**COORDINATOR**

**Requirements:** Must have staffed BKA before, Strongly Preferably held a prior BKA Leadership position

**Responsibilities:**

***Praying*** – Remember this is the foundation of Awakening. We are lifting up each other, the Mystical Body of Christ through prayer and discovering the meaning of community in Jesus Christ. Pray in whatever ways are most beneficial to you. Pick a saint that you would like to look to and ask prayers of. Spend time with the Blessed Sacrament and ask for guidance and patience. Ask to be a holy compassionate leader. You set the example.

***Be an Example*** – Be sure to mix with the retreaters. Be visible and cheerful. Make them feel like they are part of the group instead of “us” and “them”. We want to feel that retreaters and staffers together are the Mystical Body of Christ. Make sure that everyone is included.

***Staff Support*** – You are a leader and are responsible for making sure each detail is considered and addressed. You have staffers that want to help, so be sure to delegate out tasks. You don’t want to come off as a dictator that is demanding, rather one who knows how to strongly make sure things are getting done when necessary. Some examples of staff support is being a shoulder to lean on, picking up any of the slack, checking in to make sure projects are being complete, and Leadership team building.

***Before Retreat***

**Overseeing all staffs-** All BIG changes going through you, especially anything that effects the schedule

**The Schedule-** work with the Rector to create the schedule.

**Hope Skit-** Work with the Rector in creating the Hope Skit that is performed during Riot Hour. Assist in gathering staffers to participate in the skit and oversee skit practices.

**Applications-** Make staff and Retreatant applications and make sure that get put onto the website. Also, inputting the information into the google account. You will also need to make Leadership applications

**Choosing Archangel and Speaker Liason –** Work with Rector to choose the Speaker Liaison and Archangel

**Leadership Meetings-** You should plan and run weekly Leadership meetings

***During Retreat***

***Backstage Director*** – The coordinator is the one that makes sure everything go according to schedule, solving problems as needed, and making sure all the retreaters and staffers are having a great time! The coordinator works with the rector to make sure all information is announced and that the activities are explained sufficiently

***After Retreat***

**Choosing Leadership for BKA –** Yay! Your job is over, but first you must pick the next leadership. Talk with your predecessor for a good method of choosing the next Leadership