Leadership Team Application Packet
For the Duke Catholic Center

Overview of Leadership Positions

The structure of the leadership team is comprised of Student Directors, Coordinators, and Small Group Leaders. Each position is essential to the Catholic community on campus.

**Student Directors** are responsible for the visioning and planning of the DCC ministry. SD’s meet regularly as a team and with DCC Staff to think strategically and creatively about the DCC ministry and to coordinate all DCC programming. Generally, experience as a Coordinator or Small Group Leader is encouraged before applying for an SD position. *Student Director positions are for a full calendar year. NO exceptions.*

**Coordinators** work in teams under the Student Directors. The Coordinators are more hands-on and will assist the SD’s in carrying out their responsibilities. Each Coordinator’s time commitment is variable depending on the ministry he or she is serving in; however, these positions are critical to the success of our ministry. *Coordinator positions are for a full calendar year unless you plan to study abroad. Please note this in your application.*

**Small Group Leaders** help facilitate the spiritual development of other students by leading successful small groups, building relationships, and mentoring their peers. Small Group leaders receive special training for their roles in the community and they work closely with each other and DCC staff to continue growing in their own faith and leadership. *Small Group Leader positions are for at least one semester.*

As disciples of Jesus, engaging in daily personal prayer, praying with Scripture, and regularly partaking of the Sacraments is necessary for inviting and investing in your work and in other members of the community.

Any position in leadership should be viewed as an opportunity to give. The commitments listed below should be viewed as an opportunity for you to **give your time to the ministry**. These commitments should be fulfilled joyfully and spiritually. If at any time you feel you would not be able to meet any of these commitments, please speak with Catherine Preston or Emma Miller. The DCC staff want what is best for you and will be accommodating to your personal and spiritual needs.

Below are descriptions of the major responsibilities for Student Directors, Coordinators, and Small Group Leaders. **Please fill out the application to be considered for leadership.** If you have questions, please contact Emma Miller (emma.miller@duke.edu).
Student Director Roles and Responsibilities

All Student Directors

★ Mass and Holy Hour are foremost priorities. Celebrating Mass and Holy Hour well are foundational musts. Student Directors as a team need to address and process all we do with attention to excellent Masses and Holy Hours – everything the DCC does should point toward and flow from Sunday Eucharist.

- Attend and participate in Sunday Mass at Duke each week.
- Set example for others by arriving early to Mass when you are scheduled as a Liturgical Minister.
- Attend and participate in Holy Hour each week.
- Attend and participate in weekly Student Director Meetings.
- Meet with your Coordinators as needed on an individual basis to encourage them, give feed-back, hear suggestions, and offer constructive criticisms.
- Attend and participate in Semester Planning Meetings in January and August.
- Attend and participate in Freshman Orientation Week and Beach Weekend.
- Join a DCC small group to continue spiritual enrichment and build relationships with students outside of your ministry.
- Act as liaison between staff and students in order to share comments, concerns, and suggestions.
- Be prepared to fill in if designated Coordinators do not fulfill their tasks.
- Maintain records of all events, programs and activities for future planning.
- Support Catholic Student Center activities beyond your own ministry area.
- Ensure that role as Student Director is the primary extracurricular priority.

Student Director for Liturgy

- Serve as key student leader for all liturgical ministries for the DCC.
- Recruit, coordinate, coach and supervise liturgical Coordinators and volunteers.
- Ensure all Sunday Masses are properly staffed and set-up before/during, and cleaned after Mass. (Also includes special Masses such as Ash Wednesday, Holy Week, etc.)
- Sunday will be primary workday – attendance is required.
- Actively work at improving our Mass.

Student Directors for Other Areas

- The time commitment for each Student Director position is dependent upon activities during the week or month. Some weeks will require greater amount of work time. If work is averaged over the year ten (10) hours per week is the expected time commitment to fulfill the responsibility of this position.
- Primary workdays will vary per position.
Coordinator Roles and Responsibilities

All Coordinators

- Attend and participate in Sunday Mass each week.
- Commit to 20 minutes (minimum) of daily prayer – make learning about your faith and deepening your relationship with Christ a priority!
- Participate in a weekly small group.
- Attend regular team meetings with the Student Director in charge of your ministry.
- Meet individually with the Student Director for your area regularly.
- Consistently reach out to and recruit Catholics who are not involved with the DCC.
- Secure volunteers to help with your activities and ministries, as well as follow up with students after events.
- Be a visible member of the Duke Catholic community by supporting your fellow Coordinators in their events.
- Communicate with DCC staff & Student Directors to secure SOFC funding for your events.
- All coordinators are encouraged to attend a week-long evangelization training camp. [Evangelization Training Camp Details can be found here.](#)

Specific Coordinator Roles

Please see [the Google Drive folder](#) for the individual Coordinator job descriptions
Small Group Leader Roles and Responsibilities

Small Group Leader

- New SGL’s
  - Required to either attend an Evangelical Training Camp or complete 6-9 hours of apprenticeship under an experienced Small Group Leader or staff member.
- All SGL’s
  - Commitment to attend training workshops periodically (2-3 times, 5 hours each) throughout the semester. These will be posted at least 2 weeks in advance.
  - Commitment to attend every other week meetings for training with other leaders – approximately 1.5 hours (day/time TBD by group).
  - Prepare for and facilitate a weekly small group.
  - Commitment to a minimum of 20 minutes of daily prayer with scripture.
  - Commitment to communication with DCC staff, fellow SGL’s, and other DCC leadership teams as needed.
  - Commitment to one-on-one meetings with small group members as needed.
  - Work with staff to promote, announce and organize small group signups.

One-on-one Mentor

- Required to either attend an Evangelical Training Camp or complete a semester of apprenticeship under an experienced One-on-One mentor.
- Meet weekly, one-on-one with 1-3 peers, apprenticing them in the life of a disciple.
- Attend training workshops periodically throughout the semester.
- Promote, announce and organize one-on-one signups in conjunction with small groups.
- Ongoing communication and coordination with other mentors and DCC staff.