

Core Team Roles

A brief description of each Core Team role

Kingdom Builders Chair

Name: _____

- Communicate with:
 - Kingdom Builders Central: Host Parish Facilitator
 - Host Parish staff and pastor
 - Host Parish Core Team
- Lead *Core Team Development*.
- Reserve church for KB Gatherings.
- Obtain and work necessary equipment.
- Identify and maintain a safe location for the storage of all audio/visual equipment, signage, tissues, manual sign-in information, and KB Tablecloth (between KB Gatherings).
- Lead fundraising efforts (if needed).
- Forward KB Gathering information to Core Team (monthly).
- Emcee at each KB Gathering.

Kingdom Builders Presenter (two Presenters are recommended)

Name(s) _____

- This role is incredibly important to our mission and must be prayerfully discerned and approved in advance.
- Qualities of a *KB Presenter*:
 - Devout Catholic—She fully embraces the teachings of the Catholic Church.
 - She knows and loves Jesus. She loves receiving Him in the Eucharist.
 - She goes to confession regularly and has a deep prayer life.
 - Her social media presences is not a stumbling block to others. Her posts are not personally or politically divisive.
 - She is not using artificial birth control or promoting the LGBT agenda, and she supports life from the moment of conception until natural death.
 - She is joyful! Holiness is not a burden, it is a delight because we are in love with the Lord and open to His will in our lives.
 - Humorous—She can easily make people laugh (without being inappropriate)
 - Humble/Teachable—She can laugh at herself and is open to learning more about our faith and how best to teach it. Teaching material is provided, she simply follows the desires of the Holy Spirit by adding her own personal examples.
 - Using the prepared KB PowerPoint, add personal examples and present the Teaching to the KB Core Team at the monthly Mosaic Small Group meeting for feedback.
 - Present the Teaching at the monthly KB Gathering at Host Parish.



Core Team Roles

Promotions Coordinator

Name: _____

- Make copies of monthly KB Gathering Notes.
- Coordinate purchases of bookmarks, magnets, signs, and other promotional items through Specialized Printed Products (SPP).
- Adjust information for the monthly Gathering theme (*KB Chair* will forward) and send it to necessary people for promotion. Here are some ideas:
 - Church bulletin
 - Bulletins of Catholic churches in the surrounding area
 - School newsletter
 - Outdoor signage
 - Social media
 - Homily at Mass
 - Announcement at Mass
 - Postcard mailing
 - Core Team passing out bookmarks after each Mass.
- Set up/take down large screen in the church at each Gathering.

Hospitality Coordinator

Name: _____

(This could be a team of women, and we consider these our St. Thérèse souls)

- Put out paper registration and pens at each KB Gathering; this is ONLY for those who are not comfortable registering online with their phone.
- Input all new Builders that utilize paper registration into the system within 24 hours of Gathering.
- Purchase, stock, and set out tissues at each KB Gathering.
- Dress the table with KB Tablecloth and make sure it looks neat and lovely.
- Ensure all KB table signage is displayed neatly and removed/stored after each Gathering.
- Set out copies of the Gathering Companions and KB Notes on KB table at each Gathering.
- Acquire names/addresses monthly from parish office and personally invite women with handwritten notes.

Sacristan

Name: _____

- Schedule, coordinate, AND confirm priest's presence
- Set up for Eucharistic Adoration and ensure all items are set out properly before each KB Gathering
- Ensure all items used during Adoration are properly returned
- Handle lighting for Gathering (Teaching and Adoration)



Name: _____

- Evaluate, select, create a schedule, and coordinate stipends (if they are offered) for musicians and vocalists.
- The music must be excellent or it does not elevate Adoration and may distract from it. It's preferable to say “no” to interested musicians in order to protect the worship.
- If there are no gifted musicians within the parish, look to universities and Protestant churches and stipend them to sing.
- Obtain sheet music from Kingdom Builders CCLI and send it to musicians monthly (directions provided).
- Lead (or coordinate a leader) two Latin Adoration hymns: “Tantum Ergo” and “O Salutaris” (all lyrics with phonetic Latin pronunciation on screen).
- Lead (or coordinate a leader) a cappella “*Father, I Adore You*” at each Gathering (all lyrics on screen).

Core Team Collective Effort

- Prayer support for each other and the mission
- Personally inviting women to attend the Gathering

CORE TEAM TIME COMMITMENT:

Month One:

Four Week Commitment: *Small Group Formation & Pre-Launch CheckList (Feasibility Study)*

Four-2¼ hour weekly meetings (depending on size of the Team). Each meeting will consist of:

- 90 minutes of Small Group Formation + 30 minutes for Core Team Development.

Months Two & Three:

During this time each role is working to accomplish the items on their *TimeLine CheckList*, specific to each Role. Your group can decide how often to meet moving forward. It is recommended that teams continue to meet weekly until after your first Gathering. This allows for consistency and follow through.

Ongoing Monthly Commitment

After the Launch One Gathering at your parish, there is an ongoing Core Team commitment.

5 hrs/month. The big decisions are already made. This is the Core Team in action.

1. Monthly KB Gathering: 2.5 hours
2. Monthly Core Team Meeting: 2 hours
 - 60 minute Small Group
 - 45 minutes spent listening to Presenter’s upcoming teaching
 - 15 minutes of feedback (affirming/discerning personal examples of *Presenter*).
3. Outside preparation as defined by role: 30-60 minutes. (*KB Presenter* will have more preparation). Use your *TimeLine CheckLists* to review your responsibilities.

Ideally, it is best to have a minimum commitment from each Core Team Member of one year.

