

TASKS FOR THE PROGRAM COORDINATOR

Fall 2009

1. Ask your pastor if he has any special requests regarding the implementation of the program(s) your parish will offer, your responsibilities, or how you handle your duties as the program coordinator. Ask him if he wants to charge the registrants for the program materials or if he would prefer that the parish underwrites the cost of the program(s) in whole or in part.
2. Recruit small group facilitators as needed. Let them know what their responsibilities will be.
3. Publicize the program(s) through bulletin announcements and fliers, pulpit announcements, announcements made at parish meetings and events, invitations in person or by phone, etc.
4. Organize and supervise the sign-up weekends.
 - a. Recruit volunteers to be at sign-up tables after each Mass on the sign-up weekends.
 - b. Make photocopies of the sign-up sheet and distribute copies to volunteers.
 - c. Use a different sign up sheet for each small group.
 - d. Distribute the completed sign-up sheets to the small group facilitators before the groups meet for the first time.
5. Order program materials. Each parish is responsible for ordering their own materials this season. Questions can be addressed to the Office of Worship at shuett@diobelle.org or by calling 235-9601.
6. Distribute program materials to facilitators and registrants before the first weekly session. (Coordinators may want to ask the facilitators to be responsible for distributing the printed materials to the members of their small groups before the group meets for the first time.)
7. After the program begins, continue to publish weekly bulletin announcements.