Dorothy Day Center for Faith and Justice
Leadership Position Descriptions for Academic Year 2016-2017
(Click on a Leadership Position Title below to jump to description and expectations)
(After viewing descriptions, click here to apply to one or more CFJ leadership position)

Alternative Breaks (AB) Board
Approach Retreat Co-Director
Approach Retreat Team
Catholic Ministry Team
Common Ground Team
Community Action Day (CAD) Board
Companion Group Board
Companion Group Leader
Dorothy Day Immersion (DDI) Leaders
Encounter Retreat Co-Director
Encounter Retreat Team
GetAway Retreat Team
Gospel Choir Board
Hall Squad
Ignatian Family Teach-In for Justice (IFTJ) Co-Directors
Liturgy Choir Council
Men's Retreat Team
Women's Day Retreat Team
X-Change Board (Site Coordinator, Co-Chairs)
X-Change Site Leader
10pm Mass Committee
**Alternative Breaks Board**

The Alternative Breaks Board meets regularly to plan and prepare trips for students over Fall, Spring, and Summer Breaks. [Follow this link for detailed descriptions of all available AB Board positions.](#) 

*(Return to list of CFJ Leadership Position titles)*

**Approach Retreat Co-Director**

MEETS Mondays, 7-10 p.m. and TBD with coordinator; 4-6 hour/week time commitment

The Approach Co-Director position is open to senior students who have served as an Approach team leader and have attended Approach as a retreatant. Approach co-directors work closely with the CFJ staff coordinator and serve as leaders of the Approach student leader team in the formation process, preparing the team for the Approach Retreat as well as leading the recruitment process. Ideal applicants are willing to trust the process, be flexible, and share input and feedback regarding meetings, talk preparation and logistics. Applicants should be heavily invested in the Approach retreat and in each of the leaders on team as well open to continuing their own faith journey and attempting to synthesize their approach to spirituality as they move toward graduation.

**Responsibilities and Expectations:**

*Prior to Approach weekend*

1. Actively participate in recruitment of retreatants including:
   a. Personal invitations
   b. Send emails to Approach alums
   c. Update the Approach video online as needed
   d. Gather testimonials and use to advertise the retreat
   e. Reaching out to a diverse group of participants
2. Gather the team once prior to the semester of leading
3. Meet with CFJ staff coordinator weekly to plan retreat team meetings (10-12 meetings total)
4. Facilitate, in coordination with CFJ staff coordinator, all preparation meetings prior to the retreat (8 team meetings total)
5. Facilitate the summer reading book discussion
6. Assist in planning and facilitating team overnight retreat
   a. Prepare an “Approach to Life” talk, including
      a. Meet separately with CFJ staff coordinator
      b. Practice talk with fellow co-director
7. Meet with team members for talk preparation
8. In conjunction with the CFJ staff coordinator, prepare several prayer services for weekend
9. Send out emails/reminders to team as needed
10. Prepare and pack retreat materials including handouts, candles, etc.
11. Prepare lyrics/song sheets for the weekend
12. Create the retreat CD
13. Organize and communicate with Approach alums regarding Thursday Pre-gathering Prayer Service and Sunday Post-Gathering
14. Attend Common Ground Ecumenical Christian Worship and Jummat Prayer at least once a semester

*During Approach weekend*

1. Assist with speaking roles during transitions between activities
2. Facilitate, prepare, and contribute to large group activities including prayer services
3. Actively socialize with retreatants during meals and breaks
4. Check-in with leaders during weekend and offer supportive presence
5. Present an Approach to Life talk at the Sunday Closing Service
6. Attend and actively participate in team meetings on the retreat
After Approach weekend
1. Schedule and hold at least one gathering for the team within the semester after Approach weekend
2. Attend post-Approach large group gathering/reflection
3. Attend team follow-up and evaluation meeting
4. Manage the Packet Collection Process for one semester not co-directing the retreat and assist with another Packet Collection Process

(Return to list of CFJ Leadership Position titles)

Approach Retreat Team

MEETS Mondays, 7-10 p.m.; 3-4 hour/week time commitment

The Approach team leader position is open to upper-class students who attended the Approach Retreat. Guided by the Approach mission, these leaders continue to explore their spirituality while preparing to share their lived experiences with retreatants. Under the direction of the co-directors and CFJ staff coordinator the team engages in an eight-week formation process to further approach each day with an enhanced commitment to love, integrity, and faith and to approach each day with an openness to recognize the presence of God in all things. Ideal applicants are invested in the process, open to growth and feedback and willing to engage in intrapersonal work that allows for a sharing of life experiences and being a servant leader in a team setting.

Responsibilities and Expectations:
Prior to Approach weekend
1. Actively participate in recruitment of retreatants including personal invitations
2. Participate in all team meetings prior to the retreat (8 total)
3. Attend team overnight retreat (takes place mid-process)
4. Prepare a leader talk
5. Meet separately with CFJ staff coordinator and co-directors
6. Meet with prayer partner to discuss talks
7. Prepare retreat materials (select songs, prepare song sheets, etc.)

During Approach weekend
1. Facilitate a small group
2. Facilitate and contribute to large group activities including prayer services
3. Actively socialize with retreatants during meals and breaks
4. Check-in with each other during weekend and be a supportive presence
5. Present one talk or prayer service
6. Participate in team meetings

After Approach weekend
1. Schedule and hold at least one small group gathering within two weeks after Approach weekend
2. Attend post-Approach large group gathering/reflection
3. Attend team follow-up and evaluation meeting

(Return to list of CFJ Leadership Position titles)

Catholic Ministry Team

MEETS Tuesdays, 4-5:15PM; 1.5-hour/week time commitment (meets weekly; some program work outside meetings)
The Catholic Ministry Team ministers primarily to Catholic students on campus, providing opportunities for fellowship and community, growth in faith, and programs that educate about the rich, living traditions of Catholicism. CMT also works to collaborate with other religious denominations to gain greater understanding and foster cooperation among people of faith.
Ideal candidates are passionate about their Catholic faith; open to growth and learning from others; respectful of different beliefs than their own; humble; reliable; able to collaborate and work as a team; maintain a healthy school, work, and extra-curricular life balance; and have a willingness to share their faith with others.

**Responsibilities and Expectations:**
1. Attend weekly team meetings
2. Engage in team prayer, discussions and reflections
3. Coordinate and execute all events and programs

**Common Ground Team**

MEETS from 6-7:30 pm and worship from 8-9 pm every Sunday
The Common Ground Team is a community of Christian students from a wide variety of backgrounds whose primary purpose is to lead Common Ground, a weekly, Sunday night, ecumenical Protestant worship service. It is church, mostly. We are looking for students passionate about asking deep questions of faith, engaging with God in worship & community, and leading others to do the same.

**Responsibilities and Expectations:**
1. Attendance at team meetings and worship (maximum of three absences per semester)
2. Attendance at Winter Retreat
3. Leadership in worship--Scripture reading, prayer, music, welcome and/or preaching (everyone should preach once before graduating)
4. Further responsibility includes working on a squad:
   a. INTERNALLY FOCUSED: Function- to deepen the core community of the team; needs people who are thoughtful, organized, intentional and grounded; tasks will include support and logistics during worship and retreat.
   b. EXTERNALLY FOCUSED: Function- to grow the community of Common Ground; needs people who are at ease with themselves and others, excited by welcoming and recruited, energetic and extroverted; tasks will include one on ones with 2-4 students per semester, greeting and community building on Sundays, and developing other outreach initiatives.

**Community Action Day (CAD) Board**

MEETS Mondays, 7-9 PM; 2 hour/week time commitment
Community Action Day is Xavier’s largest day of service. The event is typically held in September and March of each school year and the weekly time commitment may vary depending on proximity to the event. CAD Board is divided into Site Leaders Committee, Sites Committee, PR Committee, and Logistics Committee.

**Responsibilities and Expectations:**
1. Each Board member is required to be part of one Committee, and must be able to attend weekly meetings.
2. Contacting service sites
3. Site leader recruitment and training
4. Promote event
5. Organize event logistics and other general administrative responsibilities for the day, depending on the assigned committee.
**Companion Group Board**

The Companion Group Board (CGB) position is open to returning and former Companion Group Leaders. Four student leaders make up CGB. Each member supports the Companion Group (CG) program through facilitation and planning of leader meetings, developing creative ways for groups to understand and engage in the three pillars of CGs, and directing the recruitment efforts at the start of fall and spring semesters. CGB reports to the staff coordinator of CGs.

An ideal candidate for the CGB will be: enthusiastic about CGs; motivated and open to grow in faith and leadership; committed to CG Mission; capable of providing direction to peer leaders; an effective communicator AND listener; maintain a healthy school, work, social, extracurricular life balance; punctual; task-oriented; able to take on new roles as assigned and let go of roles when asked; well-organized.

**Responsibilities and Expectations:**

1. Attend bi-weekly CGB meetings
2. Offer opening prayer as assigned
3. Contribute to development of CG program by actively participating in meetings
4. Participate in leadership training in preparation to mentor CG leaders and facilitate CG leader meetings
5. Organize/coordinate fall semester kick-off gathering
6. Advertise through the following venues: student Masses and Common Ground, eXplore CFJ, collaborate with CFJ Hall Squad, Getaway
7. Assist in facilitation of CG leader meetings
8. Assess CGs using end of semester reflections

(Return to list of CFJ Leadership Position titles)

**Companion Group Leader**

The Companion Group Leader (CGL) position is open to rising sophomore, junior, and senior students. Students who have not participated in a Companion Group (CG) but have actively been involved in other CFJ programs are also considered. CGLs report to the CFJ staff coordinator for CGs and to the Companion Group Board as needed.

An ideal candidate for the CGL position will be: enthusiastic about CGs; motivated and open to grow in faith and leadership development; eager to build community within a small faith-sharing group; ready and willing to talk about faith, relationship with God, and prayer; highly capable of leading a group of peers; an effective communicator AND listener; maintain a healthy school, work, social, extracurricular life balance; participant or a former participant of a CG.

**Responsibilities and Expectations:**

**1st Year Group Leaders**

1. Attend weekly meetings for first four weeks of fall semester
2. Attend bi-weekly meetings throughout school year
3. Facilitate a weekly CG
4. Prepare meeting agenda for each week with co-leader
5. Communicate with group members as needed
6. Share roles and responsibilities with co-leader
7. Offer support to group members as needed outside of group meeting time
8. Meet a minimum of one time for 1 on 1 check in with staff coordinator each semester
9. Advertise and recruit CG participants at start of fall and spring semesters
10. Attend CG Kick-Off gatherings

**Returning Leaders**

1. Attend bi-weekly meetings starting with the meeting prior to the kick-off gathering during fall semester
2. Attend bi-weekly meetings during spring semester
3. Facilitate a weekly Companion Group
4. *Prepare meeting agenda for each week with co-leader
5. Communicate with group members as needed  
6. Share roles and responsibilities with co-leader  
7. Offer support to group members as needed outside of group meeting time  
8. Meet a minimum of one time for 1 on 1 check in with staff coordinator each semester  
9. Advertise and recruit CG participants at start of fall and spring semesters  
10. Attend CG Kick-Off gatherings and CG large group reflections  

*Not all returning leaders will have co-leaders.

(Return to list of CFJ Leadership Position titles)

Dorothy Day Immersion Leaders

Leaders assist in planning all of the DDI trips (choosing locations, partner organizations for service and education, etc.) and are responsible for creating a positive, enriching experience for participants and partners. Leaders meet weekly to share information and for increased leadership development. They are responsible for community development within the group and facilitation of reflections and discussion on the trips and throughout the year. Leaders who are interested in integrating faith and justice, who are ready to enter into – and lead others – through difficult conversations, and who are organized and committed to turning big ideas into tangible results are a good fit for DDI leadership.

Responsibilities and Expectations:
1. Weekly 1.5-hour meetings (Tuesdays 7-8:30pm) beginning in April and throughout the 2016-2017 school year
2. Planning 3-4 trips as group
3. Research possible new sites and partners during the summer
4. Assist in promotion of the program to Xavier students: recruiting, selecting, and placing participants
5. Managing 1 trip:  
   a. Maintain on-going communication with community partners  
   b. Track payment information  
   c. Create itinerary and plan housing, food, and transportation while on the trip  
   d. Create estimated budgets for trips (with staff assistance)  
   e. Facilitate pre- and post-trip meetings with participants (planning education, activities, reflection)  
   f. Ongoing communication with participants to ensure they meet deadlines, attend meetings, make payments, participate in fundraisers, etc.

(Return to list of CFJ Leadership Position titles)

Encounter Retreat Co-Director

The Encounter Co-Director position is open to students who have served as an Encounter team leader and/or who have attended Encounter as a retreatant. Encounter co-directors work closely with the CFJ staff coordinator of Encounter and serve as leaders of the Encounter student leader team in preparation for the Encounter Retreat. Ideal applicants are dedicated and dependable as well as enthusiastic about sharing their faith and being a servant leader in a team setting.

Responsibilities and Expectations:  
Prior to Encounter Retreat  
1. Actively participate in recruitment of retreatants including personal invitations  
2. Send emails to Encounter alums  
3. Meet with CFJ staff coordinator weekly to plan retreat team meetings (12-14 meetings total)  
4. Facilitate, in coordination with CFJ staff coordinator, all preparation meetings prior to the retreat (10 team meetings total)  
5. Assist in planning and facilitating team overnight retreat  
6. Prepare an Encounter talk

(Return to list of CFJ Leadership Position titles)
7. Meet separately with CFJ staff coordinator and co-directors
8. Meet with prayer partner to discuss talks
9. Meet with team members for talk preparation
10. Prepare one or more prayers for weekend
11. Send out emails to team as needed
12. Send out emails to retreatants as needed
13. Organize and schedule team social activity
14. Prepare and pack retreat materials including handouts, candles, etc.
15. Organize and communicate with Encounter alums regarding prayer walk fourth room

**During Encounter weekend**
1. Assist with speaking roles during transitions between activities
2. Facilitate series of small group discussion and activities
3. Facilitate, prepare, and contribute to large group activities including prayer services
4. Actively socialize with retreatants during meals and breaks
5. Check-in with leaders during weekend and offer supportive presence
6. Present an Encounter talk
7. Attend and actively participate in team meetings

**After Encounter weekend**
1. Schedule and hold at least one small group gathering within two weeks after Encounter weekend
2. Send emails to retreatants about post-Encounter gathering
3. Attend post-Encounter large group gathering/reflection
4. Attend team follow-up and evaluation meeting

(Return to list of CFJ Leadership Position titles)

**Encounter Retreat Team**

The Encounter team leader position is open to junior and senior students who have attended the Encounter and/or Approach retreats. Encounter leaders prepare for and facilitate the Encounter retreat under the direction of the co-directors and CFJ staff coordinator. Ideal applicants are dedicated and dependable as well as enthusiastic about sharing their faith and being a servant leader in a team setting.

**Responsibilities and Expectations:**

**Prior to Encounter weekend**
1. Actively participate in recruitment of retreatants including personal invitations and sending emails to Encounter alums
2. Participate in all team meetings prior to the retreat (10 total)
3. Attend team overnight retreat
4. Prepare a leader talk
5. Meet separately with CFJ staff coordinator and co-directors
6. Meet with prayer partner to discuss talks
7. Prepare retreat materials

**During Encounter weekend**
1. Facilitate a small group
2. Facilitate and contribute to large group activities including prayer services
3. Actively socialize with retreatants during meals and breaks
4. Check-in with each other during weekend and be a supportive presence
5. Present one Encounter talk
6. Participate in team meetings

**After Encounter weekend**
1. Schedule and hold at least one small group gathering within two weeks after Encounter weekend
2. Attend post-Encounter large group gathering/reflection
3. Attend team follow-up and evaluation meeting

(Return to list of CFJ Leadership Position titles)

GetAway Retreat Team

MEETS 8/25, 9/1, and 9/8 from 8:30-10:00 p.m.; 1-2 hour/week time commitment.

The GetAway team leader position is open to any sophomore, junior or senior student. The leaders continue to reflect on where they have come from, where they currently find themselves and where they are going, in preparation to lead a small group of first-year students reflecting on those same questions. Three leaders will also deliver a talk based on the three main reflection questions of the retreat. The GetAway team facilitates community building through small and large group icebreakers and small group reflection time. Ideal applicants enjoy meeting, welcoming and mentoring first year students as well as collaborating with other leaders to provide the first years with a great introductory experience to the CFJ and to their life here at Xavier.

Responsibilities and Expectations:
1. Attend the three meetings prior to the retreat
2. Co-lead a small group on the retreat
3. Participate in and lead the barn dance
4. Attend large-group reunion held the week after the retreat
5. Coordinate and lead a small group reunion after the retreat
6. Assisting with eXplore CFJ if their schedule permits

(Return to list of CFJ Leadership Position titles)

Gospel Choir Board

MEETS THURSDAYS, 6:30-9:30 pm; Once more a month TBD 3-6 hour/week commitment

The Xavier University Gospel Choir is an ensemble that fosters faith, community and music. Steeped in the Gospel tradition, student leaders will have responsibilities in attending to the spiritual grounding of the choir, fostering the sense of community, and discerning important ways for the Gospel Choir to be a part of Xavier. We are looking for a dynamic team that takes seriously the care of growth of fellow students, seeking to be their partners in faith while at Xavier. Leadership commitments will include a weekly meeting with the team, assistance to the director when needed, and of course, attendance at rehearsals, Common Ground and performances with the choir.

Responsibilities and Expectations:
1. Weekly & monthly meetings with the team
2. Assistance to the director when needed
3. Attendance at rehearsals, Common Ground and performances with the choir
4. Filling one of the following roles:
   a. Choir Chaplain - attending to the prayer life of choir, designing times and opportunities for prayer both in and out of rehearsal.
   b. Choir Ambassador - being the public face for the choir, attending to recruit efforts and public relations.
   c. Choir Manager - keeping calendar of rehearsals and performances, and maintaining email contact with members.

(Return to list of CFJ Leadership Position titles)
Hall Squad

MEETS bi-weekly TBD with CFJ staff and bi-weekly TBD visits to a residence hall floor; 1-2 hour/week time commitment.

Hall Squad is made up of CFJ student leaders whose mission is to build community on campus and promote awareness of opportunities available through the CFJ through residence hall outreach. Hall Squad members will promote CFJ programs, leadership opportunities, and campus events that focus on faith and justice to first year students living on floors in first year residence halls. Welcoming new students to the Xavier community and promoting eXplore CFJ and the GetAway retreat for first years will also be a focus.

Responsibilities and Expectations:
7. Each Squad member is expected to understand the mission of the CFJ and their role in furthering the CFJ mission
8. A willingness to go into the residence halls and engage with first year students
9. Connecting with the RA of the corridor you regularly visit
10. Informing first years of pertinent events being offered by the CFJ
11. Putting on at least one program a semester in collaboration with the RA of your corridor
12. Promoting and executing an event created by the entire CFJ Hall Squad once a semester
13. Attending all bi-weekly meetings and bi-weekly hall visits
14. Promoting GetAway and inviting first year students to attend
15. Serving in a leadership role on the GetAway Retreat

[Return to list of CFJ Leadership Position titles]

Ignatian Family Teach-In for Justice (IFTJ) Co-Directors

IFTJ Co-Directors help recruit, promote, and plan for a Xavier delegation to attend IFTJ in Washington, D.C. during November. Planning work for the IFTJ begins in October. Co-Directors will also plan events for Ignatian Family Advocacy Month (IFAM) in February following IFTJ. Quality applicants are enthusiastic about the connection between faith and justice, well organized, and capable of leading a group of peers.

Responsibilities and Expectations:
Prior to Weekend
1. Meet four times with CFJ staff coordinator
2. Two meetings prior to first large group meeting
3. Begin trip preparation and discuss recruiting strategies
4. Prepare for first large group meeting
5. Email communication with participants
6. Two meetings after first large group meeting
7. Prepare for second large group meeting
8. Email communication with participants
9. Advertise and recruit student participants
   a. Announcements at Mass and Common Ground
   b. GSC poster
   c. Social media
   d. Personal invitations
   e. Email invitations
10. Co-facilitate with CFJ staff coordinator two large group meetings with all participants

During Weekend
1. Attend various IFTJ events, workshops, and presentations
2. Engage in discussion with student participants
3. Facilitate small group reflection with participants
4. Check in with CFJ staff supervisor on a daily basis
5. Check in with student participants on a daily basis

**After Weekend**

1. Facilitate follow-up reflection and meeting with student participants
2. Meet with CFJ staff supervisor for follow-up reflection and evaluation
3. Plan and execute post IFTJ program during Ignatian Family Advocacy Month (February)

*Return to list of CFJ Leadership Position titles*

**Liturgical Choir Council**

MEETS TUESDAYS, 5:45-7:00PM choir rehearsal; 7:00-7:45PM meeting; 2.5-hour/week time commitment. Meeting lengths may be fifteen minutes shorter or longer depending on the agenda of any given week. The Liturgical Choir Council is a leadership team composed of members who sing in the choir. Members of the council coordinate organizational aspects of the ensemble, plan social and other events for the choir, and serve as an advisory board to the director. All council members must sing in the Liturgical Choir and commit to singing three Sunday masses a month (4PM OR 10PM) as well as special liturgies throughout the year.

Ideal candidates are passionate about their faith and music ministry; take initiative in reaching out to others; are task-oriented and committed to the choir; and maintain a healthy school, work, and extra-curricular life balance.

*Responsibilities and Expectations:*
1. Attend weekly meetings
2. Meet all attendance requirements for singing in the choir
3. Coordinate recruitment efforts at the beginning of fall and spring semesters
4. Plan the Liturgical Choir fall retreat in conjunction with the director
5. Organize social and service events for the choir
6. Assist the director in serving the spiritual and musical needs of the ensemble

*Return to list of CFJ Leadership Position titles*

**Men's Retreat Team**

The Men’s Retreat team leader position is open to sophomore, junior, and senior students who have attended the CFJ Men’s Retreat. Men’s Retreat leaders prepare for and facilitate the Men’s Retreat under the direction of the CFJ staff coordinator. Quality applicants are dedicated and dependable as well as enthusiastic about leading a group of peers while serving as a member of a team.

*Responsibilities and Expectations:*

**Prior to Men’s Retreat**
1. Actively participate in recruitment of retreatants including:
   a. personal invitations
   b. individual email invites
   c. send emails to Men’s Retreat alums
   d. Sunday Mass and Common Ground announcements
2. Participate in all team meetings prior to the retreat
3. Prepare a leader talk, coordinate recreation time, or oversee group prayers

**During Men’s Retreat**
1. Facilitate a small group
2. Facilitate and contribute to large group activities
3. Actively socialize with retreatants during meals and breaks
4. Check-in with each other during weekend and be a supportive presence
5. Participate in team check-ins

**After Men’s Retreat**
1. Attend post-Men’s Retreat large group gathering/reflection
2. Attend team follow-up and evaluation meeting

(Return to list of CFJ Leadership Position titles)

**Women's Day Retreat Team**

The Women’s Day Retreat team leader position is open to sophomore, junior, and senior students who have attended a CFJ Women’s Retreat. Leadership includes willingness and readiness to lead small groups, offer a personal talk, and facilitate communal prayers. Quality applicants are dedicated and dependable as well as enthusiastic about leading a group of peers while serving as a member of a team.

**Responsibilities and Expectations:**

**Prior to Women’s Retreat**
1. Actively participate in recruitment of retreatants including:
   a. personal invitations
   b. individual email invites
   c. send emails to Women’s Day Retreat alums
   d. Sunday Mass and Common Ground announcements
2. Participate in all team meetings prior to the retreat
3. Prepare a leader talk, coordinate recreation time, and/or oversee group prayers

**During Women’s Retreat**
1. Facilitate a small group or complete behind scenes tasks
2. Facilitate and contribute to large group activities
3. Actively socialize with retreatants during meals and breaks
4. Check-in with each other during weekend and be a supportive presence
5. Participate in team check-ins

**After Women’s Retreat**
1. Attend post-Women’s Retreat large group gathering/reflection
2. Attend team follow-up and evaluation meeting

(Return to list of CFJ Leadership Position titles)

**X-Change Board (Site Coordinator, Co-Chairs)**

The X-Change Board assists the CFJ staff coordinator in overseeing the X-Change weekly service program for students. Ideal candidates will have experience with service and with social justice issues, leadership and facilitation experience, the ability to build a community with a small group of peers, and the ability to communicate effectively both with Site Leaders and the Board.

**Responsibilities and Expectations:**

1. Lead groups of assigned X-Change site leaders weekly in training and reflection
2. Assist in creation of training materials
3. Plan and execute large group training/social events for X-Change
4. Support X-Change Site Leaders and Participants when short term transportation issues arise (a site leader is sick one week, etc).
5. Assist with advertising and recruitment
6. Creating and managing the logistics of X-Change sign up
7. Working closely with the CFJ staff coordinator to make sure sign-ups and office hours are running smoothly
8. Co-chairs are expected to help schedule the time board members work office hours
9. Co-chairs will work with the staff advisor to create reflection and training materials
10. Co-chairs are critical in making sure the program can be replicated for the next year

(Return to list of CFJ Leadership Position titles)

X-Change Site Leader

MEETING TIME WEDNESDAY, 4-6PM (Site leader meeting), Weekly Service as Scheduled, 3-hour/week

X-CHANGE relies on Site Leaders to be the connection point between student Volunteer Participants, Site Representatives, and the X-Change Board. Ideal candidates would be leaders who are outgoing, punctual, able to communicate efficiently, and looking to build a community.

Responsibilities and Expectations:
1. Serve weekly at a community with your participants
2. Lead reflection with your group each week, immediately after service together
3. Manage transportation plan for the group
4. Meet weekly with X-Change Site Coordinators to go over training materials, and reflect on their own experiences
5. Small group leadership and facilitation is a large part of the position
6. Help to recruit new participants
7. Build community within your group of participants. (This is a critical aspect of the site leader position)

(Return to list of CFJ Leadership Position titles)

10pm Mass Committee

MEETS THURSDAYS, 5:15-6:30PM, 9:15-11PM; 3-hour/week time commitment

The 10:00pm Mass Committee is comprised of 7-8 team members whose primary aim is to minister to the student 10:00pm Mass community. This is accomplished through carrying out all liturgical tasks needed to execute the liturgy (with the exception of music); creating a safe, welcoming environment that helps students feel comfortable and a sense of belonging; and meeting weekly to pray, learn and discuss topics related to the liturgy. It is expected all team members model a Christian way of living and have a desire to share and grow in their faith.

Ideal candidates are passionate about their Catholic faith, liturgical prayer, and ministering to others; reliable; approachable, warm and hospitable; able to collaborate and work as a team; excellent communicators; open to growth and learning; and able to maintain a healthy school, work, and extra-curricular life balance.

Responsibilities and Expectations:
1. Attend weekly team meetings and Sunday 10:00pm masses
2. Engage in team prayer, discussions and reflections
3. Carry out duties as assigned before, during, and after the 10:00pm mass
4. Assist with additional special liturgies and prayer services as needed and able

(Return to list of CFJ Leadership Position titles)