

Job descriptions

<u>Job Title</u>	<u>Job Discription</u>	<u>Details of Job Duties</u>
Advising Rector	The fellow who was Second in Command on the Last Weekend	Try to stay out of the way and not to give too much advice on how it could be done better with more advice
Agape	Take care of agape in meeting room, dining room, chapel	<ol style="list-style-type: none"> 1. Light candle before each talk; extinguish candle when talk is over. 2. Work with Agape Steward to hang appropriate banner before each talk. 3. Direct Agape Steward and team in hanging prayer chain during You Are Not Alone Talk 4. Ensure talk posters are delivered to unit, put on stand before each talk 5. Ensure agape from other units is delivered to speaker of You Are Not Alone Talk 6. Work with Agape Stewards to hang posters, etc, in dining room 7. Distribute letter bags to family tables in Community Room after Action Talk 8. Dress altar in the chapel before chapel services, light and extinguish candles before and after services.
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Alternative		
Assistant Table Lead	Listen, Listen, Love, Love	<ol style="list-style-type: none"> 1. Lead by example in table activities, e.g. listening to talks, taking notes, doing posters, praying together. 2. Backup to Table Leader in ensuring that Free World table family member is always present. 3. Do not dominate discussion or try to be "badder" than candidates! 4. LISTEN, LISTEN, LOVE, LOVE! 5. SEE #4
Board Rep	Represent Kairos of Texas during Hughes Weekends	Makes certain we don't stray too far from the book and offers tips on how it is done at other units
Chapel Coordinator	Coordinate all prayer times and requests	<ol style="list-style-type: none"> 1. Arrange for and lead prayers for each speaker while giving talk 2. Facilitate Table Family prayer time. 3. Schedule individual counseling sessions for candidates with clergy 4. Facilitate pre-talk prayer teams and prayers for each speaker. 5. Pray, Pray, Pray . . .
Clergy	Minister to candidates as needed and requested	<ol style="list-style-type: none"> 1. Sit with assigned table family during each talk, contribute to but do not dominate discussion. 2. Hold counselling sessions with individual candidates as requested. 3. Lead Table Family prayer times 4. Work with rest of table "free world" team to ensure free world team member always present at table except during breaks. 5. LISTEN, LISTEN, LOVE, LOVE!
Clothing	Handle all the Kairos paraphernalia	

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Confer Rm Servant		
Cookie Monster (in)	Assist Stewards in cookie organization and distribution	<ol style="list-style-type: none"> 1. Assist Steward responsible for cookies in organizing cookies, sending out to tables as needed. 2. Lead freeworld and steward team in distributing cookies to all residents on Saturdays. 3. Advise Kitchen Coordinator or Inside Coordinator when more cookies are needed. 4. Be a loving support person to Stewards working with cookies.
Data Coordinator	Maintain and update all Hughes Weekend data bases and report	<ol style="list-style-type: none"> 1. Update freeworld and resident databases as needed during weekend. 2. Produce and distribute needed reports, e.g. team assignments, schedules, etc. 3. Produce name tags for free world, Stewards, and candidates. 4. Work with Photographer to prepare team photos for distribution to residents 5. Prepare folders for Candidates and Stewards containing team and candidate lists, names and addresses, photos, etc.
Dining Room (in)	Brother in White	
Door Keeper		
Drinks	Brother in White	
Floater	Does whatever is needed	
Head Kitchen (in)	Brother in White	
Hotel Coordinator	Make reservations, and assign room mates for the team	
Inside Coordinator	Facilitate, coordinate inside activities during wkend	<ol style="list-style-type: none"> 1. Handle security access both going into unit and exiting unit, i.e. have team line up in alphabetical order, organize ID's for handing to Officers. 2. Ensure correct team lists (Inside, Outside, Closing) are provided to Chaplain. 3. Facilitate and direct activities of other coordinators in Unit, i.e. Kitchen, Cookie Monster, Agape 4. Coordinate with Inside Rector on Steward assignments, work with Free World counterparts, etc. 5. Make arrangements for Cross Ceremony 6. Act as liaison with host church, Outside Coordinator, to ensure all needed food and other items are sent to unit. 7. Ensure all tableware, serving utensils, etc, are returned to host church after each meal (w/ Kitchen Coordinator) 8. Interface with Chaplain and Security Officer on duty to ensure proper coordination with Hughes staff.
Kitchen Coordinator	Direct setting up, serving, and clean up of meals	<ol style="list-style-type: none"> 1. Inventory all food items and containers, utensils, tableware, etc, when it is brought in.

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		<ol style="list-style-type: none"> 2. Direct and support set up of meals for serving. 3. Arrange and direct free world servants to put food on plates (if sufficient free world available) 4. Direct Stewards in serving meals 5. Direct team in cleanup after meals. 6. Ensure place mats are obtained and used at each meal. 7. Support Stewards in serving snacks (cookies, fruit) and drinks as needed. 8. Inventory, ensure all tableware, utensils is gathered and sent out after meals with rest of containers, etc.
Kitchen Servant (R)	Support kitchen team, serve meals, provide encouragement	<ol style="list-style-type: none"> 1. Be on serving line for all meals, e.g. putting food in plates, ensuring food supply is kept up. 2. Provide encouragement to Brother in White kitchen team members. 3. Pray with team members at appropriate times.
KOT Chairman	Kairos of Texas Chairman, may visit part of weekend	
Library	Brother in White	
Music	Lead music, singing, during the Weekend	<ol style="list-style-type: none"> 1. Under direction of Music Leader, sing and play songs from Kairos songbooks at appropriate teams during the Weekend. 2. Play or sing soft spiritual music during appropriate times, e.g. while letters are being opened.
O agape	Responsible for all non-edible agape	<ol style="list-style-type: none"> 1. Organize placemats (125 per meal) and posters to send to unit. 2. Ensure talk posters are sent out on the day they are needed. 3. Organize, produce prayer chain. 4. Organize letters, including preparing letter bags with names, screening letters from non-team members 5. Produce poster or posters with photos of Outside Team to send in to Unit. 6. Organize audio tape of Outside Team singing Happy Birthday, wishing each candidate a Happy Birthday.
O Angel	Works wherever needed on Outside Team	Help with meals, washing dishes, organizing letters, sweeping, mopping, setting up tables and chairs, help with cookies . . .
O Break Chef	Get up early! Cook breakfast	
O Breakfast	Head of Breakfast Team	<ol style="list-style-type: none"> 1. Assign tasks to Breakfast Team 2. Perform assigned Breakfast Tasks 3. Ensure Breakfast is served in time to get Inside Team off to Unit
O C Monster	Responsible for counting, organizing, sending cookies to Uni	<ol style="list-style-type: none"> 1. Inventory all cookies as they are brought in on Wednesday. 2. Lead "cookie team" in counting cookies, checking all cookies for compliance with Kairos rules.

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O Chapel	In charge of chapel services and prayers for Outside Team	<ol style="list-style-type: none"> 3. Assemble cookies in boxes, organize and mark as needed for different dorms, times, etc. 4. Ensure adequate supply of cookies, make emergency arrangements for additional cookies if needed.
O Coordinator	Oversees and directs activities of Outside Support Team	<ol style="list-style-type: none"> 1. Arrange Outside Team prayer vigils while Inside Team is at Unit, ensure all time slots are covered. 2. Arrange for Outside Team members praying at certain times have copy of talk scheduled at that time. 3. Coordinate chapel services for Outside Team. 4. Organize foot washing and commitment service on Wednesday evening. 5. Organize brief welcome-back service for Inside Team returning from unit.
O Data	Responsible for computer support during Weekend	<ol style="list-style-type: none"> 1. Maintain database of team, including assignments, schedules, etc. 2. Build and maintain database of Candidates and Stewards, make corrections as needed during Weekend. 3. Prepare computer-generated name tags for Team, Candidates, and Stewards 4. Prepare folders for Candidates and Stewards including list of team members, candidates, stewards, Weekend Photographs. 5. Work with Photographer in preparing Weekend Photographs with names, etc.
O dinner	In charge of preparing dinner	<ol style="list-style-type: none"> 1. Makes assignments for Dinner Team. 2. Ensure all food items needed Dinners are on hand, informs Asst. Coordinator/Logistics of needed items. 2. Works with team to cook, clean, etc., as needed
O Dinner Chef	Cooks dinner!	<ol style="list-style-type: none"> 1. Cooks 2. Cleans. 3. Whatever Dinner lead person directs.
O Floater	Errand runner, fills in where needed	
O inventory	Assistant Coordinator, takes care of inventory, etc	<ol style="list-style-type: none"> 1. Assistant to Coordinator. 2. Responsible for trailer inventory 3. Takes care of laundry for foot-washing ceremony 4. Also takes care of laundry from kitchen, e.g. kitchen wash cloths, towels, etc. 5. Makes runs to store to purchase needed items.
O Logistics	Ensures all goods going to unit are staged and sent	<ol style="list-style-type: none"> 1. Remains at staging area to ensure all goods that need to go to unit are there and ready to go on time. 2. Ensures all items are loaded on vehicles for runner/drivers to take to unit. 3. Keeps contact with kitchen, agape, snack crews,

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O Lunch	In charge of lunch	runner/drivers. <ol style="list-style-type: none"> 1. Makes assignments for lunch crew. 2. Make sure all items are on hand for lunch, notifies Logistics person if items are needed. 3. Ensures lunches are prepared and sent to Unit on time. 4. Cooks, cleans, as needed.
O Lunch Chef	Cooks lunch	Also cleans, sets tables, other assignments as needed
O snacks	Prepares all snacks to be sent to unit	<ol style="list-style-type: none"> 1. Ensures adequate snacks (cookies, fruit, coffee, tea, punch) are sent to unit at assigned times, especially Thursday evening. 2. Informs Logistics if shortage of certain snack items.
Observing Rector	The fellow who will be Second in Command Next time unless...	<ol style="list-style-type: none"> 1. Time keeper for talks, meditations etc. 2. Assist Rector as needed. 3. Assist with Cross Ceremony 4. Enjoy Weekend, fun times are just around the corner!
Photographer	Takes photos for weekend	<ol style="list-style-type: none"> 1. Takes photos of activities at host church. 2. Takes photos of Candidates, Inside Team, Stewards, etc, inside Unit on Friday. 3. Works with Data Coordinator to organize Weekend Photos for production, to provide to Candidates and Stewards at end of Weekend.
Rector	Second in Command for the Weekend	The Whole nine Yards.
Runner Driver	Load and hauls good, agape, etc, back/forth to Unit	<ol style="list-style-type: none"> 1. Work with Logistics Coordinator to organize and load vehicles going to Unit with food, agape, other items as needed. 2. Returns used dishes, pots and pans, ice chests, utensils, etc, back to Host Church after meals. 3. Makes arrangements as needed for food coming from other sources, e.g. Pizza Hut. 4. Makes arrangements to get food, agape, etc, from front gate to chapel. 5. Runs other errands on Outside as requested by Inside Coordinator or Rector
Servant (R)	Does whatever is need to fill in	<ol style="list-style-type: none"> 1. Provide support to Brother in White Stewards in whatever form is needed. 2. Look for opportunities to help out where needed. 3. Support Chapel Coordinator in praying for speakers before and during talks. 4. LISTEN, LISTEN, LOVE, LOVE, especially to Stewards.
Sorter (R)		
Sponsorship	Present the Sponsorship program to the team	Make a record of all the comments made at open mike and closing, Remind the Rector that the schedule does

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Supply Room Monitor		not allow for the sponsor letter writing time. Generally sometime on Sunday afternoon is best. Collect all the letters to the sponsors, get a personal letter to the sponsor from the rector or write one about what happened on the weekend, put together and mail the packages (including team photos) to each sponsor. Make certain that the Sponsor data base is updated to show current sponsorship.
Table Head	Brother in White	
Table Leader	Responsible for "team building" during Weekend	<ol style="list-style-type: none"> 1. Ensure team is organized and sitting according to seating chart. 2. Rotate free world seat assignments as needed. 3. Facilitate, coach Candidates on taking notes, discussing talks, making posters. 4. Ensure Table Family has materials, snacks it needs 5. LISTEN, LISTEN, LOVE, LOVE 6. ENSURE FREE WORLD TEAM MEMBER IS ALWAYS AT TABLE WHENEVER CANDIDATES ARE AT TABLE!
Table Servant	Depending on team size this can be both inside and outside	<ol style="list-style-type: none"> 1. Ensure team is provided with snacks, beverages as needed. 2. Do not provide snacks, beverages during critical times when team is not to be interrupted. 3. Participate with Table Family in prayers, other activities, as much as possible. 4. LISTEN, LISTEN, LOVE, LOVE
Trailer	Not regular team members deliver and pick up trailer	The reason these folks are added to the list is to make it easier for them to get into the unit and to automatically be on the closing list, which also allows them to pick up the trailer. If you don't want them to appear on the team rosters check with Reb on how to have the report modified.
Treasurer	Collects team fees, sponsorships, scholarships	<ol style="list-style-type: none"> 1. Collects team fees. 2. Collects sponsorships and scholarships, including sponsoree information card. 3. Collects other agape. 4. Collects money for purple manuals, name tags as needed. 5. Deposits all moneys in Kairos bank account. 6. Maintains records of all team fees and sponsorship, scholarships, agape. 7. Provides financial report to Rector, Hughes Treasurere on receipts and expenses.