

## **Position Title: Love Begins Here Core Team Minister**

### **Reports to: Associate Director of Evangelization & Catechesis for Youth (Mission Director)**

#### **Description:**

A Love Begins Here Core Team Minister leads LBH missionaries (teens and adults) 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 to proclaim Christ and make disciples through the sacramental life of the Church. 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.

#### **Compensation:**

In addition to all lodging, meals, and mileage during Love Begins Here sessions, Core Team Ministers will receive \$325 per week for five weeks (one week of training and four weeks of programming) for a full-summer total of \$1,625. Core Team ministers all receive one full day off per week and a mid-summer break.

#### **Summer 2022 Dates:**

Core Team Ministers must be available **from June 10-July 30**. The summer schedule is as follows:

|                   |  |
|-------------------|--|
| June 12-19        | Core Team Training                               |
| June 20-23        | Middle School 1   St. Elizabeth, Kenosha         |
| June 25-30        | High School Week 1   St. Charles, Burlington     |
| <b>July 1-8</b>   | <b>Midsummer Break</b>                           |
| July 9-12         | Middle School 2   St. Mary, Waukesha             |
| July 16-21        | High School 2   St. Katharine Drexel, Beaver Dam |
| <b>July 21-22</b> | <b>Summer Wrap-Up</b>                            |

## **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 potential safety hazards at work sites or home-base and take appropriate action.
- 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.

## **Additional Roles**

As a Core Team Minister there are several opportunities to “specialize” in a role for the entire summer. These roles may include a pay increase based on prior experience and/or skill. Let us know on your application or in your interview if any of these roles interest you!

## **Media Coordinator**

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, and Instagram.

### **Additional Activities**

- Collect photographs and video from daily life on Love Begins Here
- Produce weekly or bi-weekly videos.
- Post on Instagram at least once a day.
- Organize photos and videos on SmugMug site and on digital storage devices.

## **Kitchen Coordinator**

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.
- Receive and organize food orders.
- Prepare food orders for the coming week.

## **Work Site Coordinator**

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 standards.
- Train Lead Missionaries on proper safety techniques and tips.
- Communicate needs for updated and safe supplies and work tools to Mission Director.
- 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.

## Core Team Minister | Sample Daily Schedule - Ministerial Functions in red

6:00am - Core Team Prayer & Meeting - Daily Missionary of Charity Prayers

6:40am - 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.