

JOB DESCRIPTION: PRE-DECOLORES COUPLE

1. Maintain a supply of Applications and Duties of a Sponsor forms. Have them available at Holy Hours, closings, and Ultreyas.
2. Send out applications as requested.
3. As the applications come in, check for any potential concerns. If there are concerns, check with the sponsor. If there is still a concern, check with the President couple and consult with the Rector/ess before you send the invitation.
4. Check with the Rector/ess one week before mailing the invitations to determine the number of candidates to invite. The maximum is 25 plus 3 choices of the Rector/ess.
5. Six weeks before the weekend, mail out the invitations and notify the Sponsors via e-mail or phone.
6. When the confirmation is received from a candidate, send the Sponsor Letter via e-mail or regular mail.
7. Follow up on all candidates who have not responded by the deadline date by calling their Sponsor.
8. Continue to invite candidates by date of application until weekend is filled.
9. Make a master list of all candidates attending the weekend.
10. "Flag" all Minister Applications, giving their names to the vice-president couple in order to maintain the Spiritual Director's list.
11. Have applications ready for the Rector/ess at the Wednesday evening set up.
12. Prepare the name badges for the team and candidates. Bring extra with you in case of name changes or "nickname" requests.
13. Be at the church at 6:30 PM on Thursday of the weekend to greet the candidates and give out name badges. Check the candidates' names, addresses, phones, and etc. on the Master List and give the list to the head coordinator. It helps to have a laptop available to do this.
14. Call any candidates and sponsors who have not shown up.
15. The Rector/ess of each weekend has three "slots" that they may reserve on the weekend in addition to the invitations that you send out. Please communicate this to them.
16. Maintain a supply of forms, stamps, envelopes, badges, and etc. Contact the treasurer for funds to re-supply your inventory.
17. Turn all funds received to the treasurer in a timely manner.
18. Be prepared to answer any questions from candidates in an honest and tactful manner.
19. Be prepared for sponsors that insist their candidate needs to be on the weekend irregardless of other candidates or the dates on the applications. Be kind but firm, it is not your job to make exceptions to the rules.
20. Revise this document as changes warrant.

