



*“To connect people and communities to resources and supports to achieve whole person health in mind, body and spirit.”*

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## PLACES OF WORSHIP ADVISORY BOARD

# GUIDING PRINCIPLES

Adopted February 10, 2017

**Preamble:** *These Guiding Principles are here-to-for established to govern and guide the work of the Places of Worship Advisory Board (POWAB) of the Department of Health – HIV/AIDS, Hepatitis, STD and Tuberculosis Administration (DC-HAHSTA). This establishes no legal or binding agreement by, nor does it usurp any authority of DOH-HAHSTA or the government of the District of Columbia. These Guiding Principles establish the scope of work, mission, and structure of the POWAB and as such do not direct or contain the work of DOH-HAHSTA, its employees, or its governing body.*

### ARTICLE I: NAME

The name of this board shall be the Places of Worship Advisory Board (POWAB).

### ARTICLE II: PURPOSE

The following are the purposes for which this Board has been organized:

The purpose of POWAB is to:

1. Advise DOH HAHSTA on engaging with the faith community to support education, prevention, intervention, testing and treatment initiatives regarding infectious diseases in the District of Columbia;
2. Work collaboratively to provide prevention, education, programs, activities, and services to faith communities;
3. Assist in identifying strategies in the development and implementation of prevention activities; and
4. Provide culturally competent client-centered supportive and spiritual services within the context of infectious diseases.
5. Foster Public and Private Partnerships.



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### **ARTICLE III: VISION AND MISSION**

Vision: To connect people and communities to resources and supports to achieve whole person health in mind, body and spirit.

Mission: To work in partnership with the DC Department of Health to develop and nurture an interfaith network that advocates for the resources, policies, and programs that prevent and treat infectious disease, eliminate disparity, and promote whole person health.

### **ARTICLE IV: ROLES AND RESPONSIBILITIES**

#### **A. Places of Worship Advisory Board**

The POWAB will provide input and recommendations that reflect the needs or experiences of the faith communities and places of worship we represent as well as the overall community.

POWAB’s role is to:

1. Elect two (2) Co-Chairs who will work with the DC Health-HAHSTA designated Co-Chair. Each elected Co-Chair will serve a two (2) year term. The election will be held every other year in the month of February.
2. Review the Guiding Principles annually during the month of October.
3. Elect or appoint Standing Committee Chairs annually. The election will be held every year in the month of November and appointed in December.
4. Collaborate with DC Health to develop and implement services for the faith community.

#### **B. DC Health-HAHSTA**

DC Health-HAHSTA provides support for POWAB’s planning process (via staff, funding, resources and develop a faith based strategic plan). The DC Health-HAHSTA also:

1. Supports meeting logistics, member involvement and infrastructure for the POWAB.
2. Maintains an agency representative to work with the POWAB.
3. Encourages collaboration between POWAB and other relevant planning processes such as the HIV Prevention Community Planning Group (HPCPG) and the Ryan White Care Act Planning



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Council. (Note: the HPPC and RWPC integrated to become the Washington, DC Regional Planning Commission on Health and HIV (COHAH) in May 2018).

#### C. POWAB and the DC Health-HAHSTA Shared Collaborative Efforts

DC Health-HAHSTA and POWAB share in:

1. Developing procedures that address roles and decision making specifically as it relates to POWAB composition, selection, appointment, and duration of terms for the POWAB membership.
2. Membership Selection and Orientation: Develop and apply criteria for selecting POWAB members. Provide a thorough orientation for all new members as soon as possible after their appointment.

#### D. POWAB VOTING MEMBERS

POWAB voting members are expected to:

1. Make a written commitment to the purpose, mission, and work of POWAB.
2. Attend regular monthly meetings and special meetings. In the event that they cannot attend, voting members should notify the Co-Chairs or their designee prior to the meeting.
3. Serve on at least one (1) Committee.

#### E. CO-CHAIRS

The Co-Chairs shall jointly preside over all regular and special meetings of POWAB and the Steering Committee, provide leadership and direction to the POWAB by ensuring that all members understand and exercise their responsibilities in regard to accomplishing the mission and goals of the POWAB.

The Co-Chairs may make decisions on POWAB business and activities in situations when the POWAB cannot be convened.

#### F. CHAPLAINS



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The Chaplain (s) shall be responsible for opening and closing the meeting with centering moments and reflections; providing follow-up with members who are sick, hospitalized or experiencing bereavement; providing inspirational messages and contacting members between meetings.

## **ARTICLE V: MEMBERSHIP**

### **A. COMPOSITION AND STRUCTURE**

The membership of the POWAB shall include representatives of varying faith communities, places of worship, and faith-aligned\* service providers.

POWAB membership is delineated as follows:

1. General Body – The General Body shall consist of voting and affiliate members.
  - 1.1 A voting member attends at least 6 meetings per year; serves on a committee and assists with the production of major POWAB events.
  - 1.2 An affiliate member can participate in POWAB General Body meetings; vote in committee meetings; attend POWAB major events and become a voting member if they choose to do so.
2. Steering Committee – The Steering Committee is composed of the three (3) POWAB Co-Chairs, the Chaplin (s) and the Co-Chairs of each Standing Committee.
3. Standing Committees – Each Standing Committee will be led by Co-Chairs elected annually by the membership.

The guidelines for membership shall be developed by the Steering Committee and ratified by a simple majority vote of the POWAB.

## **ARTICLE VI: MEETINGS**

### **A. General**



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The meetings of the POWAB are open to the public and shall be held on the second Friday of every month. The membership may elect to cancel or reschedule meetings during any regular or special meeting by majority vote. The co-chairs may also cancel meetings when conditions, such as inclement weather would make member participation difficult, or when necessary due to activities or other engagements prevent POWAB participation.

#### B. Special Meetings

Special Meetings may be called by the co-chairs who must give notice to the membership not less than (3) days prior to the date set for the special meeting. The co-chairs may call or the POWAB may vote to have these special meetings closed to all but the POWAB members.

#### C. Quorum

At any meeting of the POWAB including its committees, the members present shall constitute a quorum for the purpose of engaging in any formal decision making.

### **ARTICLE VII: STANDING COMMITTEES**

The Standing Committees of the Places of Worship Advisory Board and their functions are as follows:

- A. Steering Committee – provides leadership to POWAB and helps to set overall direction and activities of the POWAB
- B. Funding and Resources- Secures funding to support the board’s operations and build discretionary financial resources for places of worship to build health ministries
- C. Advocacy & Education- Advocates for resources, services, information and activities that promote whole person health. Educate partners and stakeholders about pertinent issues, as well as become informed about policy, programmatic and health issues that impact whole person health. Provides expert assistance to communities or faith-based entities engaging in DC Health -HAHSTA initiatives or other community based efforts around health promotion
- D. Community & Outreach- Assists in developing relationships and garnering support from entities outside of the DC Health- HAHSTA system to support faith-based initiatives around health promotions and in reaching the mission of POWAB. Also works to identify and involve other faith



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based groups and entities in the work of POWAB in relationship to the work of health promotions by DC Health -HAHSTA

- E. Events Coordination and Logistics- Provides support and assistance in producing POWAB specific initiatives/events in conjunction with DC Health- HAHSTA sanctioned activities
- F. Marketing and Public Relations – Develops branding for POWAB consistent with POWAB’s mission as well as a strong marketing and social media campaign to keep partners, funders and the general public aware of the advisory board’s activities and successes
- G. Ad Hoc committees- Will be convened as needed to fulfill the work and mission of POWAB in relation to its collaboration with DC Health- HAHSTA.

**ARTICLE VIII: AMENDMENTS**

The POWAB shall have the power to recommend and approve modifications, amendments or repeal these Guiding Principles at any meeting at which a quorum is present, provided that:

- 1. Written notice of the proposed change is given at least seven (7) days prior to such meeting and
- 2. Amendments are approved by a two-thirds majority of those members present and voting.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ in the year, \_\_\_\_\_

By the authority of the POWAB membership under the auspices of DC Health-HAHSTA

Signed:

\_\_\_\_\_ Co-Chair

\_\_\_\_\_ Co-Chair

\_\_\_\_\_ Co-Chair

\*Faith- aligned service providers are those who wish to encourage and uplift people by supporting POWAB’s cause.