



# Helping Hands Gospel Mission

*God's Refuge and Renewal.*

## Helping Hands Volunteer Positions

*Board Member* – The board meets a minimum of quarterly and its primary focus is overseeing the vision of the organization, finances, including fundraising, and policy setting. We currently need some of board members.

*Committee Member* – Committees exist primarily to run fundraising events. Currently we have the “Hearts for the Homeless” annual banquet in February and the “Box City” event which will be redefined in 2014.

*Public Relations* – there are several areas which HHGM would like to communicate better with the community and its supporters. One person may want to do them all, or take individual portions, based on his/her abilities/interests.

- *Newsletter* – we do not have a regular newsletter because there is no one to do it. We would like a regular (bi-monthly or quarterly) piece to email out as well as post on our web site. We may mail a few copies to supporters who are not tech-savvy.
- *Social Media* – right now HHGM has a Facebook account but could use someone who regularly monitors/posts things to keep us in people’s mind.
- *Web-site* – HHGM has a web site, but again needs someone to update the information on it on a regular basis. The site is hosted for free and runs through WordPress.

*Finances* – HHGM is supported solely by individual and faith-based support.

- In a perfect world HHGM would have a *treasurer* who not only maintains financial reports for the board, but would handle the day to day bookkeeping efforts. With a budget around \$20,000, the hours are minimal each month...maybe four. We currently use QuickBooks for non-profits.
- Some people may be interested in *soliciting funds* for Helping Hands without being part of the board. That is an option we would welcome, providing background and materials to do such a thing. There are also times we launch special efforts such as Lenten offering or VBS, and have people to deliver packets and explain the program would help immensely.

*Prayer partners* – HHGM is faith-based and is looking to organize a “prayer chain” which would allow the Director to notify partners of immediate needs of individuals. Other daily needs of HHGM would also be on the list. Since this “chain” will be run off emails, internet access is required. Churches and organizations may sign up for this as well as individuals.

*Thank you’s* – All our donors receive a written receipt for their generosity. We would like to find someone who is comfortable making phone calls to these donors thanking them for their support, explain what we do with their money, and offer to pray for any needs they may have...similar to the Salvation Army.