

Catholic Campus Ministry at Old Dominion University  
Leadership Team

Fellowship Minister

Description:

The Fellowship Ministry is all about getting people to come out and enjoy the company of fellow students through various activities, and in doing so, grow closer to Christ and each other! Fellowship offers a diverse set of activities with the hopes of encouraging people to try new things and creating a fun, open, comfortable environment where friendship can be forged!

Duties:

- 1) Events
  - a) Coordinate and put on CCM's Events throughout the year.
    - i) Talent Night, Tailgates, Holiday Parties, Super Bowl, etc.  
(1) Holiday Parties that take place at Soul Food (Christmas, Thanksgiving, End of the Year Cookout) should be coordinated with the Spirituality Minister.
    - ii) Organize and oversee Intramural Sports participation, if the community desires it.
  - b) Men's & Ladies' Nights
    - i) The ladies on team will plan the Ladies' Nights together while the men on team will plan the Men's Nights together.
  - c) Collaborate with other Campus organizations and other CCMs.
- 2) Welcome Week
  - a) All Leadership Team members will participate and lead Welcome Week activities.
- 3) Fall Retreat
  - a) All Leadership Team members will help to plan and lead Fall Retreat.
- 4) Administration
  - a) Meetings
    - i) Attend all Leadership Team meetings unless significant circumstances intervene.
    - ii) Attend Leadership Retreat.
  - b) Attendance
    - i) Keep track of attendance numbers for all events and post them to the Attendance Number document.
  - c) After Event Forms
    - i) Complete After Event Forms for any event that you are leading.
  - d) Publicity
    - i) Submit announcements for the listserv, bulletin, pulpit, and social media to the publicity database.
    - ii) Create Facebook events for your events.
    - iii) Be sure photos are taken at events and sent to the Vice President.