**Christian Ministry Team – Staff Head(s)**

**Requirements:** Must have made an Awakening and preferably staffed BKA before, generally someone with artistic abilities and good administrative skills

**Responsibilities:** There are A LOT of responsibilities as a CMT staff head, and we don’t expect you to do it all by yourself. The “T” in CMT is “team” for a reason, so you should **recruit people** (already awakened) to be on your team as soon as possible. These team members will help you with all of the *“Before Retreat” responsibilities*; then, they can staff on another staff the weekend of the retreat. You are the glue for the whole retreat. Without you we would not have any staffer or retreatants or supplies, so thank you ahead of time for all of your hard work.

***Before Retreat***

**Advertising/ Publicity** – Design Flyers, and post them around campus/dorms and the CSC. Also each week at Mass and Sunday Dinner you will assist in making announcements regarding retreater and staff signups. Publicity is IMPORTANT. People come to events that others make a big deal about.

* hosting tables in the mall area
* designing and posting flyers in dorms, around campus and the CSC
* making announcements at the Sunday dinner at the CSC
* keeping Facebook and other social media websites up-to-date

**T-shirts/Main Site Banner**– Design of each of these must include Bible Verse, Theme, and SHSU Catholic Student Center (T-Shirt and Flyers only).

**Finances** - You will working with Joe (the CSC director) and the Coordinator to collect all Staff and Retreater Fees. Fees are $50 (Including T-shirts, discuss any changes). Record all who have paid and keep the coordinator posted on the money received. Make sure the money gets to Joe (CSC Director) ASAP and keep an accurate list of who has paid dues.

**Fundraisers-** Planning, organizing, setting up, running, etc. Anything having to do with fundraiser, you do. I would suggest doing about three in the spring semester and one in the fall. These fundraisers make money for scholarships and irregular supplies (i.e. walkie-talkies, speakers, etc.). These fundraisers are crucial.

**Supplies –** Assist withgathering all supplies for the retreat. If anything is needed by any other staff you inform the Coordinator so that he/she can inform Joe. It is also your responsibility (with the help of all of the staff heads) to keep the boxes and closet organized.

**These responsibilities are to be divided evenly among both CMT’s. Coordinator will assign how will be in charge of what…remember you both will be a team so HELPING each other is key.**

***During Retreat***

**Check-in** – Greet retreaters and have them fill out info forms, collect any money that has not been completely paid. Text Coordinator/ Rector as retreaters arrive to keep updated.

**Communicating w/ PS-** giving P-staff head updates concerning table changes and any other pertinent information

**Assisting Coordinator & Rector** – assist with anything that is needed/asked on behave of Coordinator & Rector.

**Mass-** setting up for Mass on P-Site and Main Site. Verify that all mass supplies are gathered (either from the CSC or talk to the Priest, most of them will bring their own mass kits). Be sure to have an Alter.