

Steubenville On The Bayou Conference

Job Descriptions

Conference Office Staff:

Conference Director
Assistant Conference Director
Secretary
Staff Support
Logistics Coordinator

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Chairpersons and Volunteer Job Descriptions:

BOOKSTORE

Job Description for Bookstore Chairperson:

*Prior to Conference Weekend reports to Conference Director,
Conference Weekend reports to Assistant Conference Director*

Preparation (six months before the conference):

1. Visit the site and look at the room designated as the conference bookstore.
2. Meet the on site contact.
3. Attend chairpersons meetings.
4. Begin to gather ideas from youth, young adults, youth ministers, and priests regarding the materials that should be sold in the bookstore.
5. Identify six companies that will supply the bookstore. Work to choose companies that offer consignment options
6. Coordinate with Central Office when ordering and purchasing merchandise.
7. Coordinate with the Logistics Chairperson as to the set-up, tear down, and clean up of bookstore area (inside and outside bookstore if applicable)
 - a. Coordinate bookstore volunteers and Mercy Crew members
 - b. Ensure the connection of phone lines for credit card machines and that all lines are disconnected at the end of the conference
8. Create and/or update a Bookstore Policy for any vendors. Coordinate with any outside vendors for delivery, set-up, display, sales, take-down, and compensation regarding items they sell at the conference
9. Keep running inventory of all items
 - a. All items ordered, including all items purchased before, during, and after the conference weekend.
 - b. Record all money deposits
10. Manage Bookstore expenses within the conference budget and help plan future budget within projected costs
11. Collect bills and turn in check requests or bills to central office soon after conference.
12. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Job Description for Bookstore Volunteers:

1. Report to Bookstore Chairperson
2. Attend any pre-conference meeting as needed
3. Handle responsibilities assigned by bookstore chairperson. These could include, but are not limited to: pricing; displaying; stocking; setting-up; tearing-down; packing; sign-making; inventorying; jewelry making/repair; bagging; acting as cashier; running credit cards; counting money

Policy for the Selling of Merchandise

The Conference Bookstore maintains the exclusive rights to retail all merchandise during all conferences sponsored/co sponsored by the Diocese of Houma Thibodaux; including, but not limited to, the following: books, audio, and video tapes, t-shirts and clothing, and religious goods and articles. All items to be sold through the Conference Bookstore must be approved by the Conference Director and the Bookstore Chairperson. Vendors, including speakers/ musicians/ performers, who wish to have the Bookstore sell their merchandise must contact the Bookstore at least 30 days prior to the conference in order to make sales arrangements.

Any Speaker or Presenter (including Music Ministry or other bands) for the Conference will be charged a 15% commission on any item sold in the Bookstore. All others who wish to sell merchandise through the Bookstore will be charged 25% commission.

The following rules and policies apply to ALL persons selling merchandise through the Conference Bookstore:

The approval for sale of all items to be sold must be made one month in advance of the conference. Once approval has been given, the quantity of items can change but no new items can be added to the list.

All items to be sold must be priced and inventoried ahead of time and must be brought to the Bookstore Chairperson or arrive at the Conference site no later than noon on the first day of the Conference. Items not priced and inventoried prior to delivery to the Conference will not be accepted.

Persons who are selling merchandise through the Bookstore and are attending the Conference must be available at the end of the Conference to re-inventory the items with a Bookstore Volunteer. If this is not possible, said person must make arrangements with someone to re-inventory and pack merchandise with a Bookstore Volunteer.

Persons who are selling merchandise at the Conference but are not attending the Conference must contact the Bookstore Chairperson to get final numbers and to make arrangements to have extra items shipped back.

No payment will be issued during or at the end of the Conference for items sold through the Bookstore. The Bookstore Chairperson will submit a check request to the Diocesan Business Office within three days after the Conference has ended and payment will be mailed out within two weeks of the check request.

The Diocese of Houma Thibodaux Conference Office will not be responsible for any shipping costs of items that remain after the conference. If we send them back, they will be sent COD. The Conference will not receive any items sent COD.

I agree to the aforementioned policies and rules pertaining to the sale or merchandise through the Diocese of Houma Thibodaux Conference Bookstore.

 Print Name

 Signature

 Date

Bookstore Supplies

1. Office Supplies (Pens & Pencils; Memo pads; several staplers with staples; paper clips; post its; scissors; 1 calculator per work station; black sharpies; tape [scotch, duct, masking]; rubber bands)
2. Colored pens/pencils/markers
3. Construction paper/cardstock/colored paper/poster board
4. Display and Storage Supplies (Plastic containers; baskets; coat hangers; rope/string/twine/yarn/wire; display racks/bookshelves/display boards)
5. Appropriate Lighting (several desk lamps; Christmas Lights)
6. Appropriate number of tables with table covers
7. Purchasing Supplies (pricing stickers; pricing gun [with extra labels and ink refills]; credit card machine [with extra long phone cord]; manual credit card machine [with credit card slips]; refill rolls; preprinted receipts and receipt books; carpenter's aprons [for money collectors [; money bags with zippers)
8. Several extension cords and power strips
9. Cleaning Supplies (Cleaning spray; paper towels; goo gone)
10. Paper plates; drinks; snacks; ice; ice chest; napkins
11. Trash bags and twist ties
12. Small tools (to make/repair jewelry)

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

Bookstore Signs:

1. Bookstore <-
2. Bookstore ->
3. Check Out
4. Prices
5. Credit cards accepted
6. Make Check Payable: Diocese of Houma-Thibodaux

CATERING/SERVING

Job Description for Catering Chairperson

Reports to Logistics Coordinator

1. Visit conference site with a conference staff member
 - a. Meet the onsite caterer if there is one.
 - b. Look at the dining area and get an accurate count of tables and chairs available
 - c. Determine the traffic flow plan.
 - d. Inquire as to the responsibilities of the conference office and those of the onsite catering
2. Gather volunteers to help with traffic flow, serving food, and clean up. (this will be dependent upon the conference location)
3. Attend chairpersons meetings.

4. Work with logistics in making sure water coolers and bottled water is available in the dining area.
5. Record the work you did (and that of the volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Job Description for Catering Volunteers:

1. Commit to serving the meals being served at the Conference Site. The final schedule of shifts will be determined by the catering chairperson.
2. Must be present at least 2 hours before and after each meal scheduled to work.

Catering Supplies

1. Tables and Chairs for dining area.
2. Washclothes
3. Buckets with water
4. Pot holders
5. Aprons

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

Catering Signs:

1. Serving Lines ->

CHAPEL

Job Description for Chapel Chairperson:

*Prior to Conference Weekend reports to Conference Director
Conference weekend reports to Liturgy Chairperson*

1. Responsible for setup and take down of the contents within the conference Chapel site
 - a. Provide tabernacle, banners, etc. and whatever else needed to establish a prayerful atmosphere
 - b. Ensure (by contacting the Communications Chairperson) that chapel signs are visible throughout the conference weekend.
2. Monitor the Chapel throughout the weekend
 - a. Keeping room straight, orderly, clean
 - b. Making sure reverence is maintained; calling of security if needed
 - c. Check for possible placement of tracts, literature, etc.*

*** In the past, those who have meant well have left tracts and other literature in the Chapel. This opens the door for questionable**

material that might be confusing to the youth. Therefore, no materials are allowed.

3. Monitor the Holy Eucharist throughout the weekend
 - a. Consult with a priest on a time to bring Eucharist to the Chapel
4. Close up Chapel at end of each day
5. Record the work that you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Job Description for Chapel Volunteers:

1. Responsible for the set up of chapel area.
2. Acquire individuals to man the chapel during any time that the Eucharist is exposed.
3. Responsible for various supplies that assist in the exposition of the Eucharist

Chapel Supplies:

1. Altar; Tabernacle
2. Candles and items for appropriate environment
3. Appropriate seating (chairs, pillows, etc.); 2 Kneelers

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

Signs:

1. Chapel ->

COMMUNICATIONS

Job Description for Communications Chairperson:

Reports to Logistics Coordinator

1. Coordinate all on-site radio communication as well as cell phones
 - a. Determine the number of two-way radios, cell phones and earpieces for radios.
 - b. Acquisition of, and responsibility for, all radios, chargers, batteries, and phones
 - c. Assignment of radio channels and cell phones to different areas or individuals
 - d. Procedures for checking equipment in and out, charging of batteries
 - e. Return all items to vendor
2. Signs
 - a. Communicate with all chairpersons to determine needs
 - b. Creation and placement of all signs (at housing sites, and any other locations)

- c. Ensure the removal of all signs at the end of the conference
3. Ensure the connection of phone lines for credit card machines and ensure that all lines are disconnected at the end of the conference.
4. Manage Communications expenses within conference budget and help plan future budget.
5. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Note all supplies used, donations received, and individuals to be thanked.

Job Description for Communications Volunteers:

1. At the conference, only distribute radios to those assigned by Communications Chairperson, office, or other chairpersons.
2. Set up and distribute signs and banners at the different conference locations
3. Put up police marking tape to prevent excess traffic and injury.
4. Distribute batteries to those with radios whose batteries are beginning to run down.
5. Distribute cell phone lists of chairpersons to specified volunteers.

Communication Supplies:

1. Tape; Markers; Cardstock for appropriate cell phone lists, etc.
2. Room with 2 – 3 tables for radios, etc.

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

CONFESSIONS

Job Description for Confessions Chairperson:

*Prior to Conference weekend reports to Conference Director
Conference weekend reports to Assistant Conference Director*

1. Attend Chairpersons Meetings.
2. Responsible for Priest Check-in.
3. Coordinate confession times with conference schedule. Also coordinate confessions at housing sites at night
4. Contact volunteers to help with confession tent (orderly flow, priests' needs, etc)
5. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Job Descriptions for Confessions Volunteers:

1. Be patient and loving towards all individuals.

2. Be familiar with Examination of Conscience, Act of Contrition, etc. Copies of these prayers will be available to tape around the tent and to give to individuals preparing for confession.
3. Confessions Volunteers are allowed to have direct contact with youth participants but are not allowed to pray with or counsel any individual - This is the job of registered prayer ministers, counselors, priests, or Central Office staff.
4. Be aware of any problems or any individuals who may need prayer or counseling in order to alert a registered prayer minister, counselor, priest, or Central Office staff member.
5. Bring water and/or food to priests while in confession tent. Assist priests in any way possible.
6. Attempt to keep confession line moving at an appropriate speed in order to stay within the conference schedule.

Confession Supplies:

1. 36 chairs
2. Bottled Water and ice chest
3. Ambient noise makers (fans, etc.)
4. Examination of Conscience and Acts of Contrition (to tape on wall and/or hand out)
5. Ropes/Dividers
6. Boxes of tissue in each confessional

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

Confession Signs:

1. Confessions ->

COUNSELING

Job Description for Counseling Chairperson:

Reports to Conference Director

1. Coordinate with Prayer Ministry Chairperson
2. Assist in Training Days for prayer ministers and counselors, and any other volunteers necessary.
3. Coordinate area/rooms for special ministry
4. Recruit trained professional Christian counselors with spiritual insights aiding with special concerns like: sexual abuse, drug addiction, etc.
5. Coordinate counselor schedule with Special Ministries chairperson
6. Supervise counselors for the weekend
7. Review and understand HSAY Special Ministries Video

8. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Job Description for Counseling Volunteers:

1. Be available to serve throughout the weekend.
2. Attend one of the scheduled Prayer Minister Training Days.
3. Report any problems to the Counseling Chairperson.

Counseling Supplies:

1. Paper
2. Kleenex

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

Counseling Signs:

1. Prayer and Counseling

DONATIONS

Job Description for Donations Chairperson:

Report to the Conference Director with Secretary assistance.

1. Contact all Chairpersons, as well as the central office, to compile list of needs
2. Contact local businesses, individuals, etc. to ask for donations
 - a. This would include any items needed for the conference as well as monetary donations.
3. Compile list of those who contributed to thank after conference
4. Record the work you did (and that of your volunteers) to provide a report and evaluation to the Conference Director within 2 weeks after the conference.

*A list of any supplies needed must be submitted to the Steubenville on the Bayou Conference Office no later than two weeks before the conference.

Job Description for Donations Volunteers:

1. Report to Donations chairperson
2. Receive instructions from Donations chair concerning items or funds needed by any of the chairpersons or central office
3. Contact or solicit as directed to sell program book ads, raise funds or procure items needed for conference
4. Pick up funds or items donated
5. Help as needed after conference with thank you notes to contributors

ENVIRONMENT

Job Description for Environment Chairperson:

Reports to Conference Director

PREPARATION (Begin four months in advance)

1. Get the logo and conference scripture from the office
2. Gather a focus group made of youth and adults and brainstorm about the design.
3. Once the design is approved by the Conference Director, compile a list of supplies.
4. Solicit donations for needed supplies.
5. Give a copy of the design and all logistics needs to logistics coordinator.
6. Work with Mercy Crew coordinator in arranging a set up time.
7. Communicate with Logistics Coordinator to arrange for purchase and storage of materials.
8. Find a place to work on the design and make sure that it can be used up until the conference.

CONFERENCE WEEKEND

1. Communicate with Logistics Coordinator to ensure the proper set up and take down of stage area as well as determine locations and/or transportation of supplies to and from construction site.
2. Appoint a group of people to take down the set design and store everything that can be stored.
3. Turn in an inventory of all supplies and set pieces to the conference office.

FOLLOW UP

1. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Environment Supplies

1. The things that should be kept and stored are tools, supplies such as duct tape, etc. This list will be created by the Environment chairperson
 2. Storage containers are a must.
- ***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

FIRST AID

Job Description for First Aid Chairperson:

Reports to Conference Director

PREPARATION (begin four months in advance)

1. Visit the conference site and look at the room that will be used for first aid. Make sure that it is conducive to providing first aid to the participants.
2. Gather cots and blankets.
3. Look at the liability form and approve it before it is sent to the participants.
4. Look at the list of needed supplies and begin to gather and store them.
5. Recruit Volunteers: _____(Number) EMTS, NURSES, and OTHER HEALTH CARE PROFESSIONALS

CONFERENCE WEEKEND

1. Check-in /Record all participants in need of first aid (name, time, problem, solution, etc.)
2. Ensure the proper medical treatment of all injuries, cases of dehydration, and referrals to hospitals.
3. Coordinate appropriate transportation to and from hospitals in any necessary situations.
4. Communicate with Logistics Coordinator to ensure proper arrangement of First Aid tent and/or any other areas used for medical treatment
5. Communicate with Prayer Ministry Chariperson to ensure proper communication between prayer ministers and counselors.
6. Ensure the gathering of proper medical supplies, a sufficient number of doctors, and professional medical personnel as well as any other volunteers needed.
7. Review and distribute protocol for first aid volunteers.
8. Schedule work shifts for first aid volunteers.
9. Manage First Aid expenses within budget and help plan future budget with projected costs.

FOLLOW UP

1. Inventory all supplies to determine needs of next conference.
2. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Job Description for First Aid Volunteers:

1. Report to First Aid chairperson
2. Receive work shift assignment from him/her
3. Assist with check-in and care of conference participants
4. Assist with inventory of supplies before and after conference, if needed

First Aid Supplies

***A list of all needs must be submitted to Conference Office no later than ONE MONTH prior to the conference weekend, preferably a month before.

Main Equipment:

Cots	Record Sheets
Blankets and Pillows	Stethoscopes
Ice Chests/Ice	Blood Pressure Cuffs
Snacks (Orange Juice/Fruit/Crackers/PowerAde)	Glucometer
Water	Otoscope
Washcloths	Ambu Pocket Mask
Wheelchairs	Nametags

First Aid Box:

2 Blood Pressure Cuffs	Q-tips
2 Ambu Pocket Masks	Hydrocortisone Ointment
Lysol Spray	Band-Aids
Tums (2 Lg Bottles)	Tape/Scissors
Tylenol 500mg (2 Lg Bottles)	Benadryl Ointment
Motrin 200 mg (2 Lg Bottles)	Hydrogen Peroxide
Kaopectate (1 Lg Bottle)	Sanitary Pads
Hand Sanitizer (4 Bottles)	Gauze
Cough Syrup	Ace (6)
Pepto Bismol Tabs	4 x4s
Glucose Oral Gel	Solarcaine Spray
Midol	Alcohol
Sins Med/Antihistamines	Tampax
Emetrol (N/V)	Cepastat Lozenges
Immodium Tabs	Cough Drops
Cotton Balls	Contact Eye Solution
Dramamine 50mg	Contact Eye Wash
Amonia Inhalants	Penlight
Neosporin Ointment	Otoscope
Thermometers (2)/ Sheath Covers	Zantac
Pepto Bismol liquid (2 Lg Bottles)	Benadryl 25mg
Glucose Tabs (2)	Milk of Magnesium

Red First Aid Bags for Onsite Housing: (1 bag for each site)

Tylenol 500 mg	Motrin 200 mg
Dramamine 50 mg	Benadryl 25 mg tabs
Imodium tab (diarrhea)	Pepto Bismol tabs
Tums	Cough Drops
Hydrogen Peroxide	Hydrocortisone Ointment
Neosporin Ointment	Artificial Tears
Thermometer	Band-aids
Hand Sanitizer	Qtips
Cotton Balls	Scissors
Tape	Gauze Bandages

Ace Wrap
Paper Bag
Razor
Alcohol
Toothbrush (2)

Tissue
Rubber Glove
Contac Solution
Solarcaine Spray

Women's Housing also requires:

- Midol; Tampax; Sanitary Pads

HOUSING

Job Description for Housing Chairperson (on-site housing):

1. Report to Conference Coordinator
2. Develop good communication and rapport with school principal and visit school before conference if possible
3. Determine overall housing capacity using floor plans obtained from Central Office and/or the appropriate housing site. Mark off individual sleeping areas and aisles in each room. Provide for overflow in the event of higher registration that expected. Design a contingency plan to be used in the event of an emergency. Provide a system of alternative housing for participants with special needs. Develop a plan for lost and found.
4. Coordinate volunteers to:
 - a. Check-in all on-site groups.
 - b. Supervise housing facilities overnight.
 - c. Oversee shower facilities, and control use of time.
 - d. Clean-up.
5. Determine if shower facilities are operable and adequate for expected number. Arrange (with Logistics Coordinator) the configuring of showers with temporary curtains to ensure privacy.
6. Order and supply adequate paper supplies for the conference weekend or ensure that this is done by the Central Office.
7. Communicate regularly with central office regarding registration levels, special needs, etc.
8. Arrange for trash pickup and extra dumpsters if needed (with Logistics Coordinator)
9. Coordinate any on-site meals (including on-site breakfast and any pizza sales) with the appropriate groups.
10. Supplies needed: Menard - school supplies, toilet paper and garbage bags; 10 rolls of paper towels, 50 garbage bags, 2 dispensers of water, 3-5 galloon bottles.
11. Manage housing team within allotted budget and help plan future budget with projected costs
12. Record the work you did (and that of your volunteers) to provide a report and evaluation to the conference coordinator within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked

Job Description for Housing Volunteers:

1. Report to appropriate chairperson - Men's Housing or Women's Housing
2. Assist with: set-up; check-in; overnight supervision; scheduling for use of showers; replenishing of paper products in restrooms; clean-up; any other needs which arise

Onsite Housing Supplies

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

Men's Housing:

1. Toilet Paper
2. Paper Towels
3. 3 5-gallon water bottles; 2 Water Dispensers; Water Cups
4. Garbage Bags

Women's Housing:

1. 3 cases of toilet paper
2. 2 boxes of 33 gallon trash bags
- 2 cases of paper towels
- 3 boxes of kitchen trash bags

Onsite Housing Signs:

1. Women's Housing Check-in
2. Lost and Found
3. Men's Housing
4. On-Site Housing
5. 2 - Men's Housing Check-in
6. On-Site Registration

LITURGY

Job Descriptions for Liturgy Chairperson:

Reports to Conference Director

1. Meet with Bishop and priests on Saturday for any special needs
2. Confer with central office regarding inventory of liturgy supplies and order any supplies still needed, with approval of Conference Director. This includes supplies for
3. Communicate with Central Office concerning any sign up sheets for Lectors, and Eucharistic Ministers for each liturgy.
4. Coordinate lighting and stage needs with the AV company and the Stage Crew.
5. Plan and coordinate all conference liturgies
 - a. Develop detailed flow of events

- b. Recruit, train and supervise lectors, Eucharistic ministers and altar servers
 - c. Develop, along with Usher chairperson, a system for distribution of Communion.
 - d. Communicate with and direct all priests/deacons before and during liturgy
 - e. Acquire and be responsible for all necessary liturgical needs including vestments, linens, vessels, books, candles, processional cross, incensor
 - f. Direct all set-up, tear down and clean up for liturgies
 - g. Eucharistic Ministers: # needed for 200 participants; # needed for 500 participants; # needed for 2000 participants; # needed for 5000 participants.
 - h. Plan and coordinate Eucharistic procession. This includes developing a detailed flow of events; recruiting, training, and supervising altar servers; being responsible for monstrance, incensor, candles, processional cross, etc; and the direction of all set-up, tear down, and clean-up.
6. Manage Liturgy expenses within budget and help plan future budget with projected costs.
 7. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Job Description for Liturgy Volunteers:

1. Report to Liturgy Chairperson
2. Assist in the preparations for and through the duration of Adoration and procession of the Blessed Sacrament.
3. Be respectful to all clergy. Assist in directing priests with vesting and seating. Work with priests celebrating at each liturgy.
4. Assist in the preparations for and the celebration of each Liturgy:
 - a. Prepare ciboria and chalices with proper amounts of wine and bread.
 - b. Serve at each liturgy as deacon, acolyte, altar server, or other.
 - c. Assist the ushers and Eucharistic ministers at Communion.
 - d. Set up and tear down Communion stations.
5. Due to the visibility of this ministry, it is important to operate in a way that portrays a certain dignity.
6. Assist chairperson with storage of supplies. (Exp: vestments, books, vessels)
7. If you are a seminarian, you are not allowed to wear clerics; we find that this will cause confusion under certain circumstances.
8. If you are a priest, we ask that you wear proper clerical attire as well as provide an alb and stole to concelebrate Mass.
9. If necessary, assist in the inventory and storage of liturgical supplies.

Liturgy Supplies:

1. Enough hosts and wine for each Mass (check with Central Office for approximate numbers)
2. Vestments; chalices; ciboria; monstrance; extra stoles

3. At least 6 extra chairs on stage for altar servers
 4. Tabernacle and 2 kneelers from Chapel for Saturday evening Adoration Session
 5. Weekday Lectionary; Sunday Lectionary; Gospel Book for Sundays
- ***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

Liturgy Signs:

1. Vesting Area
2. Eucharistic Ministers

MERCY CREW & LEAD

Job Description for Mercy Crew Coordinator:

Reports to Conference Director

1. Coordinate the week of spiritual preparation and training for the week before the conference. Also coordinate this with the Mercy Crew/LEAD liaison if necessary.
2. Communicate with the Conference Office and Mercy Crew/LEAD Liaison, concerning sleeping arrangements, schedules, and needs.
3. Communicate with all chairpersons to coordinate all Mercy Crew members needed throughout the weekend (this should be done through the Logistics Coordinator).
4. Please see "Mercy Crew Rules and Regulations" for specific duties.
5. Manage Mercy Crew expenses within the conference budget and help plan future budget with projected costs.
6. Record the work you did (and that of the Mercy Crew members) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.
7. A list of any supplies needed must be submitted to the Conference Office no later than two weeks before the conference.

Job Description for Mercy Crew Captains:

Conference Weekend reports to Logistics Coordinator

1. Work with Mercy Crew Coordinator to plan and implement the week of spiritual preparation and training for the week before the conference. Also coordinate this with the Mercy Crew/LEAD liaison if necessary.
2. Assist the Mercy Crew Coordinator in communicating with the Conference Office and Mercy Crew/LEAD Liaison.

3. Assist the Mercy Crew Coordinator in communicating with all chairpersons to coordinate all Mercy Crew members needed throughout the weekend (this should be done through the Logistics Coordinator).
4. Please see "Mercy Crew Rules and Regulations" for specific duties.
5. Work with the Logistics Coordinator throughout the weekend to implement needs and requests throughout the conference site.
6. Record the work you did (and that of the Mercy Crew members) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.
7. A list of any supplies needed must be submitted to the Conference Office no later than two weeks before the conference.

Job Description for Mercy Crew & LEAD Liaison

Report to Assistant Conference Director

General:

1. Attend Chairperson's meetings.
2. Coordinate LEAD & Mercy Crew to avoid conflict and to consolidate any supplies, etc.
3. Coordinate meals and Masses between both LEAD & Mercy Crew to either (1) consolidate or (2) avoid conflicts.
4. Coordinate transportation with Transportation Chairperson.
5. Work with Lumen Christi Retreat Center regarding housing.
6. Be available during week before conference.
7. The Liaison is also responsible for helping plan the training week before the conference, i.e.: purchasing of supplies, etc needed, and ensures that drinks and snacks are available throughout the week. Secure all supplies needed. A list of supplies should be submitted to the Conference Office as early as possible and no later than May 15.
8. Manage Mercy Crew & LEAD expenses within the conference budget and help plan future budget with projected costs.
9. Record the work you did (and that of the LEAD & Mercy Crew members) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Specifics to LEAD:

1. Work with Conference Office Staff to obtain list of LEAD facilitators and directors and contact information.
2. Call and introduce yourself to the LEAD Director. Make sure this person has your contact information so that you receive all information.
3. Communicate with LEAD director and Conference Office to coordinate any props or special needs. *A list of all needs and supplies is given to the Conference Office ahead of time. Coordinate with the Conference Office.

4. Coordinate with the Speaker Liaison transportation for the LEAD facilitators from the airport, bus station, etc to the retreat location.
5. Coordinate with the Speaker Liaison any transportation needs for the LEAD participants, if necessary.
6. Be prepared to meet with the LEAD Director and Facilitators upon their arrival on Sunday to go through the week and coordinate any last minute needs.

Specifics to Mercy Crew:

1. Report to Conference Director and Mercy Crew Coordinator.
2. Work with the Mercy Crew Captains to assist them in their needs in preparing for the week and throughout the weekend.

PRAYER INTERCESSORS

Job Description of Prayer Intercessor Chairperson

Reports to Conference Director

1. Collect all prayer petitions and prayer requests both prior to and during the conference weekend.
2. Make contact with all who sign up to be a Prayer Intercessor and send them weekly updates of the prayer requests.
3. Connect with the Prayer Ministers to learn of any special intentions throughout the weekend.
4. Connect with the Chapel Chairperson to inform them of any prayer intercessors who will be visiting the Conference Chapel during the weekend.
5. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Job Description of Prayer Intercessor Volunteers

1. Commit to prayer intercession both prior to and during the conference weekend.
2. Asked to continuously pray (need not be present at the conference) throughout the conference weekend for the participants, staff, ministry team, priests and volunteers present at the Conference.
3. Are invited to visit the Conference Chapel throughout the weekend.
4. Prayer Intercessors are not asked to register as volunteers; rather they are asked to either contact the Prayer Intercessor Chairperson directly or to let the Conference Office know of their wishes to be a part of the team so that they may be added to the Intercessors list.

PRAYER MINISTRY

Job Description for Prayer Ministry Chairperson:

Reports to Conference Director

1. Recruit, train and supervise volunteers to serve during the weekend
 - a. Be available for during the day for prayer needs
 - b. Communicate with Liturgy Chairperson to communicate needs
 - c. Coordinate Training Days
 - d. Place prayer ministers throughout The Main Arena to facilitate prayer ministry needs.
2. Coordinate area/rooms for special ministry
3. Communicate with counseling chairperson
4. Update chaperone/prayer minister guidelines if necessary
5. Manage Special Ministry expenses within conference budget and help plan future budget with projected costs.
6. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the conference director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

*A list of any supplies needed must be submitted to the Conference Office no later than two weeks before the conference.

Job Description for Prayer Ministry Volunteers:

1. Be at least 21 years of age or older.
2. Have attended a Steubenville Youth Conference and be familiar with ministry to young people.
3. Attend a scheduled Prayer Ministry Training each year.
4. Attend the Prayer Ministry Meeting on the Friday of the Conference.
5. Treat all participants with respect and work closely with the group leaders. Group leaders are responsible for ministry to their group – Prayer Ministers are there to lend support when needed.
6. Intercede for the participants throughout the weekend and share any concerns with the Group Leaders.
7. Report to and follow the direction of the Prayer Ministry Chairpersons.

Prayer Ministry Supplies:

1. Red vest for each prayer minister
2. Golf pencils, paper,
3. Boxes of Kleenex
4. Seat covers for each prayer minister

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

PRIESTS LIAISON

Job Description for Priests Liaison Chairperson:

Reports to Assistant Conference Director

1. Work with Confessions and Liturgy Chairpersons.
2. Attend Chairpersons Meetings.
3. Responsible for Priest Check-in.
 - a. Priests out of the Diocese of Houma-Thibodaux MUST have pre-registered so that the Conference Office could obtain "permission" from their Bishop for them to celebrate Sacraments.
 - b. Priests within the Diocese of Houma-Thibodaux MUST be on the "active priests" lists obtained from the Bishops Office just days prior to the conference.
4. Ensure that all priests at conference have:
 - a. Registered for confessions and/or liturgies;
 - b. Made contact with the Liturgy Chairperson
5. Work with the Conference Office to contact priests to volunteer for confession times and to concelebrate liturgies
 - a. Record all contact information
 - b. Record times priests have volunteered for confessions and/or celebration of mass and/or Saturday night adoration
6. Work with the Confessions Chairperson to ensure that he/she receives all of the information on which priests to expect for each confession period.
7. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Priest Registration Supplies:

1. 2 tables and chairs with table covers
2. Priest t-shirts
3. Extra Priest Registration Forms
4. Maps; Restaurant and Mass Time Lists; Fliers for next year's conference
5. Confessions Schedules; Conference Schedules; Phone Lists; Radio Channel Lists
6. Highlighters; Pens; Paper; Tape
7. Phone Book; Diocesan Directory
8. Aleve/Tylenol

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

Priest Registration Signs:

1. Priest Registration

PRODUCTION

Job Description for Production Chairperson:

Reports to the Conference Director

1. The Production Chairperson will coordinate meetings between production crew/volunteers and the Stage Manager.
2. The Production Chairperson will attend Chairpersons Meetings
3. The Production Chairperson oversees all areas of backstage area.
4. The Production Chairperson will attend all Ministry Team meetings
5. The Production Chairperson will make decisions on what requests are necessary and secure the needs of the Ministry (speakers) Team.
6. The Production Chairperson will oversee the spirituality and prayer times of the Production Crew volunteers.
7. The Production Chairperson will be the "eyes and ears" behind the stage to the Conference Director.
8. The Production Chairperson serves as liaison between the following persons/areas.

a. Sound Technician:

- i. Determine sound equipment needs for all conference sessions
- ii. Acquisition of, and responsibility for, all necessary sound equipment
- iii. Sound systems set-up, tear down, and sound checks throughout the weekend
- iv. Sound system operation at all sessions (in main arena and any other tents or areas)
- v. Professional troubleshooter on call

b. Video Production

- i. Work with conference director to contract with a video production company to meet conference needs and budget
- ii. Determine suitable equipment
- iii. Provide on-site live video feed
- iv. Operate Power Point of lyrics to songs and/or pictures. (Therefore, be familiar with songs and conference schedule.)
- v. Ensure adequate video footage for editing and resale purposes
- vi. Advise and direct personnel operating switcher
- vii. Oversee the final product of video for sale;

c. Worship Leader:

- i. Report to Conference Director before the weekend, and consult with host during the event.
- ii. See to the needs of the Music Ministry Team
- iii. Determine sound equipment needs of band members
- iv. Determine list of songs to be included on powerpoint

d. Stage Manager

- i. Report to the Logistics coordinator and Production Manager
- ii. Recruit volunteers to work backstage
- iii. Coordinate special needs with the following chairpersons: Liturgy, Environment, Ministry Team (speakers).

- iv. Coordinate production schedule with others on Production
 - v. Manage Stage Crew within conference budget and help plan future budget based on projected costs.
 - vi. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the conference coordinator within 2 weeks after the conference. Please note all supplies you used, and donations received, and individuals to be thanked.
10. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

*A list of any supplies needed must be submitted to the Conference Office no later than two weeks before the conference.

PUBLICITY & PRESS

Job Description of Publicity & Press Chairperson:

Reports to Conference Director

Startup & Planning

1. Gather all of the information about the event
 - When
 - Where
 - Who the event is for
 - Theme
 - Speakers and their bios
 - History of the event (How long we have hosted it)
 - Price
 - Number of people who attended in the past
 - Persons/place to contact for more info (Registration info on the website and also the registration process)
 - Volunteers needed and the basic jobs that they do
2. Make personal contacts with the local newspapers, the radio stations, the cable networks and then get pricing info.
3. Use all community calendars and begin advertising the event and the registration info (these are typically free and can be found in newspapers and on the cable networks
4. Obtain a list of people registered from our Diocese and work closely with the office to get others to register, following the plan they have in place (parish contacts, etc)
5. Find out where we can put PSAs (public service announcements) and then go and record them for those places (radio stations usually record and play these)
6. Make phone calls to Churches if needed
7. Familiarize yourself with both websites so that you will know what people can find on them. This also helps in learning about the events.

Promoting Your Event

1. *Set Your Deadlines.* A clearly laid out plan of action is invaluable. Certain things need to be done at different times leading up to the event - keep track in a diary or use an online calendar. Here's a few pointers to help you work out an effective schedule:
 - Have your flyer and/or poster designed at least a TWO MONTHS before the event, which will give you plenty of time to distribute it in relevant locations and at events taking place before yours. You will also need it for online promotion.
 - Have your online events pages up at least three weeks before the event (see below).
 - These 'deadlines' aren't hard and fast, but they do give you plenty of time to chase up loose ends and make sure your event is featured as widely as possible.

2. *Personal Promotion.*
 - Gather a team of people and have them help with distribution of materials, including asking business owners to display posters and/or fliers.
 - Bring postcards/brochures to the Catholic Schools and also place some in the back of Churches (ask the Pastor first)
 - Contact all Church organizations and send information to them (KCs, Knights of Peter Clavier, etc)
 - Have your members pass out fliers to friends. Word of mouth is a powerful tool, so print up some posters in the church office—even if they're on a simple sheet of white computer paper—and encourage members to put them on their neighbors' mailboxes with a personal note asking them to attend.
 - Ask about a trade. Some magazines, radio stations and television stations will let you run an advertisement for free if they can be an official sponsor of the event in exchange. For example, free entrance to an event.

3. *Promoting Through The Media.* CONTACT ALL MEDIA-Don't just go to the media you know . Send the press release (the Conference Office will have it) and a shortened release for a listing to ALL print media in your area that is devoted to general community news plus any specialty paper or magazine that is related to your event or organization. You may need to scout out your neighborhood by going into stores and coffee shops looking for community papers you don't know about. Don't forget classified papers; some of them have a page devoted to community events.
 - Find community publications with free calendar listings. Some newspapers, websites and magazines do not charge organizations to list upcoming activities in their community calendars.
 - START EARLY Start publicizing events two months in advance. Follow up with a slightly different version of whatever the form of publicity (press release, flyer, etc) every week.
 - Press releases should be sent out by email around a month before and ideally ALWAYS follow up with a phone call to every person that you faxed/mailed. Speak to them directly and find out if they received the info and if they have questions.

4. *Form A Relationship with the Media Reps - Send Release Directly.*
 - Don't just submit your press release by going to the website and mailing it to the "Contact us" Link. Instead, dig around the website for the name and contact number of section editors and reporters. Contact a photographer as well. The photographer also has to find "filler" material. That's how pics of people reading a book in the park make the front page! The Photographer can be your biggest ally. Do the same for local television.
 - Contact local news and any local talk shows or morning shows. Form a relationship with media contacts. Make sure they fully know your areas of expertise. They may call on you for a sound bite when they are working on a story.
5. *Promotional Weekend*
 - Have a PROMO WEEKEND one or two weeks before the event. This would entail having the parish contact ensure that the event is promoted at every mass, that registration info is available to all who want it, and that, if at all possible, the parish contact or another representative of the conference, remain in the back of the Church until everyone has gone. (to give out info and answer questions)
 - Give one final push a day or two before the event. Many people may have heard of your event, and they may plan to attend. But people live busy lives. They forget which day the event is being held, shoot, they even forget which day they are living. **Help** out your prospective attendees by giving them a last minute reminder.
6. *College Connection.* Coordinate with local college students. Some may or may not have already formed related clubs. Even if no related clubs exist, there may be students interested in the cause who just don't know how and where to plug in.
7. *Bulletin Boards.* This is a great way to catch people who don't take in other forms of media. Post events and just post a general flyer about the group with meeting time and contact info. Places that normally offer community bulletin boards include: local coffee shops and magazine stores, Panera Bread, Borders, Music shops, and libraries.
8. *Contact ChristianHappenings.com.* This Web outlet is a popular source for listing Christian events and activities open to the public.
9. *Build Up Your Contacts.* A time consuming but utterly essential undertaking is building up a list of contacts, including the following:
 - Local and national press. Try to specifically target arts and entertainment journalists, but also send it to their news desk and listings service if they have one.
 - Local blogs and websites that will mention live music events.
 - Specialist publications and blogs that cover the genres you're presenting.
 - Listings services and websites – some accept emails, others require you to fill out an online form. Here are a few we use:
 - Eventful
 - Press E M Association (Represents publications)
10. *Email Advertising.* Tailor your emails to reflect who you are contacting: think of creative 'angles'.

- The body of your email should include the basics and short description from your press release. It's worth pasting a plain text version of your press release after the body of the email, in case they can't access the Word file.
 - You can also attach an e-flyer when contacting journalists. When dealing with the press, don't just leave it at an email: call them up and ask if they've received it. They receive a huge volume of potential stories and a phone call will give you a chance to sell your event to them.
11. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

RESOURCES & SHARE THE GLORY

Job Description for Resource & Share the Glory Chairperson:

Report to Staff Support

2. Contact any organizations you feel fit
 - a. Record all contact information, what materials organizations will bring and any special needs
 - b. Preferably contact at least one organization from each of the vocations (Priesthood, Religious, and Married Life).
 - c. Organizations from the Diocese of Houma-Thibodaux are allowed to have representatives present. Organizations from outside the Diocese of Houma-Thibodaux are allowed to bring materials but must register as volunteers or part of a group to remain at the conference.
3. Communicate with Logistics Coordinator for the proper set-up and take down of Resource Tent/areas
 - a. Correct number of tables, and chairs
 - b. Proper set-up of fans or A/C
4. Contact volunteers to help with set-up, any special needs, and the gathering of materials throughout the weekend
5. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Supplies:

***A list of any supplies needed must be submitted to the Conference Office no later than two weeks before the conference.

SECURITY

Job Description for Security Chairperson:

Report to Conference Coordinator

1. Be aware of and consistent with contract terms and agreements with the Conference Site to coordinate proper security.
 - a. Recruit, train, and supervise volunteers for a level of security that meets the Conference Site standards, including parking lot attendants and front door guards.
 - b. Coordinate evening sweep of grounds following the night sessions.
 - c. Coordinate hiring of professional security personnel consistent with terms in contract.
2. Coordinate with the following chairpersons: Transportation, Housing, Logistics, Bookstore, and Stage/Environment.
 - a. Transportation: Make sure no one attempts to walk between sites; Assist with parking for arrivals throughout the weekend
 - b. Housing: Security throughout the day and nights; assist with night shutdown and lock up.
 - c. Logistics:
 - d. Bookstore: Guard throughout bookstore hours and throughout the night
 - e. Stage/Environment: keep participants from backstage
3. Determine any supplies needed (and number of), including flashlights, radios and any other special needs.
4. Manage security team expenses within conference budget and help plan future budget with projected costs.
5. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the conference coordinator within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

*A list of any supplies needed must be submitted to the Steubenville on the Bayou Conference Office no later than two weeks before the conference.

Job Description for Security Volunteers

1. Report to Security Chairperson(s) for instruction.
2. Maintain the safety of all youth and adult participants, speakers, as well as other volunteers.
3. Make sure rules are followed by all in attendance at the event.
4. Help to keep order in the different facilities on the conference campus.
5. Assist ushers and liturgy volunteers during specific times of liturgies.
6. Keep secure all buildings associated with the conference.
7. Assist prayer ministry upon their request.

Specific Information about Responsibilities:

1. The most important task is to be an instrument of God's protection. Your example of love and service will be a strong witness to the participants.
2. Treat all priests with respect and encourage others to do the same.
3. You will be informed of your specific functions and shifts by your chairperson(s). Please keep in mind that obedience to this is key in maintaining order at the conference.
4. Make sure that all equipment is secure for the duration of the conference, i.e.:

- a. Music Equipment (inside The Main Arena and elsewhere)
 - b. Bookstore Merchandise;
 - c. Stage/Environment Supplies
 - d. First Aid Supplies
 - e. Belongings at On-Site Housing
 - f. Central Office Equipment
 - g. Liturgical Supplies
 - h. Logistical Equipment
5. Participants, volunteers, and speakers are required to wear wristbands at all times. If they are not wearing one, please escort them to the Central Office table in the main lobby of The Civic Center. Safety is very important. Please make sure that there is no walking across the streets or highways by any participants.
 6. Only those wearing an "all-access" colored bracelet or "backstage" pass are allowed backstage.
 7. During the Saturday night procession, first aid, ushers, and prayer ministry may need your assistance; please be ready to work with them during this time.
 8. Anyone who is not associated with the Steubenville on the Bayou Conference or the campus facility is prohibited from entering any of the sites.
 9. Make frequent rounds inside and outside of each facility.
 10. Assist with shutdown and lock up of facilities.
 11. Assist Office Staff with the removal of individuals from the conference site or the enforcement of conference policies.
 12. If appointed a radio, it is important to stay in contact with those who may need you assistance.
 13. With instruction from Security chairperson, see that all sites are locked secured overnight or when necessary.

Supplies:

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

SPEAKER & PRIEST HOSPITALITY ROOM

Job Description for Speaker/Priest Hospitality Room Chairperson:

Reports to Conference Director

1. Solicit and coordinate donations of meals or other materials
2. Oversee any purchases and distribution of decorations
3. Maintain room throughout the conference with refreshments and meals for speakers and other guests between sessions and at the end of the day
4. Coordinate distribution of any leftover food
5. Recruit, train and supervise a limited number of hosts/hostesses who will be present to assist with food, direct the speakers, etc. run errands, etc.
6. Set-up a Hospitality Prayer area and create schedule for hosts/hostesses to intercede for speakers through out the entire weekend

7. Manage Hospitality within conference budget and help plan future budget based on projected costs
8. Arrange for each speaker to have someone assigned to him/her once he/she arrives on site.
9. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received and individuals to be thanked

Job Description for Speaker Hospitality Volunteers:

1. Report to Speaker/Priest Hospitality chairperson
2. Assist Chair with coordination, hosting, and serving of meals, etc. for speakers and priests and guests of the Bishop throughout the weekend
3. Assist as needed including any of the following:
 - a. solicit and receive of donations of meals or other materials
 - b. assist with decorations, if necessary
 - c. serve meals and refreshments to speakers/priests
 - d. maintain hospitality room throughout the conference
 - e. run errands, if needed
 - f. help register or assist priests
 - g. assist with clean up and distribution of left over food

Supplies:

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

SPEAKER LIAISON

Job Description for Speaker Liaison:

Report to Conference Director

1. Communicate with Central Office on speakers and priests, and other important guests' travel, arrival times and departure
2. Coordinate the pickup of the Ministry Team (speakers, LEAD, band, etc.) and get them to the conference site.
3. Arrange for transportation back to the airport for speakers' departure.
4. Coordinate food and lodging for speakers and priests and, if necessary, any other important guests
5. Oversee any purchases and distribution of gifts for speakers
6. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received and individuals to be thanked

*A list of any supplies needed must be submitted to the Conference Office no later than two weeks before the conference.

Job Description for Speaker Liaison Volunteers:

1. Report to Speaker/Priest Liaison
2. Assist Liaison with coordination, hosting, and serving of meals, etc. for speakers and priests and guests of the Bishop throughout the weekend
3. Assist as needed including any of the following:
 - a. Coordinate lodging for speakers, priests, guests, etc.
 - b. Coordinate transportation for speakers through contact with Transportation chairperson
 - c. assist with speaker gifts, if necessary

Supplies:

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

TRANSPORTATION

Job Description for Transportation Chairperson

Reports to Logistics Coordinator

PREPARATION (Begin six months in advance of the event)

1. Visit the conference site and obtain a map of the layout of all entrances, exits, and streets in and around the area.
2. Meet with the site manager and identify all available parking areas.
3. Assist in the coordination of all traffic, emergency vehicles, parking, parking permits, and all other areas of traffic.
4. Coordinate traffic flow and parking for arriving and departing cars, vans and buses.
 - a. Create plans for vehicle arrivals, loading/unloading, parking, and departure.
 - b. Create a plan for shuttle times.
 - c. Also communicate with Central Office for correct arrival/departure information (times for break out sessions, etc.)
 - d. Design and request adequate signs to be made (check with Central Office for current inventory).
5. Get the number of volunteers from the conference office and secure adequate parking space for them.
6. Recruit, train and supervise volunteers to direct traffic, parking, unloading, and loading.
7. Hand a final layout of all parking areas to the conference office two months before the event.
8. Secure buses for the week of the conference (this will be for the LEAD and Mercy Crew Liaison)
9. Secure buses for the conference weekend.
10. Coordinate the rent/lease/borrowing of vehicles.

11. Serve as resource to Speaker/Priests Liaison, if necessary.
12. Be available to transport individuals to and from conference site (to housing sites, etc.).
13. Get a gasoline card or way to keep vehicles fueled.
14. Order signs to communicate parking, certain directions, and anything else
***A list of any supplies needed must be submitted to the Conference Office no later than two weeks before the conference.

ONSITE

1. Place signs in designated areas
2. Direct traffic and parking
3. Supervise loading and unloading of participants
4. Communicate with the conference staff to insure that vans are available when needed.

FOLLOW UP

1. Store signs and other supplies
2. Return vans or other vehicles
3. Write thank you notes to volunteers
4. Hand in a list of businesses and individuals who contributed in any way.
5. Record the work you did (and that of your volunteers) to provide a report and evaluation to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Job Description for Transportation Volunteers:

1. Report to Transportation Chairperson.
2. You most important task above all is to be concerned with the safety of those in transit from one site to the next. Maintain a courteous attitude throughout the weekend. Be respectful and polite to all who attempt to board or depart from the shuttle buses.
3. Know all arrival and departure times of the shuttle buses. Give proper instructions to bus drivers. Follow route instruction marked out on map.
4. See that all participants (youth and adult), volunteers, Mercy Crew, and LEAD who are transported by shuttle bus, arrive at their appropriate destination.
5. Make sure that all who ride on the buses wear a conference lanyard. If they are not wearing one, have them sent to the Central Office desk Civic Center .To help prevent injury or "stampeding", please inform participants to file on and off the buses in an orderly fashion. Inform security if there are any difficulties with those riding the shuttles.
6. Notify someone from the Office Staff or Logistics if there is a problem with transportation. This will probably be addressed by the Transportation chairperson.
7. Set up appropriate signs to help direct the bus drivers. Assist with the directing of traffic.
8. Stay in contact with Speaker Hospitality concerning the pick up and drop off of all speakers and/or any deliveries necessary. Provide a courteous service to

- speaker hospitality. Be courteous to all speakers, participants, and volunteers being transported.
9. Communicate with Mercy Crew concerning the transportation of groups to assist at different housing sites.
 10. Deliver extra food left over to prearranged organizations.
 11. Stay in contact with Logistics committee regarding other logistical needs.
 12. Do not transport anyone to the hospital; this is the responsibility of First-Aid.
 13. Run requested errands of chairpersons.
 14. On Sunday, be available to transport speakers, LEAD, and Mercy Crew to departure locations (bus stations, airports, etc)

Transportation Supplies:

1. Safety Vests (# according to # of volunteers)
2. Light Sticks
3. Buses
4. Vans/Vehicles; Gas card
5. Radio/ Cell Phone

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

Transportation Signs:

1. Parking
2. Entrance
3. Exit

USHERS

Job Description for Ushers Chairperson:

Prior to conference weekend reports to Conference Director

Conference weekend reports to Assistant Conference Director and Logistics Coordinator

Preparation (Begin six months in advance of the conference)

1. Visit the conference site and meet the on site coordinator.
2. Look at the seating arrangement, get a seating chart and layout of the main conference area.
3. Begin to list and gather supplies. (listed below)
4. Recruit _____(number) volunteers to serve.
5. Work with security, liturgy, first aid, and prayer ministry chairpersons.
6. Attend chairpersons meetings.

Weekend

1. Ushers:
 - a. To be seated in and responsible for, one section of chairs
 - b. Maintain good order in that section and seek aid of adult chaperone if necessary
 - c. Responsible for limited security in assigned section
 - d. Pass a collection bucket during the collections.
 - e. Responsible for guiding priests, Eucharistic ministers in the distribution of Holy Communion during liturgy.
 - f. Should obtain help from a priest, prayer minister, security, or counselor if need arises.
2. Communicate with Logistics and Mercy Crew Captains to coordinate cleaning responsibilities after each session if necessary.
3. Communicate with Liturgy chairperson to coordinate the distribution of Holy Communion, as well as meet with Eucharistic Ministers if necessary.
4. Record the work you did (and that of your volunteers) to provide a report and evaluation to be produced to the Conference Director within 2 weeks after the conference. Please note all supplies you used, donations received, and individuals to be thanked.

Job Description for Usher Volunteers:

1. Your most important task is to portray the love of God in all that you do. Your example of love and service will be a strong witness to the participants.
2. Greet all participants and seat them in their correct areas. Bracelet colors determine the area that participants and volunteers should sit in. Please make sure that no person sits in a section unless he or she is wearing the corresponding bracelet. Ensure that all policies are followed by volunteers and participants in the arena.
3. Treat the priests with respect and encourage others to do the same.
4. Attend the pre-conference meeting for Ushers on the Friday of the conference.
5. Take instruction from the Usher Captain in your area.
6. Stay in your assigned area throughout the weekend, informing your Usher Captain if you must leave for any reason.
7. To help avoid the injury of any persons, make sure that the aisles remain clear, especially on Saturday night during the Eucharistic procession. Keep your section clean (this can and should involve the cooperation of those in your section.) Keep order so that the experience of the conference is safe and pleasant. To further ensure safety do not allow participants to run, stand on chairs, or go on the stage.
8. Work closely with the Prayer Minister and Group Leaders in your section.
9. Assist in the distribution of Holy Communion and throughout the Eucharistic procession.
10. Do not remove anyone from the assembly- this is the responsibility of Conference Security.
11. Pay attention to announcements so that you will be prepared for collections and distributions.

12. You will be informed as to who has full access to all areas of The Civic Center and how you will be able to recognize these people.
13. Notify Security if you are experiencing any problems.

Supplies

1. Flashlights
2. Security Tape
3. Ear pieces for Radios

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.

VOLUNTEER ROOM

Job Description for Volunteer Room Chairperson

Reports to Assistant Conference Director

PREPARATION (begin six months in advance)

1. Visit the **conference site** with a conference staff person.
 - a. Look at the room that will be used as the volunteer room and see what the logistics needs will be. (this may mean tables, chairs, refrigerator, other furnishings)
 - b. Look at the possibilities of loading and unloading areas.
 - c. Meet the onsite contact
2. Attend the chairpersons meetings
3. Get the number of volunteers from the conference coordinator.
4. Form a team of three to five people that can help to gather donations of food and other supplies.
5. Obtain a letter from the conference office asking for donations. These letters may be sent or given to stores or organizations such as Catholic Daughters. Items such as snacks and drinks will be needed.
6. Submit a list of logistics needs to the logistics chairperson at least two months before the event.

CONFERENCE WEEKEND:

1. Set up the room
2. Staff the room either personally or schedule someone to be there throughout the weekend.
3. Keep the room stocked with snacks and drinks throughout the weekend.
4. Provide hospitality for volunteers.
5. Some of the volunteers are unable to eat at regular mealtimes. It is the responsibility of the volunteer room chairperson to get someone from Mercy Crew to bring the meals to the volunteer room so that these persons can eat as time permits. (this usually includes people in charge of production)
6. Store any supplies at the end of the weekend. Clean up and move out of the volunteer room.

FOLLOW UP:

1. Attend the follow up evaluation meeting

2. Work with the conference staff in planning an appreciation party or some other token of appreciation for the volunteers.
3. Keep accurate records of duties performed, correspondence sent and received, supplies used, and any other information pertaining to your job.
4. Write thank you notes to all volunteers who served in your area. If this is too difficult, the conference staff will assist you.

Job Description for Volunteer Room Volunteers:

1. Be available for set up, clean up, and restocking of necessary items.
2. Be available to work the weekend with the Chairperson

Volunteer Room Supplies:

1. Necessary number of tables and chairs for room
2. Ice Chests
3. Maps/Fliers/etc. to post on wall

***A list of all needs must be submitted to Conference Office no later than two weeks prior to the conference weekend, preferably a month before.