

Position Title: Core Team Minister

Reports to: Mission Director

Description:

A Love Begins Here Core Team Minister leads LBH Missionaries and chaperones in service, prayer, and reflections on mission trips. They are responsible for caring for the physical, spiritual, and emotional needs of missionaries, chaperones, and other Core Team Members at all times. Although the day-to-day tasks of this position may sometimes seem secular and routine, the entire purpose of this position is to assist in the mission of the Catholic Church in helping all people meet the person of Jesus Christ, risen from the dead, in a life-changing way. Effective participation in this mission depends at least as much upon example and witness as upon the specific tasks performed. Thus, it is imperative that the employee exercise sound discretionary judgment in their pursuit of these religious objectives and that their words, actions, and attitudes reflect the ministerial nature and purpose of this position.

Requirements:

The mission of Love Begins Here is to have a dual impact on the missionaries and communities we serve by practicing faith, hope, and charity in our daily lives of prayer, service, and community building. In order for a Core Team Member to fulfill this mission and lead missionaries and volunteers in prayer and service, this person is expected to professionally and joyfully seek to know, love and serve Jesus Christ through active participation in the life of the Catholic Church, including by publicly professing and following Catholic teachings as proclaimed by the magisterium of the Church. A Core Team Member should be at least 21 years of age and have passed insurance screening in order to drive missionaries in vehicles.

Principal Activities:

- Participate in community prayer, with the Core Team and entire LBH missionary community, including daily team prayers, daily Mass, daily rosary, and daily mental prayer time.
- Lead prayer at the beginning of activities, at the start of the day at the worksites, and before meals.
- Monitor the physical, emotional, and spiritual needs of missionaries and lead missionaries and encourage their growth.
- Monitor the behavior of missionaries and lead missionaries; provide logical consequences for inappropriate behavior.
- Monitor and perceive any potential safety hazards at work sites or at home-base and take appropriate action, if need be.
- Lead small group discussions with teens.
- Lead a small group of teens in service at the worksites.
- Lead various community-building exercises, activities, and games.
- Stay actively engaged with missionaries, through play and conversation throughout the day.
- Lead Collatio (evening community prayer and reflections) with missionaries.
- Prepare catechetical talks to be given at Collatio.
- Communicate effectively with teens, adults, and elderly.
- Make decisions and problem solve, in accord with the mission manifesto of Love Begins Here.
- Tell stories and communicate about St. Teresa of Calcutta and the mission of Love Begins Here.
- Check-in with lead missionaries on a daily basis and help them reach their goals using the GPS goal setting process.
- Be available to listen to missionaries, lead missionaries, or other Core Team.
- Before missionaries arrive on the first day, assist with site preparation, cleaning, unpacking, etc.

- After missionaries leave on the last day, assist with cleaning, packing up, etc.
- Attend daily Core Team and Lead Missionary meetings, including the evaluation and wrap-up meeting on the last day of each trip after missionaries leave.
- Interact with parents on pick-up or drop-off days.

Core Team Minister | Sample Daily Schedule - Ministerial Functions

6:30am - Core Team meeting - **Daily Missionary of Charity Prayers**

6:50am - Lead Missionary meeting - **Memorare**

7:10am - Wake up teens

7:20am - Facilitate and eat breakfast + pack lunches

7:45am - All Missionary Meeting

8:15am - Attend Daily Mass - **Mass Prayers**

9:00am - Pack up for worksites

9:15am - Greet worksite contact - **Mission Prayer and LBH Mission Manifesto**

9:30am - Work

Noon - Lunch Break - **Meal Prayer**

1:00pm - Work

3:00pm - Wrap up at worksites and **process with the LBH mission manifesto**

3:30pm - Pool and showers

4:45pm - Leave for home base

5:00pm - Large Group Rosary (**Pray and/or lead: Rosary prayers**)

5:30pm - Dinner - **Meal Prayer**

6:30pm - Facilitate large group games

7:30pm - Collatio Sharing (**Core Team facilitates discussion about where teens saw God during their day**)

7:45pm - Collation Talk (**Core Team rotates teaching the Catholic faith during each night of the week**)

8:15pm - Collatio Prayer - **Mental Prayer**

8:30pm - Parish Time - **Opening and Closing Prayers**

9:30pm - Facilitate bedtime preparations

10:00pm - Put kids to bed

10:30pm - Wrap up final daily tasks, like work orders, lunch preparations, etc.

Media Coordinator

Additional Requirements

The Media Coordinator should have experience working with DSLR cameras for both photo and video purposes, using Final Cut Pro or an equivalent for video editing, Photoshop, Facebook, Instagram, Twitter, Snapchat, Youtube, and Wordpress.

Additional Activities

- Collect photographs and video from daily life on Love Begins Here, documenting prayer, service, and community life in a balanced way.
- Produce weekly or bi-weekly videos.
- Post on Instagram at least once a day.
- Update photos in the Facebook album at least once a day.
- Write blog updates and weekly summaries throughout the summer.

Kitchen Coordinator

Additional Requirements

The Kitchen Coordinator should be well organized, comfortable delegating tasks, and self-motivated. Experience in food preparation and service is preferred but not necessary.

Additional Activities

- Organize, manage, and keep organized all kitchen supplies and food.
- Communicate needs for supplies and food purchases to Mission Director.
- Manage and direct all persons working in the kitchen.
- Train Core Team and Lead Missionaries on proper kitchen protocols.
- Delegate and organize Core Team to prepare breakfast and lunch.
- Lead preparation of coffee hour, dinner, and dessert.
- Receive and organize food orders.
- Prepare food orders for the coming week.

Work Site Coordinator

Additional Requirements

The Work Site Coordinator should have strong written and verbal communication skills, be well organized and detail-oriented, and be comfortable speaking with individuals of various ages and backgrounds. Experience in small home repair, painting, and landscaping is preferred but not necessary.

Additional Activities

- Make contacts to fill in gaps work sites to be scheduled.
- Communicate with all service sites one week prior to scheduled service date.
- Write and assign work orders for every car group each day.
- Organize and distribute work equipment each day.
- Visit work sites to monitor safety and LBH Mission Manifesto standards.
- Collect all work orders and evaluate them at the end of the day.
- Tidy the work equipment and trailer at the end of the day.
- Train Lead Missionaries on proper safety techniques and tips.
- Communicate needs for updated and safe supplies and work tools to Mission Director.
- Deep clean and organize the work equipment and trailer at the end of each week.
- Create backup plans for service sites that fall through, due to unforeseen circumstances and weather that prevents service from happening.
- Follow up with and reschedule, when possible, with service sites that were cancelled.
- Communicate with the host parish to provide them with detailed, organized list of service site contacts in their area to follow-up with after the mission trip.