LIGHT IN THE DESERT VIA DE CRISTO

SECRETARIAT JOB DESCRIPTIONS

Approved May 2020

The **LAY DIRECTOR (LD)** shall preside at all meetings of the Light in the Desert (LITD) Via de Cristo (VDC) Secretariat. The Lay Director shall have general supervision over the affairs of the organization and shall perform all such other duties as are incident to the office.

1. Calls and conducts the meetings and workshops of the LITD Secretariat.
2. Prepares meeting agendas.
3. Forms and dissolves special committees and appoints their chairs with the approval of the LITD Secretariat.
4. Coordinates the work of the members and the committees of the LITD Secretariat.
5. Guides LITD Secretariat in compliance with bylaws and national guidelines.
6. Works with LITD Secretariat members to promote LITD and VDC objectives.
7. Provides articles for Facebook and Website pages at least quarterly.
8. Lay Director must be an individual with previous experience on the LITD Secretariat. He or she must have a working knowledge of Lutheran theology.
9. Prepares an annual report of the LITD activities for the National VDC Secretariat.
10. Heads the Executive Committee and schedules Executive Committee meetings.
11. May recommend National Gathering delegate(s) for LITD Secretariat approval.
12. Submit annual report to VDC National summarizing Pilgrim attendees.
13. Appoints a committee to conduct an annual fiscal review of the Treasurer’s books.
14. With the approval of the Secretariat, appoints members of the Rector(a) Transition Committee.
15. Is a member of the Executive Committee.
16. Is a signatory on LITD checking account.

The **ASSISTANT LAY DIRECTOR (ALD)** shall perform the duties of the Lay Director if that individual is absent or becomes unable to fulfill the obligations of the office.

1. Chairs the LITD Secretariat or Executive Committee meetings in the absence of the Lay Director.
2. Reviews and revises LITD Secretariat position descriptions.
3. Works with the Lay Director to create and implement training as needed.
4. Works to promote LITD and VDC.
5. Updates the Previous Team Positions and the Rollos Given data bases. Emails information to newly elected Rector(a)s and Secretariat members.
6. Maintain and update weekend scripts and team manuals.
7. Facilitate applications for weekend sites.
8. He or she must have a working knowledge of Lutheran theology.
9. May assist the LITD Treasurer in preparing each weekend budget.
10. Performs other duties as directed by the Lay Director.
11. Is a member of the Executive Committee.
12. Is a signatory on LITD checking account.

The **SECRETARY (S)** shall attend and keep minutes of LITD Secretariat meetings and Executive Committee meetings and distribute those minutes. The Secretary shall have charge of all the organization's books, records, and other papers, with the exception of those held by the Treasurer, the Registrar, and the Communications Coordinator. The Secretary should have experience in word processing, email, maintenance of databases, and other electronic media. The Secretary shall perform all such duties as are incidental to the office.

1. Record and distribute Secretariat and Executive Committee meeting minutes.
2. Process all official correspondence and keep appropriate files.
3. Perform other duties as directed as directed by the Lay Director.
4. Is a member of the Executive Committee.
5. Is signatory on LITD checking account.

The **TREASURER (T)** is responsible for all the monies and securities of the organization. He/she shall sign all checks of the organization, shall keep regular books of the account, and shall submit that together with vouchers, receipts, records, and other papers to the LITD Secretariat for their examination and approval as often as they may require. He/she shall propose a budget for each weekend and submit said budget for approval. He/she shall perform all such duties as are incident to the office.

1. Accurately account for all LITD funds.
2. Prepare/provide written report of income/expenses LITD Secretariat meeting.
3. Collect/deposit all weekend fees, Ultreya offerings, and any donations.
4. Disperse funds for weekend expenses and all other expenses.
5. Prepare an annual (1 Jan – 31 Dec) Treasurer’s fiscal report for the Secretariat and participate in the annual fiscal review.
6. The Treasurer is responsible for filing annual Federal Tax form, the NV state non-profit application and fees and the National Lutheran Secretariat dues.
7. Perform other duties as directed as directed by the Lay Director.
8. Is a member of the Executive Committee.
9. Is signatory on LITD checking account.

The **SPIRITUAL DIRECTOR (SD)** is the spiritual and theological advisor of LITD. The Spiritual Director or his/her designee is to be at each Ultreya. The SD shall support all outreach activities of LITD. The SD is to provide Lutheran doctrine guidance as needed.

1. Associate member of the Executive Committee.
2. Participates in outreach activities.

The **REGISTRATION COORDINATOR (RC)** shall receive and process all team, angel, and pilgrim applications for LITD Weekends and ensure proper communication of same to the Rector(a). The RC shall correspond with pilgrims and sponsors to provide basic weekend participation requirements for the weekend. The RC shall maintain the database and keep it updated and provide articles for the inclusion in the LITD Facebook/newsletter, as needed. Because the duties of this position are numerous and detailed, Appendix 1 is added outlining those duties in detail.

The **THREE DAY SUPPLY COORDINATOR (TDSC)** will maintain an inventory of materials in storage and provide that inventory to Rector(a), appropriate Team Members, and as requested by the LITD Secretariat. After each LITD weekend, the TDSC shall inventory supplies returned to storage and update the written inventory lists.

The **MUSIC COORDINATOR (MC)** shall be responsible for maintaining a list of musicians and providing a list to future Rectors. The MC may coordinate with the Assistant Lay Director in updating the list. The MC shall obtain all necessary copyright authority as needed. The MC is responsible for maintaining all music equipment, music books and song sheets for LITD. The MC shall serve as a resource to Rector(a)s for selection of musicians. MC will coordinate with the Fourth Day Coordinator to provide musicians (and songbooks, if necessary), for each Ultreya.

The **PALANCA COORDINATOR (PC)** is to inform other Cursillo/Via de Cristo/Three Day movements of our Weekends and to organize all Palanca efforts for LITD Weekends. The PC is also responsible for coordinating all Palanca from LITD to other Cursillo/Via de Cristo/Three Day weekends.

1. Respond to requests for Palanca letters from other Cursillo/Via de Cristo/Three Day movements for their weekends.
2. Send requests for Palanca letters to other Cursillo/Via de Cristo/Three Day movements for LITD weekends.
3. Deliver received Palanca letters to the LITD weekend Head Palanca.
4. Guide the Weekend Prayer Chain Organizer as he/she sets up the 72-hour prayer chain for all LITD Weekends. Ensure LITD Weekend Prayer Chain sign-up link is up-to-date and accurate.
5. Guides the community as they prepare Palanca with articles on the web or in newsletters with a description and purpose of Palanca.
6. Makes available LITD Palanca sign-ups for prayer participation of other Cursillo/Via de Cristo/Three Day movements’ weekends. Ensure the link on our webpage to prayer sign ups is updated and accurate.
7. Responsible for maintaining inventory of crosses, bologna name badges, hearts, wings, beads, and Pilgrim Guides; deliver them to the weekend Head Palanca.
8. Maintains LITD Palanca digital data and miscellaneous Palanca support inventory between weekends.

The **FOURTH DAY COORDINATOR (FDC)** is responsible for planning and facilitating Ultreyas, keeping information on Reunion Groups, and publishing same for the community’s information.

For Ultreyas:

1. Contact church liaisons to schedule Ultreyas at their churches.
2. For non-church sites, contact site managers to schedule Ultreyas at their sites.
3. Act as Master of Ceremonies.
4. Develop the Ultreya agenda.
5. Ensure a Spiritual Director is available.
6. Ensure that Communion elements are available at each Ultreya in coordination with Spiritual Director or his/her representative. Coordinate with the recent weekend Head Sacristan for support.
7. Ensure Music is available. Coordinate with recent weekend Head Musician or the Secretariat Music Coordinator.
8. Send thank you notes to the host sites after the Ultreyas.
9. Be prepared to present an overview of the Reunion Group and Ultreyas at Continuing Education training, if needed.

For Grouping:

1. Maintain a list of Reunion Groups.
2. Assist Table Leaders, Sponsors, or LITD Community members to set up Groups.

The **COMMUNICATIONS COORDINATOR (CC)** shall be responsible for communications to the full LITD Community (except for prayer requests).

1. Maintain the Historian binders. After each weekend obtain weekend photo, rosters, song, scripture verse, logo, and Closura tri-fold and place in Historian notebooks.
2. Bring Historian notebooks to Ultreyas.
3. Work with the Registrar to maintain appropriate databases.
4. Operate and manage the Google Drive, Google Email, Google Calendar, and manages access to all.
5. Assist LITD Secretariat and Community members in create, edit, and transmit of information and articles.
6. Send out emails with updates and work with the Technology/Media Coordinator to ensure updated and timely transmission of information and articles to the Community.
7. Forward prayer requests to the weekend Prayer Warrior or email prayers to the LITD Community if the weekend Prayer Warrior position is vacant.
8. Help manage Lay Director, Registrar, and other LITD email/gmail accounts.
9. When requested by the Lay Director, provide a written Newsletter of current articles for distribution.
10. Due to the technical requirements of the CC, this position may be appointed without term limits.
11. The CC may hold this position and the Technology/Media Coordinator position at the same time.

The **OUTREACH COORDINATORS (OC)** for each stateshall be responsible for organizing informational meetings/temple talks at churches in Southern Nevada, Southern Utah, and Northern Arizona to help inform others of the LITD and VDC movement. Provide churches and pastors with current information on LITD. Assist participating congregations with informational presentations, obtaining tri-folds and brochures, and providing applications. The Registration Coordinator may be a source for these. Promote the LITD and VDC movement to non-participating congregations and maintain relationships with participating congregations. The OC shall coordinate their efforts with the Lay Director.

The **YOUTH LIAISON COORDINATOR (YLC)** mission is to develop and conduct programs that assist Young Christians (18-25 years old) in staying interested and involved in the Church. The YLC will help Young Christians to an engaged relationship with Christ. The programs will show Young Christians that being a follower of Christ does not mean being an outsider, but a part of a much larger caring family.

1. Recruit Young Christians to join the program.
2. Create and conduct programs using curriculum such as Teens Encounter Christ and other programs.
3. Coordinate Young Christian programs with LITD activities whenever possible.
4. Present participation in LITD as the next level to Young Christian activities.
5. Report to and seek guidance from LITD Secretariat.

The **TECHNOLOGY/MEDIA COORDINATOR (TMC)** is responsible for updating and maintaining LITD’s website, Facebook page, and any other social media outlets. Updating Facebook to include upcoming events, comments about past events, and encouraging others to check us out on both the LITD Facebook page and website. The TMC should be willing to serve the LITD Secretariat and Community as a technology resource, lending his/her expertise and experience to any use of information technology that would further the mission of LITD.

1. Work with the Music Coordinator to manage and maintain necessary technology equipment and inventory (i.e. microphones, laptops, projectors, TVs, etc.).
2. Apprise the Secretariat when new/replacement equipment is needed.
3. Work with and support the Communications Coordinator to maintain electronic media and Google drive contents.
4. TMC will provide support to the Treasurer and Community for online banking
5. TMC is the authorized person to take select pictures of LITD activities for including in historical or other purposes as directed by the Secretariat.
6. TMC will provide technical support and assistance to the weekend Head Musician and Media Tech.
7. The TMC may hold this position and the Communications Coordinator position at the same time.
8. Due to the technical requirements of the CC, this position may be appointed without term limits

APPENDIX 1

REGISTRATION COORDINATOR’S DETAILED DUTIES

**Before a weekend:**

1. Bring blank Team/Angel/Pilgrim (T/A/P) applications (apps), pens, and copies of the LITD Trifold to meetings/Ultreyas/etc. Make them available to Outreach Coordinators.
2. Collect completed applications at meetings, from mail box, or email. Review to make sure apps are complete. Provide copies (hard or email) to the new Rector(a).
3. Give any fees received to the Treasurer.
4. Give info about food requirements, sleep arrangements, and other special needs to Head Cook, Chef, ARs, and Rector(a) by 2nd Team meeting and updates as received.
5. Email/Send Sponsor Guidelines, sample Pilgrim Palanca letter, first page of Pilgrim app, and map to facility to Sponsors as Pilgrim apps are received. Note: it is important to receive all three pages of the Pilgrim App since without page 3 it is difficult to identify sponsors.
6. Coordinate with the new Rector(a) to contact Pilgrims and welcome them to the weekend.
7. Update Master Database with changes from Team and Angel apps and email them to the new Rector(a).
8. Keep copies of registration forms on file for each weekend. May be hard copy or digital. Keep files for one year from date of weekend.
9. Email Head Palanca with Team and Pilgrim names and attach blank T/A/P application masters and sponsor guidelines master for 4th Day envelopes.
10. Provide ARs with masters of Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement and Vehicle Use Acknowledgement Form.
11. Obtain or create maps/directions for Team and Community to weekend and Ultreya sites.
12. Two weeks before weekend mail/email Pilgrim Welcome letter (sample in RC files) to Pilgrims. Include Emergency Contact Number for the weekend site. Personalize letter based on site: CLC, CCE, Camp Lee, etc. Email a copy of the letter to sponsors so they will know what the pilgrims received.
13. Two weeks before the weekend, email updated Handy Dandy packing list, map to the facility, site layout, and LITD policy statement to the Team.
14. If any Pilgrim Palanca letters come to Registrar, put in envelope with Pilgrims name on it and give to Palanca team.

**During the weekend:**

1. Bring copies of all applications and rosters for that weekend, and blank application forms for Closura. If you are not attending, remind the Rector(a) to bring them. This ensures that Team and Pilgrim emergency info is available.

**After the weekend:**

1. Add Pilgrims’ info (from applications) to database, alphabetize, highlight, and email new list to LITD Secretariat and new Rector(a) within two weeks after the weekend. Email same info to the Head Angel and Prayer Warrior of the next weekend when they are identified. Un-highlight after sending.
2. Obtain a copy of the T/A/P rosters for each weekend and check and update addresses and phone numbers in the database.
3. Ask AR for Release and Vehicle forms to file with apps and keep for a year.
4. Requests for copies of database by anyone except LITD Secretariat, Rector(a), or as noted in #1 above must be approved by the Executive Committee.

**General responsibilities:**

1. Make T/A/P apps available at all times. Bring hard copies to Team meetings and Ultreyas. Remind Sponsors that they do not give the third page of the Pilgrim app to prospective Pilgrims. (There are three electronic files – one with the entire form, one with into pages 1 & 2, and one with page 3).
2. Refresh and update LITD VDC Trifold and all apps with current contact information.
3. Update and change forms as needed and submit to LITD Secretariat for approval.
4. Assist the Lay Director in preparing the VdC National pilgrim report. Coordinate with the current year’s Rector(a)s for the number of pilgrims and the number who were pastors in this report.
5. The Registration Coordinator will give the incoming RC a Flash Drive/Jump Drive with the database, forms, etc. (from current RC’s “stuff”) and the RC file box. Incoming RC will update the forms with their name, phone number and email.
6. A month prior to first team meeting encourage Sponsors of pilgrims who were unable to attend a previously scheduled weekend as planned to see if they want to participate.
7. Print and distribute tri-fold flyers to Outreach Coordinators for distribution to churches in the area.

Appendix 2

EXECUTIVE COMMITTEE

The Executive Committee (EC) provides organizational direction on behalf of the LITD Secretariat, advising the LITD Secretariat on matters affecting LITD and supporting its decision-making processes. EC membership consists of the LITD Secretariat elected officers (Lay Director, Assistant Lay Director, Secretary, and Treasurer) and the Spiritual Director. The EC typically provides evaluation and reports on issues raised for Secretariat consideration and makes recommendations to the LITD Secretariat. The EC has limited authority for responses that do not need to be addressed by the full Secretariat, such as financial and regulatory compliance related to the business operations and license requirements. In maintaining consistency with LITD mission and purpose, the EC initiates reviews and recommends action on policies and practices such as weekend team issues, updating of by-laws, secretariat job descriptions, and team position guidelines.