take a long time and a willingness to make presentations for Habitat and the skills to speak in public.