

House Parents

Personal Qualities (Both House Father and House Mother)

1. Bible believing Christ Follower
2. Agrees with House of Mary's Mission Statement, Statement of Faith, and Core Values
3. Humble Leader
4. Servant's heart
5. Teachable spirit
6. High degree of integrity in professional and personal life
7. Gifts of Hospitality and Mercy
8. Self-motivated
9. Flexible
10. Operates through grace
11. Discerning
12. Team player
13. Resilient
14. Organized

Qualifications (Both House Father and House Mother)

1. Committed Christian woman (House Mother) or married couple according to biblical definition of marriage (both committed Christians)
2. Active in the Christian community
3. Maturity sufficient to assume the responsibilities for young women in care
4. Good spiritual, physical, and emotional health. Must have annual physicals including TB skin test (cost covered by House of Mary)
5. Education, training and experience sufficient for the position duties
6. Have no substantiated report as perpetrator of neglect or abuse
 - a. Background checks will be performed for all house parents and relief house parents

Responsibilities (Both House Father and House Mother)

1. Maintain a Christian environment that is joyful, relaxing and peaceful
 - a. Enforce family guidelines and discipline in love
 - b. Monitor leisure time activities: TV, computer, music, phone calls, and visitation
 - c. Create quality family time with family dinner, outings, and activities
 - d. Provide family worship with devotionals, prayer time and/or bible studies
 - e. Family model
2. Manage the day-to-day activities of the Home
 - a. Motivate healthy time management of residents and the household in general
 - b. Maintain the schedule of the women of the home
 - c. Take responsibility of knowing where the women are outside of the home
 - d. Communicate daily schedule and appointments

3. Maintain a comfortable and clean house, with the assistance of the household
 - a. Set in place a system for chores, constants, deep clean and cooking schedule for all women to help maintain the home
 - b. Maintain daily allowance system to track performance
 - c. Tour ready - everyday
4. Assist each woman in developing her gifts
 - a. Encouraging and praising each woman with every inch of success
 - b. Promoting an attitude of availability to the women
 - c. Work on having constructive, wholesome attitudes towards schooling
 - d. Maintain necessary contact with teachers or supervisors of work to better assist the women to grow
5. Be a healthy role model in the home
6. Staffing responsibilities
 - a. Attend weekly staff meetings
 - b. Attend requested Board meetings, committee meeting and outreach events
 - c. Participate actively in interviews and admissions process
 - d. Attend any workshops or conferences that will increase related skills of the positions
 - e. Manage budget, report monthly expenses

Responsibilities (House Father)

1. Provides spiritual leadership to the women, house and campus
 - a. Hold devotional, worship or prayer time with the house "weekly"
 - b. Be an example of a loving Christian man through marriage and fatherhood
 - c. Maintain spiritual protection for House Mother
 - d. Third witness to conflict
 - e. Present, daily interactions with women
2. Have a willingness to minister to the boyfriends and/or fathers
3. Maintain upkeep on the house, yard, golf cart, and van
 - a. Maintain schedule for repairs and upkeep
 - b. Request repairs as needed
 - c. Manage a list of service providers and updated contact info
4. Special projects
 - a. Schedule, set-up and prepare volunteer work days
 - b. Maintain emergency kits and hurricane supplies
 - c. Updates safety features of the home fire code, alarms and security
5. Be willing to take over House Mother's duties in her absence
6. And all other duties assigned by HoM Board Members

Responsibilities (House Mother)

1. Exemplifies Christian womanhood
 - a. Discipline women through prayer, words of encourage and guidance
 - b. Leading the house in peace, love and wisdom
 - c. Looking for Holy Spirit moment to speak truth into each of the women's lives

- d. Lead devotional or classes
2. Teach various domestic skills
 - a. Plan and supervise preparation of well-balanced meals
 - b. Teach prenatal care, personal grooming skills, and home maintenance
 - c. Coach through many different life skills
3. Pregnancy, labor and delivery
 - a. Understand pregnancy and have good judgment in recognizing sickness and problems associated with pregnancy and labor
 - b. Have healthy communication with doctors, if possible
 - c. Be willing to coach through labor and delivery
 - d. Be a support through adoption and loss
4. Staffing responsibilities
 - a. Manage all interview and intake procedures for applicants and new residents
 - b. Maintain weekly progress reports of residents through Service Plan
 - c. Work through Exit Plan and other related tasks with resident, counselor, and case worker
 - d. Maintain weekly communication with staff members
 - e. Manage maternity closet and donation items
 - f. Manage class schedule
 - g. Plug-in volunteers and mentors to classes, residents and other relating functions.
 - h. Update calendar for house, staff and campus
5. Be willing to take over House Father's duties in his absence
6. And all other duties assigned by HoM Board Members

**Salary is designated for House Mother, if House Parents are selected, the House Father may be employed outside of House of Mary.*