



DISCOVERING CHRIST TEAM ROLES AND DESCRIPTIONS

MAIN LEADER

The main leader provides spiritual leadership for the entire Discovering Christ team and the participants. Ideally they will have overall responsibility for the entire ChristLife process.

Qualifications

A spiritually mature Catholic Christian who has a heart for evangelization and helping others grow in their relationship with Jesus, who understands the philosophy of the ChristLife series especially Discovering Christ, who understands the work of the Holy Spirit, is full of the Spirit and wisdom, and is gifted in the areas of leadership, teaching, discernment, and faith.

Specific Responsibilities:

- Provide spiritual leadership for all aspects of the Discovering Christ course, including the team training, the weekly sessions, the retreat, and the final dinner.
- Interface with the pastor and the parish staff on all matters related to Discovering Christ including budget, facilities, dates, publicity, website, and registration.
- Help recruit key team members.
- Help the small group coordinator, to select and train the small group facilitators and helpers.
- Review songs chosen for worship with the Worship Leader.
- Encourage, instruct, and give direction or correction to team members as needed. Be sensitive to the spiritual and emotional needs of the team.
- Prepare for each session by praying for the team members, as well as all the participants. Lead the team meetings prior to the start of each session. Give an overview of the evening and address any special things that are planned.
- Be familiar with and understand the Guide to Prayer Ministry in Part VI Resources section.
- Teach small group leaders and helpers how to pray with people.
- Administer the “mini-retreat” in coordination with the administrator and prayer teams.
- Schedule and plan for Following Christ and Sharing Christ.



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OVERALL ADMINISTRATOR

The overall administrator is responsible for all the practical aspects of setting up and running the course. It is their responsibility to see that all of the details needed to run a successful course are taken care of. They do not do it all, but make sure things are done correctly and in a timely manner.

Qualifications

A spiritually mature Catholic Christian who has a heart for evangelization and possesses gifts in the area of leadership and administration. They have excellent interpersonal skills, which will set an example for the rest of the team.

Specific Responsibilities:

- Works closely with the main leader in planning and running of the course.
- Select the team members with the main leader.
- Schedule regular planning meetings.
- Develop timelines.
- Organize the training day or team participation in a conference.
- Encourage team members and resolve any conflicts.
- Conduct a weekly administration meeting during the course as needed.
- Ensure all materials are available for the participants.
- Act as emcee for the course sessions or appoint someone.
- Evaluate the course and adjust the process or the team as needed.
- Plan for and organize the retreat. In larger courses, appoint a retreat coordinator to assist in planning the retreat.
- Plan for the mini-retreat in coordination with the main leader and organize the final session.
- Distribute the participant course evaluation form during the final session. This form can be found online at www.christlife.org/discover under "Free Resources." Inform participants of the start of the Following Christ course or other spiritual growth opportunities of the parish.
- Schedule and conduct a post course evaluation meeting with the entire team. Based on the evaluations, determine necessary changes and adjustments to increase the effectiveness of the course.
- Send thank you notes/emails to all of the team members.
- Begin planning for the next Discovering Christ course.
- Determine if childcare can be offered. If so, appoint someone to take the lead.



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INTERCESSION LEADER

The responsibility of the prayer leader is to assemble a team of committed intercessors who will pray for every aspect of the course.

Qualifications

A mature Catholic Christian with a heart for intercession who knows that success depends on the grace of the Lord, is able to define prayer needs and focus prayer on these needs, and has the ability to gather like-minded people for the prayer team.

Specific Responsibilities:

- Gather a team committed to pray for: success of the course, selection of the team, that the Holy Spirit guide the leaders, that people respond to the Holy Spirit's invitation to attend, the speakers, the small group leaders, the hospitality team and the participants before and during the weekly sessions, the retreat.
- Enlist others in the parish to pray, with pastor's permission. Ideas include: Eucharistic Adoration, Rosary Group, Divine Mercy, Legion of Mary, Charismatic prayer group, Shut-ins, School children, Petitions at Mass, etc. Ask the ChristLife Facebook group to pray for your parish course.



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EVANGELIZATION COORDINATOR

The key responsibilities of the evangelization coordinator are to publicize/promote the course using a variety of media and to motivate and equip team members to personally evangelize.

Qualifications

A mature Catholic Christian with a heart for evangelization, creativity, and good organizing and planning skills. They should also possess the technical skills to use various media, leadership skills to motivate others to evangelize, and preferably have experience in the areas of marketing and advertising. Ideally this person has some experience with graphic design or an eye for creative marketing.

Specific Responsibilities:

- Attend the training day or conference. Review the Discovering Christ Team Training DVD session, “Where the Rubber Meets the Road: Making the Invite.”
- Develop an action plan with a timeline.
- Recruit others to help with publicity.
- Motivate and equip the entire team to take concrete steps to personally invite people in their lives (in the parish, neighborhood, family, workplace, university).
- Use “Prayer Cards” to encourage team members to personally pray for people in their lives who they would like to invite to Discovering Christ. Downloadable prayer cards can be found online at <http://christlife.org/discover> under “Free Resources.”
- Create eye-catching material (invite cards, bulletin inserts, posters, banners).
- Create press releases to run in diocesan Catholic paper and religion section of local papers.
- Request pulpit announcements—priest endorsement, testimonies of people who have impacted by the course, play the “Promo Video” at Mass (available on the DVD).
- Develop a Discovering Christ page for the parish website. Include a registration form. Include the “Promo Video” from YouTube, found online at www.christlife.org/discover
- Use existing parish social networking sites (e.g., Facebook) to promote the course.
- Ask parish ministries to help publicize the course with their members.



DISCOVERING CHRIST TEAM ROLES AND DESCRIPTIONS

SMALL GROUP COORDINATOR

The key responsibility of the small group coordinator is to recruit, train, oversee, and encourage small group facilitators and helpers.

Qualifications

A mature Catholic Christian experienced in facilitating small groups and able to encourage others. They should also understand the purpose of the small groups, have good interpersonal skills, be sensitive, gifted in hospitality and evangelization, and have a servant's heart.

Specific Responsibilities:

- Attend a ChristLife training conference if possible. Attend all team meetings.
- Select the small group facilitators and helpers, with the help of the main leader and overall administrator. Look for people who know the Lord and are filled with His joy.
- Train the facilitators and helpers.
- Conduct weekly meeting ½ hour prior to the beginning of each evening session with facilitators and helpers to pray for the groups, review the teaching for the night, and to address any problems. This is very important!
- Model spiritual leadership by being available to all small group facilitators and helpers, praying for them regularly, and affirming them constantly.
- Remind facilitators and helpers they are not supposed to “teach,” rather they are to create a welcoming atmosphere where guests feel free to ask honest questions and share their feelings about the Christian faith.
- Assign facilitators, helpers, and guests to small groups prayerfully with the main leader. In medium to large courses, the small group coordinator generally is too busy to be a facilitator, but may be a helper.
- Ensure each group has all the materials they need.
- Encourage facilitators and helpers to begin praying for their group members as soon as the assignments are made.
- Emphasize to all facilitators and helpers the importance of commitment to the course.



DISCOVERING CHRIST TEAM ROLES AND DESCRIPTIONS

SMALL GROUP FACILITATORS

The key responsibilities of small group facilitators are to facilitate discussion in the small groups and create a welcoming atmosphere where guests feel free to ask honest questions about the Christian faith.

Qualifications

A Catholic Christian who is growing in relationship with the Lord, good with people, sensitive, nonjudgmental, and understands the work of the Holy Spirit.

Specific Responsibilities:

- Attend all training sessions, all weekly administrative/prayer meetings, each of the weekly teaching sessions, the retreat day, the final dinner, and any follow-up meetings.
- Prepare for each weekly session by praying for the other facilitators and helpers, each member of their group, and by reviewing the material for the session.
- Review guidelines for leading small groups, found in the Facilitator's Guide.
- Privately offer gentle advice to participants for simple problems, suggest ways of getting help for serious concerns.
- Know your limitations, ask for help when needed.
- Pray with those who respond to the invitation for prayer on the retreat.

Reminders for leading effective small groups

- Facilitate and stimulate discussion. Do not teach or counsel. Keep the discussion focused on the topic/teaching of the evening.
- Look for opinions not answers. Ask the person what they think or feel.
- Foster an environment of open discussion. Encourage all members of the group to participate.
- Communicate clearly to your helper in what ways you need their assistance. Evaluate their ability to facilitate a group in the future..
- Treat all participants the same. Show no partiality.
- Direct all questions to the group.
- Remember - there are no dumb questions.



DISCOVERING CHRIST TEAM ROLES AND DESCRIPTIONS

SMALL GROUP HELPERS

The key responsibility of the small group helpers is to assist the small group facilitators in creating a welcoming atmosphere where guests can feel free to ask honest questions about the Christian faith.

Qualifications

A Catholic Christian who is growing in relationship with the Lord, good with people, sensitive, nonjudgmental, and understands where participants are coming from.

Specific Responsibilities:

- Attend all training sessions, all weekly administrative/prayer meetings, each of the weekly teaching sessions, the retreat day, the final dinner, and any follow-up meetings.
- Prepare for each weekly session by praying for the other facilitators and helpers, each member of their group, and by reviewing the material for the session.
- Help the discussion stay on course by responding to the questions in a manner consistent with the goal of the session.
- Help the facilitator, not by taking the lead and asking the discussion questions, but by being an active and supportive participant.
- Fill-in as facilitator if she or he misses a session.



DISCOVERING CHRIST TEAM ROLES AND DESCRIPTIONS

HOSPITALITY COORDINATOR

The key responsibility of the hospitality coordinator is to select, train, and coordinate the activities of the hospitality team (a team of people who provide practical services for the course involving everything from setting up tables and chairs to clean up).

Qualifications

A mature or growing Catholic Christian who can be counted on to get things done, is experienced in overseeing and delegating responsibility to others, has the ability to train others, understands that a key to the course is to provide an environment where participants feel welcome, has good interpersonal skills, is gifted in areas of administration, and has a servant's heart.

Specific Responsibilities:

- In coordination with the overall administrator, select and oversee the hospitality team, the team of people responsible for logistics for the weekly sessions, the final dinner, and in some cases, the retreat. The size of the hospitality team depends on the number of course participants (3-6 people is a good number for medium size courses).
- In coordination with the dinner coordinator, determine the layout of the dining area and eating area.
- In coordination with the worship leader and the overall administrator insure that the A/V needs are available: PA system, computer and video projector, DVD player, screen, extension cords, power strips, etc.
- Make sure all A/V equipment is working before each session. Select a technically savvy team member to be responsible for all A/V functions.
- With the overall administrator and the evangelization coordinator, consider what signage is needed.
- Encourage, instruct, and give direction or correction to team members as needed.
- Attend all training sessions, weekly administration meetings, each of the weekly sessions, and any follow-up meetings.
- Provide tent cards with numbers on them for the dinner tables to identify where each small group will sit.
- Gather the hospitality team for prayer at the beginning of each session.
- Consider having a setup team and a clean up team. Members need not commit to be there for each session.



DISCOVERING CHRIST TEAM ROLES AND DESCRIPTIONS

DINNER COORDINATOR

The dinner coordinator is responsible to assure that enough quality food is prepared and available for all of the meals for the course: weekly meetings, retreat, and the final dinner.

Qualifications

The dinner coordinator should be organized, good with people, and gifted in the area of administration

Specific Responsibilities:

Weekly Dinner

- Recruit a team to help in the kitchen and assign duties.
- Attend the training day or conference with the dinner team.
- Determine how meals will be provided: prepared and cooked by the dinner team, prepared by volunteers and brought hot to the meeting, or catered. Work within the budget.
- Plan a menu for the weekly dinner. Dinners should be simple, yet appetizing. Suggestions: pasta dishes, chili, casseroles, barbecue, pizza, etc. Also serve salad, bread or rolls, and a simple dessert. Have vegetarian and gluten free alternatives if needed.
- Determine what is needed in the serving area: tables, tablecloths, salt, pepper, sugar, etc. with the hospitality coordinator.
- Provide beverages including water, iced tea, hot tea, coffee, etc.
- Plan and provide food for the break.

Retreat

- Determine what meals and snacks will be provided on the retreat for breakfast and lunch and if meals will be prepared or catered.
- Oversee the purchase and preparation of any food brought in for the retreat.
- Serve meals, drinks, and snacks as needed.



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HOSPITALITY TEAM MEMBERS

The hospitality team provides practical services for all aspects of the Discovering Christ course.

Qualifications

Hospitality team members are team players and have servant's hearts.

Specific Responsibilities:

- Attend the training day.
- Wear a smile and name tag at all times to help guests feel welcome.
- Set up tables and chairs, including the serving area, set the tables with dishes, cups, dinnerware, napkins, and decorations.
- Set up podium for the emcee and worship leader.
- Set up and test A/V equipment: PA system, computer and video projector, DVD player, screen, extension cords, power strips, etc.
- Set up small group meeting rooms.
- Set up tables and chairs for registration area.
- Take down and store tables and chairs as required.
- Take down and store A/Vs.
- Check that breakout rooms are neat and clean, before and after each session.
- Be willing to help in any way needed or requested.



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REGISTRAR AND DATABASE COORDINATOR

The key responsibility of the registrar and database coordinator is to collect and maintain a file of information on the participants and the whole team. This person should work closely with the small group coordinator. In small courses they could be the same person.

Qualifications

This coordinator is computer literate, database or Excel savvy, organized, and detail-oriented.

Specific Responsibilities:

- Attend the training day.
- Create and maintain a database that includes all team members and participants.
- Determine with the overall coordinator, the evangelization coordinator, and hospitality coordinator what data needs to be collected: name, telephone number, email address, age (optional but useful for assigning to small groups), preference for small group assignments (with spouse or friend, etc.), small group assignment, and dietary restrictions.
- With the evangelization coordinator, create and produce registration forms.
- Provide online registration through the parish web site and/or a Facebook event. Determine how to handle the forms.
- Develop procedures for the collection of missing information.
- Print master lists in alphabetical order for the registration table.
- Print lists sorted by small group assignments, lists of team members, and name tags.
- Provide blank registration forms for walk-ins, input walk-ins into database
- Provide blank name tags for walk-ins and print formal name tag for next meeting.



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GREETERS

The greeters are very important because they are among the first people the guests will meet. Their key responsibility is to make the guests feel welcome and glad they have come.

Qualifications

A greeter is friendly, helpful, easygoing, good at remembering names and faces, reliable, and has a nice outward appearance.

Specific Responsibilities:

- Attend the training day.
- Be genuinely hospitable, welcome participants as though they were guests in your home.
- Give each participant their name badge on the first night. Be prepared to make badges for those who have not pre-registered.
- Be familiar with each small group and that group's facilitator and helper.
- Know the location of each group's dinner table. Escort the guest to the assigned table and introduce them to the facilitator and helper.
- Assist the small group coordinator in assigning guests who have not preregistered to an appropriate small group.



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WORSHIP LEADER

The worship leader oversees all aspects of the worship times at the training day, the weekly sessions, the retreat, and the final dinner.

Qualifications

Competent musician and song leader, is responsible, understands worship, is versatile with music that appeals to people at all levels of relationship with the Lord, demonstrates mature Christian character. Loves the Lord Jesus and has a heart to serve the guests with song and worship, not to show-off musical skills.

Specific Responsibilities:

- Attend all training sessions, all weekly meetings, any administration/prayer meetings, retreat, the final dinner, and any follow-up meetings.
- Read the article “Leading Worship in the ChristLife Series” by John Messina found online at <http://christlife.org/discover> under “Free Resources.”
- Select songs for each worship time during the course: training day, weekly sessions, the retreat, and the final dinner. Plan to use a mixture of old and new songs, beginning with a familiar hymn on the first night and moving toward more contemporary worship songs. Change gradually from singing about God to singing directly to God.
- Lead confidently, even if they are not. It is better that the worship leader gives no introduction to the songs. They are there to lead worship rather than to give what easily becomes another talk. Unless the worship can be done well, it is better to do without it.
- In most courses one worship leader who is competent at the acoustic guitar (or keyboard as a second option) will suit the needs of the course in terms of praise and worship. In larger courses select a team of musicians, 2 or 3 at most, whose lives represent the Christian faith. Note: a single guitar or keyboard leader is fine.
- Determine what A/V equipment is needed for worship, including microphones, video or overhead projector, screen, etc. Make sure the hospitality team can do the set-up required.
- Arrange for the words to the songs to be projected or duplicated for all to see. Make sure that the use of all music complies with copyright laws.

DISCOVERING CHRIST TEAM ROLES AND DESCRIPTIONS

RETREAT COORDINATOR

The key responsibility of the retreat coordinator is to plan and oversee all aspects of the retreat with the overall administrator. Often the overall coordinator fills this role.

Qualifications

A mature or growing Christian, who is experienced in overseeing and delegating responsibility to others, is able to train and work with others, and is gifted in administration.

Specific Responsibilities:

- Select a venue, preferably at a retreat center or location different than the evening sessions. Off-site provides a less familiar environment that often lends itself to a deeper experience, because distractions are kept to a minimum. If there are budget restrictions or no available facilities, the retreat can work at the parish.
- Attend a conference or training day. Pay careful attention to the “A New Pentecost for a New Evangelization” and “Running the Retreat and Final Sessions” talks.
- Select a team to help with the retreat.
- Together with the main leader, select prayer teams for the Holy Spirit prayer time.
- With the overall administrator, finalize the schedule.
- Determine whether the meals will be prepared by the dinner team or catered.
- Establish a budget for the retreat.
- Decide what to charge the participants. Try to get the parish or some donors to underwrite some of the costs, especially if off-site.
- Make sure the hospitality coordinator knows what must be done.
- Create a retreat sign-up form in conjunction with someone with graphic design skills (like the evangelization coordinator in some cases) and give a copy to each small group facilitator by the third session.
- Compile a list of retreat participants; give it to the database coordinator.
- Plan meals and all events to accommodate the number of participants. Add a few for late decisions.

Off-site venue

- Get directions to the facility and make a map. Make copies for each person.
- Check the availability of needed A/Vs at the retreat venue. Plan to bring whatever is unavailable there. Conduct a test before the retreat.
- Obtain a written contract identifying everything needed, all agreements, and all associated costs.
- Create signs to help guests find the particular building or room. It may be useful to get a floor plan of the facility and make it available to the guests.
- Plan a walk-through with a staff member of the retreat facility to make sure all of the bases are covered and you know what is and is not available on the day of the retreat.