

Faith Alive!

Team Responsibilities

Section 4: Team Responsibilities

General Responsibilities of Team Members	4-2
General Responsibilities of Witnesses	4-4
Hospitality Coordinator Responsibilities	4-6
Materials, Books, and Environment Coordinator Responsibilities	4-8
Prayer Power Coordinator Responsibilities	4-10
Publicity/Invitation Coordinator Responsibilities	4-12
Retreat Coordinator Responsibilities.....	4-14
Retreat Initiator Responsibilities	4-16
Ritual and Music Coordinator Responsibilities	4-17
Specific Witnesses.....	4-19

Faith Alive!

General Responsibilities of Team Members

Team Formation

1. Every one needs to confirm and reserve the dates, times, and location of the retreat.
3. Attend and participate in all team formation meetings. Be prompt.
4. Be supportive of other team members, encouraging and praying for one another.
5. Be centered in God's presence in daily life.
6. Keep confidential what people share in team meetings.
7. Prepare properly for each team meeting—be ready with your assignments.
8. Be actively involved in inviting people to participate in the retreat.
9. Involve family and friends in praying for this retreat.

Retreat Weekend and Follow-up Evening

1. Maintain a trust in the Lord throughout the retreat, no matter what specifically happens or doesn't happen.
2. Actively welcome, engage with, and care for the participants. Try to meet each one personally. Introduce those you know to each other. Avoid connecting predominantly with other team members.
3. Be attentive to fulfilling your specific responsibilities.
4. Participate as fully as possible in the retreat when not accomplishing your specific assignments.
5. Keep confidential the deeply personal comments offered at the retreat.
6. Pray for all involved -- team and participants.

The Ongoing Journey (after the retreat)

1. Maintain some personal contact with participants. Encourage them to be future team members. Ask them to talk about their experience with family, friends, and other acquaintances. Invite them to talk to their parish leaders about the retreat.
2. Continue to pray for participants, especially those forming a new team for another retreat.
3. Consider writing a personal letter to a few participants (each team member take 2-3 participants) following up on the retreat, thanking them for their participation, encouraging them to remember their commitments. Send a note soon after the retreat and possibly a second, 6-9 months later.
4. Write notes about what you did and how you did it in preparation for the retreat, while at the retreat and following it. Make suggestions for improving the retreat in the future.
5. Attend a follow-up team support and evaluation meeting. Reflect upon the participants' evaluations and ways to strengthen the impact of the retreat.
6. Encourage others who have not yet made the retreat to consider going to a future one.
7. Consider agreeing to coach a team or specific team members presenting a future retreat.
8. Consider helping to arrange a parish or regional reunion of those who have participated in a *Faith Alive!* retreat.
9. Remember to be centered in the Lord and sent by him to live the gospel in your daily life.

Faith Alive!

General Responsibilities of Witnesses

Team Formation

1. Become familiar with all the teaching and witness themes in order that your witness integrates well into the overall faith-centered journey of the retreat.
2. Be mindful that the suggestions for your witness are fundamentally ways to help you reflect upon certain aspects of your own experience. Your witness is uniquely yours. Keep within the overall focus and draw from your own faith journey.
3. Be prayerful in your preparation. Your witness needs to flow from your own relationship with the Lord, your ongoing communication with him (including prayerful listening). Use any scriptures which are personally meaningful for you in conveying your specific witness.
4. Set aside a quiet time and place for reflecting on your witness. Listen for thoughts and ideas. Write them down.
5. Choose those experiences of your life that best reflect the theme of your witness.
6. Tell about your experiences. Share your ongoing growth. Do not suggest to others what they should experience or tell them how they should grow. Do not give advice. This can be greatly aided by talking in terms of “I,” “my,” and “me.” Rigorously avoid saying “you” as in “You should...” or “You will...” Use “I” statements such as, “I experienced...,” “I felt...,” “It/this helped me to understand...,” etc.
7. Practice. Share your witness with family and/or friends. Be ready to give your witness to the team at the assigned team meeting.
8. Be open to constructive feedback.

9. Do not memorize or read your witness verbatim. Be as natural. Be yourself. You don't have to be perfect. If you use note cards, put only one idea on a card and write it large enough to read at a distant glance. Remember: You wrote it! God inspired it! It will come out even better when you are free from memorized or read notes.
10. Ask people close to you to support you with special prayers before and during your witness.

Retreat Weekend and Follow-up Evening

1. Leave the retreat room about 10 minutes before your witness in order to prepare yourself and to pray.
2. Before your witness, receive a blessing from the participants, led by one of the team.
3. If the Retreat Coordinator or Stage Manager does not do it, feel free to pause briefly before you begin and ask the retreatants to silently ask God to bless you and them, that all may be open to God's word in this talk.
4. Offer your witness with love and prayer. Refer to your notes as needed. Be prompt in concluding your witness in the allotted time. The Retreat Coordinator will pass out the follow-up questions for reflection and dialogue.
5. Throughout the *Faith Alive!* retreat, be an attentive listener to others. If a retreat participant wants to keep talking about your story, encourage him/her to see how his/her own story relates to the theme you were presenting.

The Ongoing Journey (after the Retreat)

1. Remain in touch with retreat participants encouraging them to be team members, possibly even giving a witness on the next retreat.
2. Continue to live your witness in your daily life.

Faith Alive!

Hospitality Coordinator Responsibilities

Team Formation

1. Identify people who will serve on the Hospitality committee and assist in carrying out these responsibilities.
2. Coordinate providing refreshments and cleaning up after all team meetings.
3. Check out kitchen facilities and supplies.
4. Prepare Saturday lunch menu and various snack items. Select menus that lend themselves to easy preparation and distribution.
5. Include healthful foods in the servings.
6. Decorate serving table appropriately.
7. Clear all purchases with the retreat coordinator.
8. Check with the Invitation Coordinator concerning special diet needs for participants.

Retreat Weekend and Follow-up Evening

1. Arrive early for each day of the retreat. Have appropriate foods and drinks available on serving table and snacks at participant tables.
2. Be organized for quick, efficient service during the lunch meal and snack periods. Be friendly and personal in serving people.
3. Keep the kitchen clean and orderly, especially at the conclusion of each retreat day.

The Ongoing Journey (after the Retreat)

1. Restore all equipment and supplies to their proper places.
2. Take inventory of remaining food and supplies which can be used in the next retreat weekend.
3. Send thank you notes to any kitchen volunteers.
4. Be in touch with next retreat team hospitality coordinator. Update this person on supplies and any practical tips you might offer.

Faith Alive!

Materials, Books, and Environment Coordinator Responsibilities

Team Formation

1. Identify people who will serve on the Materials, Books, and Environment committee and assist in carrying out these responsibilities.
2. Prepare retreat participants' folders. Coordinate the duplicating of materials and the handing out of any other resources which are needed. Would be helpful to have documents color coordinated, for example, all prayers one color, all reflections questions another, etc.
3. Obtain the other needed supplies and be sure they are ready for use.
4. Prepare the retreat evaluations for participants to answer.
5. Checkout parish book rack. Organize a religious books consignment effort.
 - Contact a religious goods store and decide which types of items are to be included
 - Coordinate delivery and pickup effort.

Renewal Weekend and Follow-up Evening

1. Arrive early for all sessions. Be familiar with the needed room set up and coordinate room arrangements. Post relevant flip chart papers, posters, pictures around the room.
2. Personally hand participants their folders and any other needed materials throughout the weekend.
3. Give appropriate housekeeping and facilities directions during the welcome part of the retreat.

4. Oversee the religious books consignment.
 - Provide security for the consignment and the money collected
 - Work with the store to make consignment items and money collected come out evenly
5. Handout and collect the retreat evaluations at the follow-up evening.
6. If any unforeseen material resources are needed, be prepared to get them during the weekend. Be sure to have access to and ability to use local copy machine.

The Ongoing Journey (after the Retreat)

1. If people forgot any of their materials or possession at the weekend, be prepared to return them.
2. Send thank you notes to any people who provided valuable resources.
3. Give recommendations for parish book rack and possible monthly, weekly, or daily prayer aids.
4. Give contact information to the person who coordinates books and materials for the next retreat.
5. Summarize the evaluations and give feedback to the team. Pass on valuable suggestions to the next team.

Faith Alive!

Prayer Power Coordinator Responsibilities

Team Formation

1. Identify people who will serve on the Prayer Power committee and assist in carrying out these responsibilities.
2. Develop and implement a plan for the parish community and others to pray for the success of the retreat.
3. Distribute the *Faith Alive!* retreat prayer so that everyone can pray individually and together. Place in the pews and pray the week before the retreat. Put in the parish bulletin or newsletter. Give to the sick and shut in, the school and PSR children, the various organizations and ministry groups.
4. Include a prayer for the retreat in the general intercessions at the weekend Masses.
5. Ask children and others to make posters showing their prayerful concern for those on retreat.

Retreat Weekend and Follow-up Evening

1. Remind the team to be prayerful throughout the weekend, especially for people who may have a particular need. Set the example of prayerful response.
2. Perhaps place a “Prayer Jar” in a visible spot to receive petitions during the retreat.
3. Put up posters and other materials that communicate the prayers of others for these retreat participants.

The Ongoing Journey (after the retreat)

1. Take down the posters and other prayer materials. Save what might be appropriate for future *Faith Alive!* retreats.
2. Write thank you notes to people and organizations that stood out in offering their prayer responses.
3. Keep a list of contact people for the next Prayer Power Coordinator and committee.

Faith Alive!

Publicity/Invitation Coordinator Responsibilities

Team Formation

1. Identify people who will serve on the Publicity and Invitation committee and assist in carrying out these responsibilities.
2. Be attentive to all General Team Responsibilities.
3. Create and send bulletin/community announcements. Get *Faith Alive!* retreat information posted on the parish website.
4. Design and put up posters, e-mail potential participants.
5. Inform participants in various parish organizations, ministries, etc.
6. Encourage the entire team to personally invite people.
7. Contact people who expressed an interest in previous retreats but could not attend.
8. Invite specific segments of the parish community such as all newly registered parishioners, parents of newly enrolled students in the parish school, and so forth.
9. Coordinate people to speak briefly at all the parish Masses on one weekend to inform and invite people.
10. Have cards in the pews that people can fill out expressing an interest. Recruit committee members to e-mail and/or make follow-up calls to these people.
11. Remind the entire team to pray that those potential participants whom the Lord is encouraging to attend will do so.
12. Send confirmation letters to those accepting the invitation. Information regarding date, time, place, meals, etc. should be included. Encourage these invitees to consider asking others to attend or to provide names that the team can personally invite.
13. Provide a list of confirmed invitees for team members immediately before the weekend.

Retreat Weekend and Follow-up Evening

1. Assist in welcoming participants at the beginning of each day.
2. Contact by telephone those who have not arrived 15 minutes beyond the scheduled beginning. Maintain a list of those who could not come.
3. Secure permission of the participants to share their names, addresses, and phone numbers with other participants of this *Faith Alive!* retreat. Prepare and provide the address and phone list to all participants and team members at the follow-up evening.

The Ongoing Journey (after the retreat)

1. Provide for the next team the names of those participants who were not able to make this retreat.
2. Encourage the sponsoring parish or institution to put together a group e-mail list for future communication.
3. Encourage the sponsoring parish or institution to have a *Faith Alive!* follow-up page on its website. Include key themes, quotes, and excerpts from the retreat, a link to the Living Faith at Work website.
4. See that the directory information (names, addresses, phone numbers, e-mail addresses) of the participants of this *Faith Alive!* retreat are provided to the Living Faith at Work organization.

Faith Alive!

Retreat Coordinator Responsibilities

Team Formation

1. Work with parish ministers to identify people who will serve on the *Faith Alive!* retreat committees and assist in carrying out these responsibilities.
2. Facilitate, with assistance as needed, the team formation meetings. Draw upon resources, including the *Faith Alive! Manual*, people who have been on previous teams, and the area-wide core leadership team.
3. Coordinate the time spent for team learning, prayer, community building, and preparatory work, including the giving of witnesses to the entire team.
4. Prepare flip chart header pages for large group debriefings on the weekend.
5. Work with presenters on signals which can be given to help keep their talks properly timed.
6. Review the directions and the key questions for the Creating a Presence exercise at the beginning of the retreat.
7. Act as the liaison between the team and the parish pastoral staff and leaders. With everyone—communicate, communicate, communicate!

Retreat Weekend and Follow-up Evening

1. Arrive early. Coordinate prayer and last-minute details with team members, including the selection of 3 scribes for the opening session on Friday night.
2. Set the example in welcoming new participants, informally and at the opening session.
3. Facilitate the Creating a Presence exercise
4. Introduce presenters, facilitate the quiet time for reflection, the movement into small groups, return to the large group, and into preparation for prayer experiences. Announce breaks, snacks, lunchtime. Work to keep the retreat on schedule as much as possible.

5. Conclude each session, when people return home or go to bed, with any appropriate announcements, reminders, encouragements, and challenges.
6. On Saturday, facilitate the personal reflection time before Mass and the personal commitment to action time after the liturgy.
7. Facilitate the closing experience on Saturday.
8. Arrive early on the follow-up evening. Prepare for the prayer ritual. Welcome participants as they arrive. After prayer, invite participants to dialogue one-on-one about how their *commitment to action* went.
9. Give directions for the Journey to Emmaus (Walkabout Review).
10. Introduce the role play example of a personal support and accountability one-on-one or group.
11. Facilitate discussion about participants forming any ongoing spiritual support system or recommitting to an already existing one.
12. Invite participants to fill out evaluation forms.
13. Gather people for the ritual closing and goodbyes.
14. Lead the way as the team does cleanup.

The Ongoing Journey (after the retreat)

1. Lead the team in a wrap up meeting within two weeks after the retreat. Draw upon participants' evaluations and personal experiences to affirm what went well and to visualize possibilities for making the retreat even better.
2. Stay in touch with retreat participants, pray for them, encourage them in their daily lives, invite them to consider being on a future team.
3. Encourage and thank team members for all they did. Consider possible team reunions.
4. Communicate with pastoral staff and leadership concerning how the retreat went and how the parish can continue to affirm, equip, challenge, and support parishioners in their daily mission and ministry.
5. Take a well-deserved vacation in whatever way you can.

Faith Alive!

Retreat Initiator Responsibilities

1. Confirm parish's intent to sponsor the *Faith Alive!* retreat and the obligations and expectations of both the parish and Living Faith at Work.
2. With the parish ministers, set the date for the retreat and a follow-up session (about 10 days after the weekend) far enough in the future to allow for team formation and preparation—at least two months out.
3. Reserve parish facilities for the Friday evening, all day Saturday, and follow-up evening sessions.
4. Work with the parish ministers to identify the members of the team who will put on the retreat and secure their agreement to participate.
5. Establish the date, time, and place of the initial team meeting and communicate that to the selected team members.
6. With the parish ministers, establish and reserve tentative dates, times, and locations for the team preparation meetings. Eight would be ideal but it can be as few as four if the team members are willing to hold longer meetings (3 hours instead of one and one-half hours). These will be reviewed and modified at the first team meeting.
7. Review the *Faith Alive!* manual.
8. Prepare for the initial team meeting.

Faith Alive!

Ritual and Music Coordinator Responsibilities

Team Formation

1. Identify people who will serve on the Ritual and Music committee and assist in carrying out these responsibilities.
2. Identify who will provide/lead the music and secure agreement from them to do so.
3. Determine who will be involved and how they will be involved in each of the rituals and music. Secure their agreement to fulfill the planned roles.
4. Coordinate the efforts of those leading and participating in the rituals and music.
5. Plan and prepare the appropriate worship environment.
6. Obtain the needed worship resources, including hymn books. Get permission from copyright holders for duplicating music, if necessary.
7. Obtain taped or live background music for use as participants arrive at the retreat and for appropriate moments during the retreat.
8. Prepare the worship resources that the participants will need, for example, prayer sheets, song sheets, and readings.
9. Use the *Faith Alive!* prayer rituals at the various times called for during the retreat. Adapt them to your local situation.

Retreat Weekend and Follow-up Evening

1. Welcome participants at the beginning of the retreat. Provide taped or live background music.
2. Prepare worship environment for each specific ritual prayer. Provide worship resources for participants.
3. Choose and guide people to be involved in various prayer experiences.

4. Return the materials and properties to their respective places.

The Ongoing Journey (after the Retreat)

1. Send thank you notes to those who assisted in a special way.
2. Put any suggestions for improving the rituals and music of the retreat into writing and share with the retreat coordinator and team members.
2. Provide contacts to ritual and music committee for the next retreat.

Faith Alive!

Specific Witnesses

1. Each witness should read and follow carefully the general guidelines marked " General Responsibilities of Witnesses."
2. Each person witnessing should coordinate with the person doing the teaching related to their common theme. Each witness must also fit into the overall development of the retreat.
3. The witnesses should be practical, life centered, faith filled applications of the teaching. They are meant to be *real-life illustrations told in story form* of growing in faith. No person giving a witness is professing to be an expert or a perfect person. We are all pilgrim people on a lifelong journey of faith. We do not point to our own greatness. We give glory to the greatness of God.

Growing in a Personal Relationship with Jesus Christ

- How I have come to and grown in my relationship with God through the presence and example of Jesus Christ and the inspiration of the Holy Spirit?
- Have I come to a realization in some way that growing in Christ is a lifelong journey, that spiritual development is an everyday, up-and-down, comfortable and uncomfortable process (a dying to self in order to be fully alive in the Spirit)? How can I express this in my witness?
- An acknowledgment that sometimes I can still be oblivious to the Lord's presence and/or resistant to his will. What can I share that shows how I get beyond my self-preoccupation?
- A witness to the positive difference the Lord has made in my inner attitudes, motivations, feelings, and in my outer actions, when I let him in, when I am *centered* in his loving presence and recognize I am *sent* to be an instrument of his integrity and love.

The Spiritual Path of Love

- My growing awareness of God's real presence in the ordinariness of my everyday life and relations.
- Focus upon the relationships in my life—family and friends, co-workers, acquaintances. How has human love in ordinary circumstances been a reminder and experience of divine love?
- How has my experience of God's love influenced the ways in which I appreciate, accept, challenge, support, and forgive others?
- Illustrate the importance of our being really present to one another in the midst of our busy lives. How do I become *centered* again in taking the time to value each moment? How do I remember that I am *sent* to love each person right here right now? How do I stay open to other people's love for me?

The Spiritual Path of Work

- My growing awareness that my work is a call and opportunity to cooperate with God in expressing my gifts toward making a loving and just difference in the world.
- My responsibility is to become a leader (an influence) in my work environment.
- My recognition that as a lay person I do not have simply a job or a career but a vocation and a mission, that my ultimate employer is the Lord. How does such a perspective on my work influence what I do, how I do it, and why I do it?
- Illustrate with examples of how I have been unaware of God at work in my work and in hindsight became more conscious of his presence in a situation. How has such a belated awareness helped me to be more aware of and cooperative with God in the moment?
- What spiritual development exercises or do I practice at work or could I practice at work to be more *centered* in the Lord and more consciously *sent* to live gospel integrity and love.

Liturgy in Life: Strengthening the Connections

- How I have grown in my appreciation for and commitment to liturgy, especially the celebration of Eucharist? Reflect upon ways in which my openness to the Lord in Mass and through prayer and sharing with others has deeply influenced my daily life.
- Reflect upon my growing awareness that all of life is sacred, is in some way a sacrament. How does the experience of the Lord's real presence on Sunday at Mass with others open my eyes, heart, and soul to his real presence on Monday (everyday)?
- Illustrate/give examples of how my weekly preparation for the Sunday liturgy has enhanced my experience of the Eucharistic celebration.
- Give examples/practical suggestions for how I practice being more mindful of the Lord in the "liturgy of daily life." What practical reminders in everyday, ordinary life experience do I use to open myself up to God's ever present healing, reconciling, inspiring, and guiding love?

Teaching Witness

In the Footsteps of Jesus: Sent to Serve and Do Justice

- My growing awareness of the call to have an unselfish servant attitude in my attitudes and actions at home, work, and in the community (following the example of Jesus -- Philippians 2).
- Offer examples of being a servant to others, including at work.
- Express realization that service is essential, yet does not go far enough. How I came to recognize the importance of fostering social justice: trying to make a difference in the systems, structures, and policies that negatively impact people's lives, especially those of the poor and vulnerable.

- Emphasize the significance of individuals' making a difference in their own work settings and everyday circumstances as insiders—relate an example of this.
- My developing understanding of Catholic social teachings -- calling for living sound moral principles grounded in a faith-based moral vision.
- Convey the core themes at the heart of our Catholic social tradition (use personal examples of how any of these have influenced you and what you do).
 1. Life and dignity of the human person.
 2. Call to family, community, and participation.
 3. Rights and responsibilities of individuals.
 4. Option for the poor and vulnerable.
 5. Dignity of work and the rights of workers.
 6. Solidarity.
 7. Care for God's creation.
- Encourage participants to look within themselves and their work environment (whatever productive activity they do) to determine if there are social justice concerns they ought to become more aware of and willing to address.