

Catholic Campus Ministry at Old Dominion University
Leadership Team

Evangelization Minister

Description:

The purpose of the Evangelization Ministry is to spread God's love and Good News through Small Groups. The Evangelization Ministry has the beautiful opportunity to help students encounter Jesus and His Church in Small Groups, learn how to evangelize, and discuss the faith with friends. The Evangelization minister provides a connection between the Leadership Team and the Small Group Leaders.

Duties:

- 1) Small Groups
 - a) Work with the staff, the previous Evangelization Minister, and the rest of the Leadership Team to discern the small group leaders for the year.
 - i) The Evangelization Minister can be a Small Group Leader if desired.
 - b) Work with the Small Group leaders before the beginning of the semester and during the semester to choose appropriate topics. Help to set the small group schedule to determine fellowship weeks and bible study weeks.
 - c) With the staff, plan at least one Small Group Leader Training Session at the beginning of each semester.
 - i) Plan and lead Small Group Leader meetings as desired.
 - d) Organize Small Group Sign-Ups each semester along with the Small Group Leaders. Ideas include:
 - i) Design and print small group sign-ups.
 - ii) Assign a speaker to make a Small Group Announcement at Masses.
 - iii) Contact those interested in being part of a Small Group.
- 2) Campus Presence
 - a) Organize an Outreach activity with the Vice President each semester to reach out to campus.
 - i) Examples include: first day of school cookies, etc.
- 3) Welcome Week
 - a) All Leadership Team members will participate and lead Welcome Week activities.
- 4) Fall Retreat
 - a) All Leadership Team members will help to plan and lead Fall Retreat.
- 5) Administration
 - a) Meetings
 - i) Attend all Leadership Team meetings unless significant circumstances intervene.
 - ii) Attend Leadership Retreat.
 - b) Attendance
 - i) Receive the attendance names & numbers from the Small Group Leaders for each session and post them to the Attendance Number document and the Small Group Attendance 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.