

St. Gertrude 20s Group Core Team Positions

Chaplain

- Presides and preaches at Thursday adoration, or finds replacement
- Serves as liaison to other Dominicans and the parish staff
- Oversees doctrinal and pastoral issues as they arise
- Coordinates 20s group retreat planning
- Organizes special events for which he volunteers (e.g. Vigil of the Saints)
- Provides advice to core team members as questions arise
- Participates in decisions and meetings of the core team

President

- Leads the Thursday night meeting
- Sends weekly email announcements
- Sets times and locations for core team meetings
- Participates in decisions and meetings of the core team

Secretary

- Sends out an email to see if anyone has agenda items
- Prepares agenda
- Runs core team meetings and takes minutes
- Oversees use of annual budget and fundraising
- Serves as a liaison with the business manager of St. Gertrude
- Reads minutes and verifies that we are implementing decisions
- Participates in decisions and meetings of the core team

Monday Night Coordinator

- Coordinates Monday night meetings
- Finds members to host each study
- Sends weekly email to remind 20s group about Monday night
- Participates in decisions and meetings of the core team

Thursday Night Coordinator

- Schedules meeting locations and sets up room for meeting
- Assists president with leading Thursday night meetings when necessary
- Coordinates with Lecture, Catechesis, Member Talk, Gospel, Music Coord's
- Informs president of necessary schedule changes
- Coordinates small group leaders weekly and always looks for new leaders
- Creates copies of small group materials as needed
- Distributes and gathers Scripture readings and questions if necessary
- Conducts training sessions for small group leaders
- Participates in decisions and meetings of the core team

Lecture Coordinator

- Coordinates topic and speaker selection for the 1st Thursday meeting
- Constantly seeks new and interesting speakers
- Works with secretary to provide compensation (\$50) to each speaker
- Prepares questions related to the speakers talk, brings copies
- Participates in decisions and meetings of the core team

Catechesis Coordinator

- Coordinates Thursday night Catechesis study format
- Prepares Catechetical questions relating to the Thursday gospel, brings copies
- Participates in decisions and meetings of the core team

Member Talk Coordinator

- Coordinates Thursday night member talk
- Reviews and discusses member talk with speaker prior to meeting
- Prepares questions related to the member's talk, brings copies
- Participates in decisions and meetings of the core team

Music Coordinator

- Arranges music leaders for Thursday night adoration, or finds replacements
- Sends quarterly email to interested people (who have responded to call for musicians) asking for volunteers to lead music or to sing/play with a music leader
- Organizes and distributes the quarterly schedule to interested people via email
- Copies and distributes song lyrics if needed (songbooks are default)
- Participates in decisions and meetings of the core team

Gospel Study Coordinator

- Coordinates Thursday night Gospel study
- Coordinates with Chaplain to revise Gospel study questions (review before printing)
- Participates in decisions and meetings of the core team

Service Coordinator

- Provides service to the community by organizing quarterly and on-going events
- Encourages any interested group members to lead service events
- Integrates 20s group service with parish service events
- Participates in decisions and meetings of the core team

Social Coordinator

- Coordinates and organizes group sanctioned events
- Coordinates bringing food/games to receptions
- Participates in decisions and meetings of the core team

Public Relations Coordinator

- Coordinates outreach to young adults in the parish and archdiocese

- Works with committee to produce designs for handouts, etc.
- Coordinates with university groups
- Provides updates to the webmaster regarding PR events
- Makes contact and facilitates connections with other young adult groups in the area
- Organizes and distributes marketing materials promoting the 20s group in Cincinnati
- Updates the calendar on the Archdiocesan young adult website
- Participates in decisions and meetings of the core team

Webmaster

- Leads contact for website changes
- Coordinates with committee to update the website
- Participates in decisions and meetings of the core team

Welcome Committee Coordinator

- Organizes a committee or team of members to:
 - Make special effort to welcome everyone, new and old, at meetings
 - Collect email addresses from new members at Thursday meetings, sends to President
 - Coordinate speaking about the group at local parishes
- Participates in decisions and meetings of the core team

Prayer Group Coordinator

- Manages the group prayer book and prayer request listserv
- Promotes an environment of prayer within the group
- Participates in decisions and meetings of the core team

Members at Large

- Commit to service, social, retreat coordination as their passions determine (often members at large help to coordinate Pentecost Vigil and other events, for example)
- Participate in decisions and meetings of the core team

Small Group Leaders

- Are available at Thursday night meetings to lead a small group discussion
- Participate in decisions and meetings of the core team