



# Calling All Men - 2016 Conference Planning

## Christ calls each of us to serve - How will you serve?

As we prepare for the 2016 Conference please prayerfully consider sharing a small portion of your time & talent to serve others in putting on another successful Conference. Many of these tasks can be done on your schedule.

### James 2: 24, 26 remind us of our call to service:

24 See how a person is justified by works and not by faith alone.

26 For just as a body without a spirit is dead, so also faith without works is dead.

**\*\*\* Please mark your top (3) choices \*\*\***

Parish:	Name:		
Cell Phone:	Email:		
ROLE	RESPONSIBILITIES	CHOICE (1, 2, 3)	
<b>Conference Lead</b>	Provides Conference Direction & Team Leadership; Coordinates Team meetings; Tracks action items and schedule		
<b>Spiritual Director</b>	Provides Spiritual Direction; Focus Team on spiritual mission		
<b>Business Manager</b>	Assistant to the Conference Lead; Manages business details		
<b>Finance</b>	Develops budget and tracks finances; collects payments & pays bills; maintains accounting	Lead	Worker
<b>Marketing &amp; Publicity</b>	Develops plan to promote the conference through advertising, marketing & public relations via websites, social media, radio, newspapers, and Catholic publications.	Lead	Worker
<b>Information Technology</b>	Maintains our web presence	Lead	Worker
<b>Facilities</b>	Coordinates the physical set-up & take down of the conference; Develops facilities plan/map; Oversees conference activities (parking, bathrooms, sales, registration, food, etc.); Explores conference facilities options	Lead	Worker
<b>Outreach to Parishes</b>	Outreach to parishes to promote our mission and the conference; recruits parish recruiters; Helps parishes develop men's faith formation programs	Lead	Worker
<b>Parish Recruiter</b>	Performs recruiting / promotional efforts in your parish; Recruit people to attend the conference via personal invitations & phone calls; obtain sponsors	Lead	Worker
<b>Registration</b>	Coordinates all conference registration activities	Lead	Worker
<b>Provisions</b>	Procures all materials for the conference (including: food, beverages, promotion materials, signs, welcome packages)	Lead	Worker
<b>Speaker Selection</b>	Investigate & recommend potential speakers, Main communication contact with Speakers	Lead	Worker
<b>Volunteer Coordinator</b>	Recruits volunteers & coordinate volunteer activities	Lead	Worker
<b>Vendor Coordinator</b>	Coordinates the vending area for those selling and/or distributing religious materials	Lead	Worker

<b>Sacristan</b>	Prepares the altar and sanctuary with the necessary liturgical objects needed for Mass and Sacraments. Assists presider(s) with pre-liturgy preparation and work closely with the Altar Servers, Readers, Ushers, Music Director and other liturgical ministers to be sure their areas are prepared for liturgy.	Lead	Worker
<b>Speaker Moderator</b>	Moderates the Conference, Introduces the speakers, Makes general announcements, Coordinates Q&A sessions,	Lead	
<b>Weekend Facilitator</b>	Coordinates conference program schedule & resources (speakers, music, sound, lights, photo/video, etc.) Keeps program on task & on time	Lead	Worker
<b>Audio Visual Tech</b>	Coordinates sound, video & lighting throughout the conference	Lead	Worker
<b>Videographer</b>	Videos key meetings & the Conference	Lead	Worker
<b>Photographer</b>	Takes photos at key meetings & throughout Conference	Lead	Worker
<b>Food / Kitchen</b>	Assists with food & snacks throughout the day	Lead	Worker
<b>Fundraising / Sponsorship</b>	Procure Donations & sponsors for the Conference	Lead	Worker
<b>Legal Counsel</b>	Provides legal advice & execute key contracts; works contractual issues with speakers, parishes, and Diocese	Lead	Worker
<b>Liason to Diocese (Ft Worth)</b>	Manages public relations and communication to the Diocese; Build and maintain strong relationships with the Catholic Diocese leaders; Provide conference progress reports; Seek Diocese help, guidance and participation in the conference.	Lead	Worker
<b>Liason to Diocese (Dallas)</b>		Lead	Worker
<b>Program Ad Sales</b>	Reaches out to businesses & individuals for ad placement in the Conference Booklet	Lead	Worker
<b>Program Booklet Production</b>	Coordinates design and printing of conference booklet	Lead	Worker
<b>Reconciliation</b>	Recruits Priests & coordinates placement for Confession	Lead	Worker
<b>Ushers</b>	Assists conference attendees with seating and directions	Lead	Worker
<b>Greeters</b>	Greets people to make them feel welcome	Lead	Worker
<b>Anything</b>	I'm willing to help out in any area where you need help.	Lead	Worker
<b>Donate to the Cause</b>	I am willing to donate \$_____ to help fund the conference		