

CLAUSURA CHAIRPERSON

Secretariat Approved October 16, 2004

1. General Information

- ⑩ Active in 4th Day
- ⑩ Does not have to be a member of the Secretariat
- ⑩ Serves for an unspecified length of time at the discretion of the Lay Director and/or Secretariat.
- ⑩ Encouraged to regularly attend Secretariat meetings.

2. Job Description

- ⑩ Books chapel a year in advance to ensure no conflicts.
- ⑩ Note: different booking than Camp contracts (Cursillo weekends)
- ⑩ Provides training/Instructions to Incoming Rectors/Rectoras
- ⑩ Interfaces with music directors and music team members regarding participation in Clausura.
- ⑩ Discuss sound with Sound Tech at each Clausura
- ⑩ Ensures each person who needs a mic has one and knows how to use it.
- ⑩ Arranges for qualified baby sitters
 - ⑩ ensure baby sitters have taken 'Safeguarding God's Children' Training from the Episcopal Diocese of Texas
 - ⑩ ensures baby sitters have had a background check
 - ⑩ ensures at least 2 baby sitters will be at each Clausura
- ⑩ Instructs/Reminds incoming team of the responsibilities to include:
 - ⑩ finish cleaning up
 - ⑩ put out and collect banners
 - ⑩ collect money at the Clausura
 - ⑩ give money to the Treasurer of the DOT Secretariat or designated person after paying baby sitters
- ⑩ Reviews script with Rector/Rectora before service, emphasizing that individual candidates are only to state their name and church
- ⑩ Reviews decuria reporting guidelines with Rector/Rectora, emphasizing that the group summations are to include only comments on the Sunday talks and that this is not the appropriate time to thank people
- ⑩ Ensures the chapel is set up correctly
- ⑩ Arranges for music for the service.
- ⑩ Provides paper copies of the Power Point presentation at each Clausura for everyone in chancel who cannot see the presentation.
- ⑩ Ensures that Power Point slides are accurate and in the correct order, especially when changes are made.