

# Black Bear Catholic

## 2021 Roles + Responsibilities

*All Black Bear Catholic leaders must be students in good standing and regularly enrolled at the University of Maine. Officers must be undergraduate students, although team leader roles can be filled by undergraduate or graduate students.*

*In addition, all Black Bear Catholic leaders are required to take **Protecting God's Children** through the Diocese of Portland, Maine. This educational training teaches adults to recognize warning signs of abuse in children and vulnerable adults. To maintain certification, leaders will complete monthly VIRTUS bulletins delivered to their email.*

### **President: liaison extraordinaire**

- Prepares the agenda and leads Leadership Meetings (Officers + Team Leaders) and Membership Meetings
- Checks in with each officer + team leader weekly\*
- Meets with Campus Minister biweekly\*
- Represents Black Bear Catholic at Student Government Organization meetings and within the Parish as needed
- Assists Campus Minister in organizing the timeline and advertising for Black Bear Catholic elections at the end of Fall semester

### **Vice President: campus connection**

- Attends Leadership Meetings and Membership Meetings
- In the absence of the President, presides at Leadership and/or Membership Meetings
- Checks in with President weekly\*
- Schedules, makes reservations, and/or registers for on-campus tabling events and fairs, and creates opportunities for Black Bear Catholic presence on-campus, including educating about “how to table” and “how to share faith”
- Represents Black Bear Catholic at interfaith meetings and enlists participation for a Catholic presence at interfaith events

### **Treasurer: money matters**

- Attends Leadership Meetings and Membership Meetings
- In the absence of the President and Vice President, presides at Leadership and/or Membership Meetings
- Checks in with President weekly\*
- Manages the bank account and financial statements, provides funds to leaders when purchases must be made, documents all debits and credits, and keeps a record of receipts
- Represents Black Bear Catholic and coordinates volunteers at fundraising events, including but not limited to the Reverse Raffle Dinner (typically the last Saturday in April)

### **Secretary: communications specialist**

- Attends Leadership Meetings and Membership Meetings
- In the absence of the President, Vice President, and Treasurer, presides at Leadership and/or Membership Meetings
- Checks in with President weekly\*
- Updates Google Drive with Leadership and Membership meeting notes on the day that a meeting occurs, and manages Google Drive folders and documents
- Creates a weekly Black Bear Catholic student bulletin from a template for distribution at 11am and 6:15pm Masses
- Collaborates with Social Media Team Leader as needed
- Completes WordPress training and assists Campus Minister in updating [umaine.edu/newman](http://umaine.edu/newman) website and calendar, and blog on [blackbearcatholic.org](http://blackbearcatholic.org)

*\*or more frequently, as needed*

## *Prayer Team Leader*

- Attends Leadership Meetings and Membership Meetings
- Checks in with President weekly\*
- Collaborates with Campus Ministry team and students to have opportunities for prayer and Eucharistic Adoration during the week
- Assists in training all adorers before they begin adoring and coordinates with students to schedule two adorers per time slot
- Communicates prayer and Adoration schedule to Social Media Team Leader, Secretary, and Campus Minister

## *Service Team Leaders (2)*

- Attends Leadership Meetings and Membership Meetings
- Checks in with President weekly\*
- Assists students in identifying and coordinating service projects that are important to them
- Collaborates with organizers of interfaith service projects for a Catholic presence
- Assists Campus Ministry team and Facilities Manager for Maine Day (service projects and other UMaine hosted service events)
- Collaborates with Parish/Diocese so that all volunteers have completed an application, been background checked, and are trained in Protecting God's Children as applicable to their volunteer role, per Diocesan standards
- Teaches leaders and members how to track service hours and keeps updated records of service hours
- Communicates service opportunities to Social Media Team Leader, Secretary, and Campus Minister

## *Mass Ministries Team Leader*

- Attends Leadership Meetings and Membership Meetings
- Checks in with President weekly\*
- Assists Sunday Sacristan in encouraging student participation in Mass ministries, including Greeters, Altar Servers, Choir & Music, Lectors, and Eucharistic Ministers and communicates the need for active participation in ministries to students
- Serves as Sacristan for Tuesday night Daily Mass
- Collaborates with Parish/Diocese so that all ministers have completed an application, been background checked, and are trained in Protecting God's Children as applicable to their ministry role, per Diocesan standards
- Assists Campus Ministry team in providing training to all ministers as needed

## *Men's + Women's Group Team Leaders (2)*

- Attends Leadership Meetings and Membership Meetings
- Checks in with President weekly\*
- Plans an engaging discussion for Men's + Women's groups in collaboration with Campus Ministry team (Chaplain, Campus Minister, FOCUS missionaries, etc.)
- Determines topics of interest to students
- Invites students to attend and encourages building community through shared faith and friendship
- Maintains a record of attendees at Men's + Women's groups in Member Database
- Announces topics of discussion weekly to Discord
- Coordinates Sunday Night Supper meal train in collaboration with Campus Minister

*\*or more frequently, as needed*

## *Event Team Leader*

- Attends Leadership Meetings and Membership Meetings
- Checks in with President weekly\*
- Coordinates with Campus Ministry team to plans events for students at least once per month
- Delegates responsibilities for putting on events, such as location, supplies/inventory, budget/funding, decorating, food, activities/games
- Communicates events 3 weeks in advance to Secretary, Social Media Team Leader, and Campus Minister

## *Social Media Team Leader*

- Attends Leadership Meetings and Membership Meetings
- Checks in with President weekly\*
- Assists Campus Minister and FOCUS PR, in managing social media, including Facebook, Discord, Instagram, YouTube, and more
- Meets weekly with Campus Minister and FOCUS PR to plan and discuss posting
- Updating and adding to the Social Media Schedule, to include announcements of upcoming events, feast days, and more
- Opens new social media as needed with the Campus Minister as Administrator, and transfers co-administrator status at the end of term to the next leader, and allows posting privileges to those within leadership as needed
- Assigning a person in advance of an event to submit photos and content for posting afterwards
- Uploading photos and videos to the BBC Leadership shared drive

*\*or more frequently, as needed*