

COMPONENT 1: DEVELOP JOB DESCRIPTIONS

1. Develop Leadership Positions

Using **Worksheet 1: Leader Tasks**, begin your work by describing the programs for which leaders will be needed. For each program list the tasks which leaders will perform. Be very specific. Frequently, we assume that our leaders know what tasks are involving in planning or conducting a specific program. We need to identify clearly the tasks that are involved in conducting a program. Once you have listed the tasks necessary, group these tasks into a series of leadership positions. It is better to identify several leadership positions with fewer tasks, than to identify one or two positions with a large number of tasks. You can always combine leadership positions together. It is much easier to recruit several leaders for smaller jobs than to find one person to take on a large job.

2. Develop Job Descriptions for each Leadership Position

Now that you have identified leadership positions, use **Worksheet 2: Job Description Form** to create job descriptions for each leadership position. (Worksheets 3–6 provide illustrations of job descriptions.) Even though developing job descriptions takes time it will serve as the basis for recruiting, training, supporting, and evaluating your leaders. Many efforts at recruiting leaders fail because the leadership jobs are not clearly defined.

Worksheet 2 provides you with a way to develop a job description for each leadership position. Here are several guidelines to follow in developing the job description. They correspond to the categories of the worksheet.

1. Identify the program the leader will be involved in. If the job has a title, state it.

2. List the leader tasks to be performed. Describe what you hope will be accomplished. Use clear, simple language. (Refer to Worksheet 1 for specific tasks.)

3. Identify the abilities needed by the person who will be doing the job. If you are not entirely sure what skills and knowledge are needed, consult other leaders in youth ministry or in your particular area of concern. (For example, if you are not sure what abilities are needed for leading a retreat, consult with experienced retreat leaders. If you are not sure what is involved in teaching, consult a professional religious educator. This would also hold true if you were not sure about the tasks to be performed. Consult with resource people.) Simple, direct, minimum abilities should be identified. Try not to overwhelm people, yet be honest about the abilities that are needed. Remember, your training program can help a person with good potential to develop the needed abilities.

4. State clearly the total involvement that goes with the job, e.g., a program coordinator may also be expected to be a member of the youth ministry team and participate in monthly coordination meetings.

5. Identify the length of commitment. Be specific. In determining the length of commitment, compute the hours of direct service to youth plus time for planning meetings, training sessions, support groups, and other activities. A teacher who is willing to teach a six-week mini-course needs to know that he or she is expected to participate in two teacher meetings and training sessions. A job description should include the total commitment. Many leaders become angry and frustrated when they realize a six-week commitment really means a twelve-week involvement.

6. If specific training is required for the position, list the training options and/or resources. Identify when and how the training may be secured. (Consult the process in Component 3 to develop your training options.)

7. Identify the supervision and support which will be provided for the leader. Identify clearly to whom the leader is responsible. (Consult the ideas in Component 4.)

8. Identify what the leader will gain from this position. What are the benefits of this position? It is very important to describe how the leader will grow and benefit from his or her involvement in a leadership role.

LEADER TASKS WORKSHEET

PROGRAM: _____

LEADERSHIP TASKS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

NEED LEADERSHIP POSITIONS

Position: _____

Leadership Tasks: _____
(Indicate numbers from column 1)

Position: _____

Leadership Tasks: _____
(Indicate numbers from column 1)

Position: _____

Leadership Tasks: _____
(Indicate numbers from column 1)

Position: _____

Leadership Tasks: _____
(Indicate numbers from column 1)

Position: _____

Leadership Tasks: _____
(Indicate numbers from column 1)

Position: _____

Leadership Tasks: _____
(Indicate numbers from column 1)

Position: _____

Leadership Tasks: _____
(Indicate numbers from column 1)

Position: _____

Leadership Tasks: _____
(Indicate numbers from column 1)

JOB DESCRIPTION WORKSHEET

Job Title _____

1. Program: _____

2. Leader Tasks to Be Performed (see Leader Tasks worksheet):

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

3. Abilities Needed (skills, attitudes, understandings):

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

4. Additional Involvements:

Other leadership commitments beyond one's job (e.g., committee work) and responsibilities and/or meetings associated with the additional involvements:

5. Length of Commitment:

Length of Service (dates): _____

Additional Meetings: _____

Orientation/Training: _____

6. Training Offered for this Position (what, how, where, when):

7. Supervision and Support:

Leader responsible to:

Who provides: _____

When and Where (one-on-one, meetings, etc.): _____

8. Benefits of the position to the leader:

Completed by _____ Date _____

CATECHIST JOB DESCRIPTION

1. Program: Older adolescent catechetical program

2. Leader Tasks to be Performed:

- ☐ Designing and conducting the mini-course learning program
- ☐ Obtaining the materials needed to conduct the program from the Coordinator of Youth Ministry
- ☐ Evaluating the learning program
- ☐ Contact youth who miss sessions
- ☐ Report to the CYM or DRE on the progress of the program

3. Abilities Needed:

- ☐ Designing a learning experience using shared Christian praxis
- ☐ Using media in a learning program
- ☐ Willingness and ability to speak with conviction about his or her own experience and convictions as a Catholic Christian
- ☐ Understanding of adolescent growth and development, especially faith growth
- ☐ Understanding of the signs, symbols, images, and culture of youth
- ☐ Leading a group discussion and conduct faith sharing activities
- ☐ Designing and conducting prayer experiences
- ☐ Understanding of the content of his or her particular faith theme

4. Involvements: Participation in support group meetings

5. Length of Commitment: Total=12 meetings (weeks)

Service From:

September 1 to November 15

Meetings:

Two planning meetings in September; six teaching sessions (Oct.1–Nov. 15); one catechist support meeting; one evaluation meeting

Required Training:

For new catechists—two workshops in September

6. Training Required:

Two planning meetings and two pre-service workshops for new catechists only in September; all catechists will diagnose additional needs for learning and develop a learning plan in consultation with the Coordinator.

7. Supervision/Support:

Catechist support group meeting; weekly contact with coordinator of youth ministry. Leader is responsible to the Coordinator of Youth Ministry or Coordinator of Religious Education.

8. Benefits of the Position to the Leader:

Opportunity to share his or her faith with youth; to guide youth in their growth as a Catholic Christians; to be challenged to grow as an adult Catholic; to receive the support of other adult leaders.

RETREAT COORDINATOR JOB DESCRIPTION

1. Program:

Older adolescent retreat program

2. Leader Tasks to be Performed:

- ☐ Recruiting and training a Retreat Planning Team (youth, young adult, adult)
- ☐ Designing, or choosing from existing program materials, a retreat model (content and format) that meets the goals established by the CYM and YM Leadership Team (or Retreat Team)
- ☐ Recruiting and training retreat leaders for the roles of: retreat director/coordinator, program leaders, and logistics leaders
- ☐ Choosing an appropriate site for the retreat experience
- ☐ Determining retreat expenses and budget
- ☐ Publicizing and promoting the retreat in collaboration with CYM and YM Leadership Team
- ☐ Coordinating appropriate parental involvement through all phases of the retreat experience
- ☐ Designing a follow-up program integrating the retreat experience with ongoing YM efforts
- ☐ Evaluating the retreat
- ☐ Reporting regularly to the CYM and/or YM Team on the progress of retreat efforts

3. Abilities Needed:

- ☐ Designing retreat programs incorporating a balance of community building, catechetical, and prayer experiences
- ☐ Incorporating varied methods and approaches to learning and worship into the retreat
- ☐ Willingness and ability to speak with conviction about his or her own Catholic Christian faith
- ☐ Understanding of adolescent growth and development, especially faith growth
- ☐ Understanding the content of and resources available on the particular retreat theme
- ☐ Working with retreat leaders, supporting them and providing them with the training needed to fulfill their retreat roles

4. Involvements:

Provide leadership for Retreat Planning Team and retreat leaders.

5. Length of Commitment: Three months (9–12 meetings)

Well in Advance:

Select retreat site; determination of retreat goals and theme; initial publicity

Month One:

Recruitment and training of Retreat Planning Team; design of retreat program; planning for parental involvement and follow-up efforts (4–6 meetings)

Month Two:

Recruitment and training of retreat leaders; publicity and promotion (3–4 meetings)

Month Three:

Conducting retreat experience; evaluation; follow-up (2–4 meetings)

6. Training Required:

Retreat Coordinator should have previous experience as a retreat director or program leader and/or Retreat Planning Team member; some specialized training in adolescent catechesis and spirituality is preferred. Regular contact with CYM is essential. Leader is responsible to the Coordinator of Youth Ministry and/or YM Leadership Team.

7. Supervision/Support:

Supervision by Coordinator of YM and/or YM leadership team; support through retreat planning team and retreat leaders.

8. Benefits of the Position to the Leader:

Opportunity to share faith with youth; to assist young people in their attempts to integrate faith in their lives; to work and share with a committed, intergenerational team of people; to receive the support of other YM leaders.

SERVICE COORDINATOR JOB DESCRIPTION

1. Program:

Younger or older adolescent service program.

2. Leader Tasks to be Performed:

- ☐ Recruiting and training a Service Committee to assist in selecting and coordinating service projects
- ☐ Collaborating with catechetical program coordinator to incorporate a general catechetical session on Christian Service and the Call to Justice into programming prior to the actual start of the service program
- ☐ Working with service sites to develop a specific training component for each service project
- ☐ Recruiting and training leaders for individual service projects
- ☐ Presenting service opportunities to youth; placement of youth in appropriate projects
- ☐ Maintaining regular communication with service sites and individual project leaders through the duration of the service projects (training, implementation, reflection and evaluation)
- ☐ valuating individual service projects and overall service program
- ☐ Reporting regularly to the CYM and YM Leadership Team on the progress of the program

3. Abilities Needed:

- ☐ Designing service projects incorporating catechesis and training, reflection and prayer
- ☐ Familiarity with Scripture and Church teaching in the areas of service and justice
- ☐ Willingness and ability to witness to the importance of integrating service into one's own life
- ☐ Understanding of adolescent growth and development
- ☐ Communicating with service sites a sense of who adolescents are and how their enthusiasm and skills can best be used in service to others
- ☐ Working collaboratively with project leaders, supporting them in their role and providing the training needed for group discussion and reflection on the service experience

4. Involvements:

Participation in YM Leadership Team; provide leadership for Service Committee

5. Length of Commitment:

One year minimum. Degree and type of involvement vary according to size of the overall service program and the kind of activity demanded by the different phases. Meetings with Service Committee will be heaviest during the selection and planning phase; during the implementation phase, especially with ongoing and multiple-session projects, regular (monthly) support meetings should be held with service project leaders; final evaluation meeting of Service Committee and project leaders.

6. Training Required:

Coordinator of Service Projects should have previous experience with service projects. Some specialized training on the social mission of the Church and on organizing service programs is preferred.

7. Supervision/Support:

Supervision given by Coordinator of Youth Ministry and/or YM Leadership Team; support through Service Committee and project leaders. Leader is responsible to the Coordinator of Youth Ministry or YM Leadership Team.

8. Benefits of the Position to the Leader:

Opportunity to share faith-in-action with youth; to assist young people in their attempts to integrate faith in career and lifestyle decisions; to collaborate with other community agencies in meeting the needs of the poor/disadvantaged; to receive support.

SOCIAL ACTIVITY LEADER JOB DESCRIPTION

1. Program:

Younger adolescent community building activity

2. Leader Tasks to be Performed:

- ☐ Choosing or designing the community building activity
- ☐ Coordinating the practical logistics integral to the activity (leadership needs, supplies, transportation, site, etc.)
- ☐ Determining expenses and budget for the activity
- ☐ Handling promotion and registration for the activity
- ☐ Leading the activity
- ☐ Evaluating the program or event
- ☐ Reporting regularly to the CYM on the progress of the program

3. Abilities Needed:

- ☐ Understanding of the growth and development of young adolescents
- ☐ Using basic organizational skills, e.g., budgeting and publicity
- ☐ Designing and conducting community building activities that are enjoyable, emphasize collaboration over competition, and allow young people to mix comfortably together
- ☐ Delegating appropriate tasks and provide clear directions

4. Involvements:

Participation in activity planning meetings.

5. Length of Commitment:

Degree and type of involvement will vary according to the kind of social activity being planned. Simple events like a video night or youth vs. adult team volleyball match will not involve extensive pre-planning. Planning for these and similar events can be accomplished with a couple of brief meetings. Other events, such as a 20-mile bike hike or parent-youth dinner would demand a greater involvement of time and leadership personnel. Many groups consciously try to balance a mix of low- and heavy-planning events to guarantee a regular flow of community building activities.

6. Training Required:

For people new to planning social events, a one-session workshop at the start of the program year.

7. Supervision/Support:

Participation in activity planning meetings; regular contact with CYM. Leader is responsible to the Coordinator of Youth Ministry or YM Leadership Team.

8. Benefits of the Position to Leader:

Opportunity to relate with youth and adults in a relaxed, fun atmosphere; to share personal interests and abilities with the parish community; to receive the support of other adult leaders.

(HIGH SCHOOL) WORLD YOUTH DAY COORDINATOR
CYO/Youth Ministry Office
Archdiocese of New Orleans

I. ABILITIES NEEDED (skills, attitudes, understandings)

A. Faith Witness

- Love of, and belief in young people and their leadership ability
- Willing to share faith publicly
- Practicing Catholic Christian

B. Organizational abilities

- Ability to plan and conduct effective meetings
- Ability to delegate effectively
- Ability to work well with target dates and deadlines
- Ability to write well and speak well in public settings
- Ability to ask for help
- Ability to work within limited budget
- Ability to collaboratively solve problems

C. People skills

- Good listening and communication skills
- Assertive, willing to lead others
- Accepts constructive criticism well
- Able to work with a variety of personalities

D. Knowledge base

- Experience and competency in the areas of youth ministry and basic Catholic doctrine
- Aware of resources and developments in youth ministry
- Understanding of group dynamics

E. Flexibility to adapt to changes

II. TASKS TO BE PERFORMED

Overview: Oversee all details associated with the entire process (planning, implementation, evaluation, and follow-up) associated with World Youth Day (the annual high school youth conference). Specific tasks include:

- A. Recruit, organize and supervise committee structure (examples are: registration, décor, publicity, hospitality, greeting, workshops, liturgy, exhibitors, security, games, opening ceremonies, et al.).

- B. Schedule, set agendas, and attend planning meetings with office staff, conference site staff and A-TEAM as necessary.
- C. Set timelines/schedules for committee work, publicity, etc.
- D. Keep office staff informed of developments, information and major concerns surrounding the conference.
- E. Serve as main contact person with conference site staff.
- F. Supervise site set-up, program schedule, logistics and site take down.
- G. Work with A-TEAM coordinator to promote positive, meaningful involvement of A-TEAM.
- H. Coordinates methods and results of participant, adult, committee and office evaluations.
- I. Other duties as assigned by CYO/Youth Ministry Office Director.

III. DESIRED RESULTS

- A. Young people and adults have a positive experience BOTH of the planning process and the finished product (conference) of World Youth Day—through meaningful involvement.
- B. A high level of communication and cooperation exist among all involved in planning the conference.
- C. The conference is an energetic, faith-filled celebration of “large church.”
- D. The conference budget is honored and the conference makes a small financial profit (\$2000).

IV. LENGTH OF COMMITMENT

One year, starting April 1, 2001.

V. ADDITIONAL INVOLVEMENTS

- A. Meetings with committees/leaders (as needed)
- B. Attend A-TEAM meetings as negotiated with A-TEAM coordinator, including annual summer orientation
- C. Consultation/reporting with CYO/Youth Ministry Office Director (minimum: monthly)
- D. Evaluation meetings with A-TEAM and adult leaders.

VI. SUPERVISION AND SUPPORT

Supervisor: Director, CYO/Youth Ministry Office.

Monthly Check-ins, along with year-end evaluation will serve as primary means of supervision and support.

Coordinator will receive assistance from the CYO/Youth Ministry Office in the following areas:

- direction, print and media resources, guidance
- clerical assistance (mailings, etc.)
- enrichment in ministry skills
- evaluation
- Budget: see office director

VII. SALARY

\$2400 yearly

VIII. OTHER BENEFITS

- A. Training opportunities as negotiated with director
- B. Invitation to participate in archdiocesan, regional and national formation opportunities
- C. Opportunity to further the development of youth ministry in the Archdiocese of New Orleans

WORLD YOUTH DAY LITURGY COORDINATOR

GENERAL TASKS TO BE PERFORMED:

1. Create and implement a liturgy plan (pre-mass activity, music, youth involvement, environment, communion distribution plan, etc.) for the conference, highlighting the theme, and using the Sunday readings (30th Sunday in Ordinary time).
2. Design communion distribution plan.
3. Oversee music selection and rehearsal.
4. Get liturgy aid to CYO/Youth Ministry Office one month before conference for typing and printing.
5. Get completed liturgy plan to youth office and presider 10-14 days before the conference.
6. Oversee selection and practice of servers, lectors, Eucharistic ministers.
7. Obtain necessary supplies for all liturgy and environment.
8. Oversee the basic set-up (and take-down) of mass including chairs, altar, choir, etc.
9. Keep accurate financial records/bills.
10. Submit brief written report and evaluation of committee's work with information and suggestions for future conferences.

ABILITIES NEEDED:

1. Respectful: appreciation of, and belief in, young people and their leadership abilities.
2. Understanding: of adolescent development, youth ministry basics and group dynamics.
3. Collaborative: able to motivate and organize a team of youth and adults to carry out assigned committee tasks; openness to group's ideas.
4. Organized: able to plan and conduct effective meetings; able to work with target dates and deadlines; able to work within a limited budget. Follows through on tasks and commitments.
5. Communication: able to delegate appropriate tasks effectively and to provide clear instructions. Keeps others informed and on "the same page"
6. Creativity: uses new ideas to improve the quality of the conference.

ADDITIONAL INVOLVEMENTS:

1. Initial meeting for committee leaders on Thursday April 26, 2001
2. Planning committee meetings as set by WYD coordinator
3. Committee meetings: some at A-TEAM meetings (mainly monthly, with 2 meetings in September and October)
4. Set-up for World Youth Day – Saturday, October 27, 2001
5. Attendance at World Youth Day – Sunday, October 28, 2001

6. Attend evaluation meeting after the event: Date to be determined.

LENGTH OF COMMITMENT:

Service from April 1, 2001 through December 31, 2001 (nine months)

SUPERVISION AND SUPPORT:

1. Direct supervision: World Youth Day Coordinator, Beth Joubert
2. Indirect supervision: CYO/Youth Ministry Office Director, Mike Patin
3. Some clerical support through CYO/Youth Ministry Office
4. Budget: \$800

BENEFITS:

1. Opportunity to work with youth and adults from across the Archdiocese in creating a quality experience of “large church”
2. Opportunity to use personal creative talents and fulfill
3. Post-event celebration/evaluation

REMINDERS AND SUGGESTIONS – LITURGY COORDINATOR WORLD YOUTH DAY

- ☐ The liturgy is the “source and summit of Christian life.” It needs to be a joyful, energetic, engaging celebration for young people. Creativity needs to be evident here as you take the “regular” Sunday liturgy and weave the conference theme in it.
- ☐ Music is a challenging piece within the liturgy. It calls for the most attention and needs the most “lead” time.
 - ___ Musical selections need to be approved by the CYO/Youth Ministry Office before rehearsals.
 - ___ Music needs to speak to the young. Good tempo.
 - ___ A variety of cultures will be present. Music selected should represent these diverse cultures.
 - ___ Copyrights are an issue. See Lynn Ekstrom for more information and assistance.
 - ___ Musicians/ song leaders need to include teens in visible roles.
 - ___ Music needs to be easily taught and good for congregational singing.
 - ___ Practices are important.
- ☐ Notify celebrant of any additions/changes/ “wrinkles” in the mass.
 - ___ Be sure he has a copy of the readings and petitions.
 - ___ Be sure he knows where to be (sacristy) and at what time for the start of the liturgy.
 - ___ The celebrant needs to provide his own vestments.
- ☐ When working with students for roles in the liturgy, be sure they can make the practices you set. It is crucial that teens know WHAT they are doing and have practiced with microphones and other persons in the liturgy.
 - ___ Diversity is important. Have all cultures represented.
 - ___ Getting student information (readers’ names, communion ministers names, etc.) takes a long time but we really want that somewhere in the printed program or liturgy aid. Start early.
 - ___ Dress for ministers in the liturgy should be respectful. Stress this to teens.
 - ___ Getting servers albs can be an issue. Consult with the CYO/Youth Ministry Office early in the process to determine if they are needed and where to get them.
- ☐ Movement for communion can be tricky. Extra attention needs to be given to this. Instructions may best be given before mass.

- ☐ Work with the Décor committee for any special environment needs (plants, etc.).
Larry Flad has some “mass” furniture. He can also help you with microphone needs. Call him at 626-7901.
- ☐ Prayers of the faithful are an excellent area for student input.
- ☐ The CYO/Youth Ministry Office has many supplies for liturgy. Please call Lynn Ekstrom for the most updated list (525-2699, ext. 3127).
- ☐ Check with Mike Patin (525-2699, extension 3126) to see if seminarians are to be introduced at all...and if so, before or during mass.

WORLD YOUTH DAY DÉCOR COORDINATOR

GENERAL TASKS TO BE PERFORMED:

1. Create and implement a décor and environment scheme (artwork, visuals, plants, etc.) for the conference, utilizing theme, for the stage area and other areas of the conference (classrooms, gym, walls, outdoors, etc.)
2. Design main area floor plan (seating and staging).
3. Oversee the basic set-up of the main staging area, including chairs, stage, sound, lighting, etc.
4. Prepare signs and decorations as requested by other committees (workshops, directional arrows, registration, exhibitor, etc.) utilizing theme.
5. Obtain necessary supplies for all décor and environment.
6. Oversee overall take-down after the conference.
7. Keep accurate financial records/bills.
8. Submit brief written report and evaluation of committee's work with information and suggestions for future conferences.

ABILITIES NEEDED:

1. Respectful: appreciation of, and belief in, young people and their leadership abilities.
2. Understanding: of adolescent development, youth ministry basics and group dynamics.
3. Collaborative: able to motivate and organize a team of youth and adults to carry out assigned committee tasks; openness to group's ideas.
4. Organized: able to plan and conduct effective meetings; able to work with target dates and deadlines; able to work within a limited budget. Follows through on tasks and commitments.
5. Communication: able to delegate appropriate tasks effectively and to provide clear instructions. Keeps others informed and on "the same page"
6. Creativity: uses new ideas to improve the quality of the conference.

ADDITIONAL INVOLVEMENTS:

1. Initial meeting for committee leaders on Thursday April 26, 2001
2. Planning committee meetings as set by WYD coordinator
3. Committee meetings: some at A-TEAM meetings (mainly monthly, with 2 meetings in September and October)
4. Set-up for World Youth Day – Saturday, October 27, 2001
5. Attendance at World Youth Day – Sunday, October 28, 2001
6. Attend evaluation meeting after the event: Date to be determined.

LENGTH OF COMMITMENT:

Service from April 1, 2001 through December 31, 2001 (nine months)

SUPERVISION AND SUPPORT:

1. Direct supervision: World Youth Day Coordinator, Beth Joubert
2. Indirect supervision: CYO/Youth Ministry Office Director, Mike Patin
3. Some clerical support through CYO/Youth Ministry Office
4. Budget: \$1000

BENEFITS:

1. Opportunity to work with youth and adults from across the Archdiocese in creating a quality experience of “large church”
2. Opportunity to use personal creative talents and fulfill
3. Post-event celebration/evaluation

DÉCOR COORDINATOR – SPECIFIC TASKS

WORLD YOUTH DAY 2001

- ☐ Plan and make/buy general decorations for the Rec-Plex, including the stage area,
 - __ Draw up floor plan
 - __ Make sure chairs are cleaned (ask for A-TEAM help) and then lined up
 - __ Bleachers behind chairs
 - __ Set-up all sound and light systems

- ☐ Consult with registration committee
 - __ Lattice work to “set off” the registration area.
 - __ Signs needed? (T-shirts, registration, cancellation/substitution, Boxed lunches sold here, Pre-registered, Walk-in registrations, first aid, lost and found, Rec-Plex Bathrooms, Staff Only, Adult meeting?)

- ☐ Consult with liturgy committee; signs needed? (Sacristy)
 - __ Decorations? Anything for call to worship?
 - __ Plants?
 - __ Seating/aisles for communion

- ☐ Consult with workshop committee; signs needed?
 - __ Workshop titles and speaker names
 - __ elevator signs
 - __ Bathroom signs
 - __ general directional signs for each building

- ☐ Consult with exhibitors committee; signs needed? (Names of exhibitors)
 - __ Assist with table set-up if necessary

- ☐ Consult with hospitality committee; signs needed? (Hospitality Room? welcome?, thanks for your time?, schedule of day?)
 - __ Decorations to brighten the area?
 - __ Several signs for the Danna Center (“Boxed Lunch Line Here”)

- ☐ Idea: do we want to make something (with logo) that can be used as a backdrop for group and A-TEAM photos?

- ☐ Supervise take-down

WORLD YOUTH DAY KEYNOTE HOST COORDINATOR

GENERAL TASKS TO BE PERFORMED:

1. Assist the featured presenter with travel, lodging, meals, and technical needs throughout their stay in New Orleans.
2. Keep accurate financial records/bills.
3. Submit brief written report and evaluation with information and suggestions for future conferences.

ABILITIES NEEDED:

1. Polite, engaging.
2. Organized.
3. Flexible; able to adjust well and solve problems
4. Note: person should be over 21 (insurance requirements about driving)

ADDITIONAL INVOLVEMENTS:

1. Initial meeting for committee leaders on Thursday April 26, 2001
2. Other meetings as set by WYD coordinator
3. Committee meetings: some at A-TEAM meetings (mainly monthly, with 2 meetings in September and October)
4. Set-up for World Youth Day – Saturday, October 27, 2001
5. Attendance at World Youth Day – Sunday, October 28, 2001
6. Attend evaluation meeting after the event: Date to be determined.

LENGTH OF COMMITMENT:

Service from April 1, 2001 through December 31, 2001 (nine months)

SUPERVISION AND SUPPORT:

1. Direct supervision: World Youth Day Coordinator, Beth Joubert
2. Indirect supervision: CYO/Youth Ministry Office Director, Mike Patin
3. Some clerical support through CYO/Youth Ministry Office
4. Budget:

BENEFITS:

1. Opportunity to work with youth and adults from across the Archdiocese in creating a quality experience of “large church”
2. Opportunity to use personal creative talents and fulfill baptismal call
3. Chance to meet a dynamic youth minister from another part of the country
4. Post-event celebration/evaluation

SPECIFIC TASKS – KEYNOTE HOST COORDINATOR WORLD YOUTH DAY 2001

Work with Office (Mike Patin) to review the following details:

☐TRANSPORTATION

- luggage (vehicle big enough for supplies, equipment)
- get flight itineraries
- to and from airport
- to and from conference (arrange times with presenter. *This may include rehearsal and sound check on the night before the conference*)

☐LODGING

- get confirmation number, hotel name and number, etc. from CYO/YM Office
- help keynoter check into hotel (arranged by CYO/YM office). Handle any problems that may arise (credit card for deposit, if necessary)
- Check with Mike about incidentals to be charged to room; communicate to speaker.

☐MEALS

- to make sure presenter has meals (*This usually means taking them out to supper the night before and after the conference*) Please be prepared to pay for this meal and to be reimbursed.
- to make sure the presenter gets breakfast (hotel or other plans)

☐TECHNICAL NEEDS

- things like:
 - ...sound needs – sound check? water?
 - ...schedule concerns – do they have more or less time than they were promised ?
 - ...do they have supplies to sell? (*May need to get someone to do this*)
 - ...make sure they know where bathrooms, lunch, etc, are.
- whatever else might come up.

NOTE: HOSPITALITY is the key! If you want to have nice touches (a small gift basket or flowers, etc.) that's fine. Be reasonable, knowing there is a very limited budget.