

# Team Responsibilities

## **RECTOR/RECTORA**

1. Pick the conference room team and speakers lay and clergy, they also may contact clergy for Reconciliation or they can let the asst rector or chapel head do it.
2. Pick team heads, team heads should pick their teams
3. Plan team meetings and conference room schedule including chapel visits
4. Any issues outside of the conference room during the weekend are the asst. rector's job. Focus should remain on the needs of the candidates.
5. What happens during the weekend outside of the conference room is up to the team heads i.e. chapel setup, team chapel time, the meal menus, liaison roster cover, are the team heads decisions and should be left up to the team heads

## **ASST. RECTOR/RECTORA**

1. Help rector picking the team
2. Help plan team meetings and weekend
3. Keep the weekend on schedule, because of this on the men's they are responsible for the bell it is not the same on the women's weekend but it can be
4. Communicate with the teams heads any needs of the conference room
5. Help solve any issues outside of the conference room

## **CONFERENCE ROOM**

1. You have to main jobs speaker and table leader, always read the table leaders responsibilities before the weekend
2. Remember you are to guide the discussion not take it over, if the candidates are talking and they are on topic, you don't have to chime in unless they are missing a key point
3. Do not become the go to person for the answers during table discussion again guide don't take over
4. If a candidate is having a issue, make the other table leader is aware and if needed bring it to the rector and Spiritual Director's attention. Remember the candidates are number one
5. respond to the bell be an example for the candidates
6. You should be attending school of leaders and you must be grouping with the green card if you are in the conference room.

## **LIAISON TEAM**

1. Setup room for team meetings and copy down candidates information to start prep for the weekend
2. Provide any office supplies needed for the team meetings i.e. name tags, pens, paper, applications, 3 day books, sign in sheets, etc.
3. Plan for palanca table, book table
4. Setup the build for the weekend, kitchen team members report to the liaison team on Thursday of the weekend and Sunday afternoon after kitchen cleanup for breakdown, kitchen setup is done by heads and captians/moms
5. Work with asst. rector/team heads for any external needs for the weekend.
6. Building breakdown

## **CHAPEL TEAM**

1. Plan team prayers for team meeting, coordinate prayer partner
2. Men's and Women's teams plan and run commissioning service
3. Setup/plan for host and alter wine for the weekend, and a Consecrated Host for adoration for the weekend
4. Setup sign up sheet for night time adoration and manage
5. Receive in all Palanca and hand off to liaison
6. Setup chapel for weekend and prep for masses, talk to each priest before the mass as to how they want things setup for mass, setup for closing mass
7. Plan Thursday's teams service and sponsor service
8. Plan and setup priest locations for Reconciliation, help candidates and teams, inline, locating open priests, avoid symbolism
9. Setup for cross ceremony

## **KITCHEN TEAM**

1. Plan food for each team meeting and the location to bring food
2. Plan menu for weekend make a shopping list and shop, you may want to shop for dry goods first and then shop for refrigerated items Thursday morning if you don't have a place to store them before hand
3. Heads plan each menu and teams prepare the meals
4. Check team and candidates lists for and food special needs and plan for them
5. Work with liaison to pickup any items need for the next two meals
6. Pick one or two early risers to make morning coffee 4:30 am is a good time to shoot for
7. Have peanut butter, jelly and cold cuts available as an alterative for those who would like and option
8. Don't have team members sign to bring a main item you are planning for a meal i.e. potato chips for Friday lunch
9. Plan a small team to prepare the bread for agape
10. Make sure there are snacks out for conference room and night time options
11. Team Heads, Asst, and Captains/Moms, it is your job to train the team members and to keep them on schedule, especial newer workers
12. You are responsible for food inventory at the end of the weekend
13. Assist liaison for break down at the end of the weekend, unless you have a candidate, stay and help this is one of the hardest parts of the weekend because so few stay and help

## **MUSIC TEAM**

1. The head should plan the music for each Mass, make sure the songs are liturgically correct for each Mass
2. Practicing for the weekend is important but you should also be a part of the team meetings, plan on listening to some of the talks and to group with others on the team
3. Be available to the conference and chapel during the weekend, songs during a talk are highly discouraged, please make the speakers aware of this
4. Remember copy right laws and be aware of what you can and can not do
5. Weekends now have a theme although it is not a requirement, work with rector as to what song they want to go with the theme.
6. You are responsible for any songs and song sheets for the weekend, i.e. DeColores, Masses, agape song/grace, chapel candle light, sing along, serenade etc.