THE MINISTRY OF CARING INC.

December 2020

Board of Directors

Executive Director
of The Ministry of Caring and all sponsored corporations

Guild
Executive Committee
Recognition Dinner
EDR Auction
Eleganza
Jingle Bell Brunch
Mardi Gras
Crab Fest
Volunteer coordination of events

Chief of Staff
Recorder of minutes
Board liaison

Executive Assistant/ Paralegal
Board liaison
Scheduler

Scheduler/Receptionist

Development Team

Deputy Development Director
Fundraising
Major donors
Events
Fundraising events
Community & govt. relations
New projects
Donor relations
Partnerships
Board support

Director Planned Giving/ Donor Relations
Planned giving
Mail solicitations
Communications LVC
Guild event support

Raiser's Edge Accountant
Constituent database mgmt.
Guild event support

Communications Coordinator
Website management
Social media
Donor publications

Archivist/Writer
Donor publications
Annual reports
Archives

Director of Maintenance & Safety
Property & Facility Maintenance

Maintenance Team

Custodial
Emergency response
Repairs renovations
Grounds keeping
Construction
Transportation

Deputy Director of Program Services
Oversight/creation of programs
Program statistics
Funding

Ministry of Caring board & sponsored corporations support

Sponsored corporations:

Sacred Heart Village I Inc.

Sacred Heart Village II Inc.

Mother Teresa House Inc.

Grant Compliance

Senior Deputy Director of Administration
Financial compliance
Major supplies/acquisition
Risk management
AmeriCorps
In-house counsel

Ministry of Caring board & sponsored corporations support

Sponsored Corporations:

Sacred Heart Housing Inc.

Village of St. John Inc.

Sacred Heart Village II Inc.

Grant development

Deputy Director of Human Resources
Recruitment/Employment
Benefits Administration
Staff Relations
Unemployment
Policies/Ethics
Workers Compensation
Volunteer Screening/Placement

Ministry of Caring board & sponsored Corporations Support

Deputy Director & Chief Financial Officer

Accountants

Policies/ internal control
Financial reporting/analysis
Funding/grant compliance
Budgeting
Accounts receivable/payable
Payroll
Retirement funds admin.
Investments coordination

Ministry of Caring Board & CFO
Sponsored corporations

Assistant Deputy Director of Program Services
Supervisor of programs
Ombudsperson
Purchasing agent
Office/janitorial supplies
Office manager of admin.
Guild liaison
Board support

Program Services

Job Training/Employment - Job Placement Center
Samaritan Outreach
Distribution Center

Rapid Re-Housing

Day Care and Learning Centers:
Child Care Center, Guardian Angel Child Care, and Il Bambino

Dental Services - Pierre Toussaint Dental Office

Emergency Shelters:
Mary Mother of Hope House I, II & III,
House of Joseph I, Samaritan Housing

St. Francis Holistic Housing

People Living with HIV/AIDS - House of Joseph II

Permanent Housing:
Bethany House I & II, Margaret Nussbaum House,
Maria Lorenza Longo Holistic Housing,
Mary Mother of Hope House Permanent Housing,
Nazareth Housing I & II, Padre Pio House,
House of Joseph Residence

Senior Center - Francis X. Norton

Food for the Hungry - Emmanuel Dining Room
East, West, and South

St. Clare Medical Van -
in partnership with St. Francis Healthcare

New Program Development
Ministry of Caring board & sponsored corporations support