Dorothy Day Center for Faith and Justice

Leadership Position Descriptions for Academic Year 2019-2020

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Jumaa Coordinator
Liturgical Choir Council
X-Change Board (Site Coordinator, Co-Chairs)
X-Change Site Leader
Xavier Student Sustainability (XSS) Board
10pm Mass Committee
**Alternative Breaks Board**

The Alternative Breaks Board is made up of 13 students who meet weekly during the school year and work remotely through the summer months to plan and prepare trips for students over Fall and Spring Breaks. Follow this link for detailed descriptions of all available AB Board positions.

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**Approach Retreat Co-Director**

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

Retreat Dates: November 1-3, 2019; February 21-23, 2020

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 team. Ideal candidates are flexible and willing share input regarding meetings, talk preparation, and logistics. They are also open to continuing their own faith journey and attempting to synthesize their approach to spirituality as they move toward graduation. Applicants should be heavily invested in the Approach retreat and in each of the leaders.

All Approach Co-Director applicants will also be considered for the Approach Retreat Team. Please see that position description [here](#).

*Responsibilities and Expectations:*

**Prior to Approach weekend**
1. Gather the team once prior to the semester of leading
2. Meet with CFJ staff coordinator weekly to plan retreat team meetings (10-12 meetings total)
3. Facilitate, in coordination with CFJ staff coordinator, all preparation meetings prior to the retreat (9 team meetings total)
4. Facilitate the summer reading book discussion
5. Assist in planning and facilitating team overnight retreat
6. Meet with team members for talk preparation
7. Send out emails/reminders to team as needed
8. Prepare and pack retreat materials including handouts, candles, etc.

**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. Check-in with leaders during weekend and offer supportive presence

**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. Serve as bus coordinators and provide logistical support for the retreat they are not co-directing

*(Return to list of CFJ Leadership Position titles)*
Approach Retreat Team

Meets Mondays, 7-10 p.m.; 3-4 hour/week time commitment
Retreat Dates: November 1-3, 2019; February 21-23, 2020

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. Ideal candidates 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.

All Approach Team applicants will also be considered for the Approach Retreat Team. Please see that position description here.

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 (9 total)
3. Attend team overnight retreat
4. Prepare a leader talk
5. 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. Present one talk or prayer service

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 Mondays, 4:00-5:15PM (subject to change); 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. Meetings consist of planning CMT events (primarily Tea with the Saints and Ablaze) that aim to reach the larger Catholic community on campus as well as reflecting upon the challenges, tensions, and joys of our Catholic faith through study of Church documents and prayerful reflection.

Ideal candidates are passionate about their Catholic faith; open to growth and learning from others; respectful of beliefs different from 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 PR

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**Common Ground Team**

MEETS Sundays, 6:30-7:30PM (meeting), 8:00-9:00PM (worship); 3-4 hr/week time commitment

The Common Ground Team is a community of Christian students from a wide variety of backgrounds whose primary purposes are Christian faith formation and to lead Common Ground. 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. The Common Ground Team is a space to develop a deeper sense of community and explore practices together like Bible study, prayer, leadership, and hospitality.

REQUIRED DURING THE YEAR
- Fall Team Retreat—Sept. 13-14, 2019
- Common Ground Retreat – Feb. 1-2, 2020

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**Common Ground Team CORE**

MEETS TBD; 4-6 hour/week time commitment

In addition to the responsibilities of being on the team below, you will be asked to meet for an hour a week with Abby and the Common Ground Core. You will have flexible responsibilities including one-one-ones with team members and attendees at Common Ground, and individual responsibilities up to an additional 3 hours a week (often less). This group will include those who will be squad captains, worship leaders, and co-chairs.

The Common Ground Team is a community of Christian students from a wide variety of backgrounds whose primary purposes are Christian faith formation and to lead Common Ground. 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. The Common Ground Core is a space to really invest in Common Ground, while mentoring and supporting others, and becoming increasingly responsible for what happens in worship.

REQUIRED DURING THE YEAR
- Fall Team Retreat—Sept. 13-14, 2019
- Common Ground Retreat – Feb. 1-2, 2020

(Return to list of CFJ Leadership Position titles)

**Community Action Day (CAD) Board**

MEETS Sundays, 9-10 PM; 1.5 hour/week time commitment
- Fall Community Action Day – September 28, 2019
- 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 committees: Site Leaders, Sites, and PR. The two CAD Co-chairs participate in one committee as well as serve as the 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. Contact service sites
3. Recruit and train site leaders
4. Promote CAD
5. Organize event logistics and other general administrative responsibilities for the day, depending on the assigned committee.

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Companion Group Board

MEETS Bi-weekly on TUESDAYS, 3:30-4:30pm (subject to change); 1 hour/week time commitment, in addition to Companion Group Leader commitments and responsibilities

The Companion Group Board (CGB) position is open to returning and former Companion Group Leaders. Each member supports the Companion Group (CG) program through facilitation and planning of leader meetings; coordinating one-time large group events; directing the recruitment efforts at the start of fall and spring semesters. An ideal candidate for the CGB is enthusiastic about CGs; motivated and open to grow in faith and leadership; committed to CG Mission and 3 Pillars of faith, community, and reflection; capable of providing direction to peer leaders; an effective communicator AND listener; able to 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 and actively participate in bi-weekly Board meetings
2. Attend and help facilitate CG Leader meetings
3. Organize/coordinate fall semester CG Kick-Off
4. Plan and coordinate 1-2 CG Pillar events per semester
5. Advertise and recruit for CGs at start of fall semester
6. Assess CGs using end of semester reflections and other methods

(Return to list of CFJ Leadership Position titles)

Companion Group Leader

MEETS weekly on WEDNESDAYS 3:00-4:15 PM; 2.5 hour/week commitment

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 is 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; 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:
1. Attend weekly meetings during fall and spring semester
2. Facilitate a weekly CG
3. Work collaboratively with co-leader and prepare meeting agenda for weekly group meetings
4. Communicate with group members as needed
5. Offer support to group members as needed outside of group meeting time
6. Meet a minimum of one time for 1 on 1 check in with staff coordinator each semester
7. Advertise and recruit CG participants at start of fall and spring semesters
8. Attend CG Kick-Off gatherings and CG Pillar large group events

(Return to list of CFJ Leadership Position titles)
Dorothy Day Immersion Leaders

MEETS MONDAY 7:00-8:30 PM; 1.5-2 hr/week commitment

Dorothy Day wrote, “The greatest challenge of the day is how to bring about a revolution of the heart, a revolution that has to start with each one of us.” Leaders assist in planning all of the DDI trips (finalizing 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 (Mondays 7-8:30pm) beginning in April and throughout the 2019-2020 school year
2. Planning 3-4 trips as group
3. Research possible new sites and community partners during the summer
4. Assist in promotion of the program to Xavier students: recruiting, selecting, and placing participants
5. Facilitate pre- and post-trip meetings with participants (planning education, activities, reflection)
6. Managing 1 trip:
   a. Maintain on-going communication with community partners
   b. Track payment information and facilitate fundraising
   c. Assist in creation of itinerary and plan for housing, food, and transportation while on the trip
   d. Create estimated budgets for trips (with staff assistance)
   e. Ongoing communication with participants to ensure they meet deadlines, attend meetings, make payments, participate in fundraisers, etc.
   f. Co-facilitate daily reflections throughout the trip

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Encounter Retreat Co-Director

TEAM MEETS TUESDAYS 6:00-8:00 PM (October 2019-February 2020)
CO-DIRECTORS MEET WEEKLY – Day and time TBD (October 2019-February 2020)
Encounter Retreat weekend will be FEB. 7-9, 2020

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. Meet with CFJ staff coordinator weekly to plan retreat team meetings (10-12 meetings total)
3. Facilitate, in coordination with CFJ staff coordinator, all preparation meetings prior to the retreat (10 team meetings total)
4. Assist in planning and facilitating team overnight retreat
5. Prepare an Encounter talk
6. Meet with team members for talk preparation
7. Send out emails to team as needed
8. Send out emails to retreatants as needed
9. Organize and schedule team social activity
10. Prepare retreat materials including song sheets

**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**

MEETS TUESDAYS 6:00-8:00 PM (October 2019-February 2020)
Encounter Retreat weekend will be FEB. 7-9, 2020

The Encounter team leader position is open to rising 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 student 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.

All Encounter Team applicants will also be considered for the Approach Retreat Team. Please see that position description here.

**Responsibilities and Expectations:**

**Prior to Encounter weekend**
1. Actively participate in recruitment of retreatants including personal invitations
2. Participate in all team meetings prior to the retreat (10 total)
3. Attend team overnight retreat
4. Prepare a leader talk
5. Prepare retreat materials as assigned

**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 8/29, 9/5, 9/12 (Thursdays) from 8:30-10:00 p.m.; 1-2 hour/week time commitment.
RETREAT DATE: Friday-Saturday, September 13-14

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. Assist with eXplore CFJ as their schedule permits

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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.

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

Meetings TBD, twice with staff and twice with large group pre-conference
IFTJ will take place Nov. 16-18

The IFTJ Co-Director position is open to students who have attended IFTJ as a delegate. IFTJ Co-Director helps 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. 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. Meets twice with CFJ staff coordinator
2. Advertise and recruit student participants
3. Co-facilitate with CFJ staff coordinator two large group meetings with all participants

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

Interfaith Advisory Task Force

MEETS: TBD; 1-2 hr/week time commitment (meets weekly; potentially some outside work)

The Interfaith Advisory Task Force will be a diverse group of students from a variety of faith and philosophical traditions, including non-religious or other values-based worldviews. The primary purpose of this task force will be to assist in discerning direction, developing programs, and contributing to strategic vision for interfaith work in the CFJ as interfaith work on campus continues to change. Ideal candidates should be comfortable expressing their faith journeys, whether that is rooted in a specific tradition, currently seeking, or distinctly non-religious.

Jumaa Coordinator

Meetings at your convenience, 2 hr/week commitment

A growing Friday prayer community is now on campus, and we hope to include student leadership intentionally, prayerfully, and faithfully leading this community to flourish. The Coordinator(s) will work with the Muslim Chaplain on CFJ staff to coordinate Jumaa, including who gives the khutbahs, with attention paid to the strategic direction of the community. The coordinator(s) will assist the Muslim Chaplain with logistical support and facilitation of the semesterly Khutba Workshop and the monthly Sweet Talks. We hope the student(s) who fill(s) this role will be able to help shape and form this tradition as it continues to be rooted on campus.

Responsibilities and Expectations:
1. Keep a calendar for Jumaa
2. Work with Muslim chaplain on CFJ staff to develop and lead a Khutbah workshop each semester and other community building events
3. Recruit other students to come to prayer, Khutbah workshop, and Sweet Talks
4. Commit to writing or giving at least two Khutbahs per semester, as well as help recruit other students to do so
5. Attendance at Envision CFJ
6. Build intentional relationships with students in MSA, Muslim faculty on campus and others who would be served by the Friday prayer community

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Liturgical Choir Council

MEETS SUNDAYS, 8:00-9:00PM-5:45 PM meeting; 5:45-7:00 PM choir rehearsal; 2.25-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 any retreats or outings in conjunction with the director
5. Organize social and service events for the choir
6. Assist the director in serving the spiritual, organizational, and musical needs of the ensemble

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X-Change Board

MEETING TIME WEDNESDAY, 4-6PM (Site leader meeting), AND 1 additional hour, date/time TBD (Board Meeting); 3-4 hour/week

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 social justice issues, as well as 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 X-Change site leaders weekly in training and reflection
2. Assist in creation of training and reflection materials
3. Support X-Change Site Leaders and Participants when short-term transportation issues arise (a site leader is sick one week, etc).
4. Assist with advertising of X-Change opportunity and recruitment of participants
5. Helping to manage the logistics of X-Change sign up
6. Working closely with the CFJ staff coordinator to make sure sign-ups and placement run smoothly

(Return to list of CFJ Leadership Position titles)
X-Change Site Leader

MEETING TIME WEDNESDAY, 4-6PM (Site leader meeting), Weekly Service as Scheduled, 3-4 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 are leaders who are outgoing, effective communicators, experienced team/relationship-builders who are comfortable with small group facilitation.

Responsibilities and Expectations:
1. Serve as the key connector between your small group, your service site, and the X-Change Board.
2. Serve weekly in the community with your small group of X-Change participants
3. Lead reflection and community-building activities with your group each week, immediately after service
4. Manage transportation plan for the group
5. Meet weekly with X-Change Board members to engage in leadership training and reflect on own experiences
6. Small group leadership and facilitation is a large part of the position
7. Help to recruit new participants
8. Build community within your group of participants. (This is a critical aspect of the site leader position)

Xavier Student Sustainability (XSS) Board

MEETS Bi-weekly on THURSDAYS, 4:00-5:00 pm AND must attend XSS Bi-weekly meetings, TBD; 2 hour/week time commitment

The Xavier Student Sustainability (XSS) Board position is open to rising sophomore and junior students, and the Board is comprised of eight student leaders. XSS Board promotes sustainability initiatives on campus through education and direct action. XSS Board members participate in sustainability efforts during Manresa Move-In Day in August and Muskie Move-Out in May.

An ideal candidate for the XSS Board is: enthusiastic and passionate about sustainability issues on campus and in the Cincinnati community; willing to challenge her/himself to incorporate sustainable practices into her/his life; motivated to promote sustainability initiatives on campus; currently an active member of Xavier Student Sustainability; willing to learn and be challenged to grow; an effective communicator AND listener; able to maintain a healthy school, work, social, and extracurricular life balance.

Responsibilities and Expectations:
1. Attend weekly Board meetings
2. Attend bi-weekly XSS meetings
3. Advertise and recruit XSS members
4. Attend XSS sponsored events and contribute to events as needed
5. Participate in recycling efforts of Manresa move-in
6. Participate in Muskie Move-Out
7. Work collaboratively on XSS projects
**10pm Mass Committee**

MEETS SUNDAYS, 8:00-9:00PM-5:45 PM meeting; 5:45-7:00 PM choir rehearsal; 2.25-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 any retreats or outings in conjunction with the director
5. Organize social and service events for the choir
6. Assist the director in serving the spiritual, organizational, and musical needs of the ensemble

(Return to list of CFJ Leadership Position titles)