

ANSWER the CALL
CATHOLIC MEN'S CONFERENCE
TASK DESCRIPTIONS

USHER SUPPORT

Activity period: December through conference day, primarily in evening and on weekends from home.

Task: Assist in the contact of and recruitment of ushers and follow up (names supplied)

Use phone and e-mail

Secure, record and forward information to CMF

Attend 1-2 progress meetings

Assist with usher arrangements on set-up and conference days

PARKING ARRANGEMENT

Activity period: December through conference day, primarily during business hours

Task: Contact administrators (info provided) of parking facilities (appx3-4)

Arrange for accommodation of parking needs

Arrange fee payments

Assist in communication of parking information

Place and remove signs on set-up conference and set-up days

Facilitate parking on set-up conference and set-up days

PRIEST / DEACON RELATIONS

Activity period: January through conference day, day or evening or weekend

Task: Record responses from priests and deacons in excel

Send response and information to priests and deacons

Provide information to sacramental team

Assist with priests and deacon arrangements on set-up and conference days

PCL SUPPORT

Activity period: October through January, primarily November and September evenings and weekends

Task: Assist in the contact of and recruitment of parish representatives and follow up (names supplied)

Use phone and e-mail

Secure, record and forward information to CMF

Attend 1-2 progress meetings

TICKET FULFILLMENT

Activity period: January and February, primarily evenings and weekends

Task: Assist in the distribution of extra block tickets to PCLs in need of tickets

Respond to phone calls and e-mails through phone calls and e-mail
(contact info provided)

Maintain current record of PCL with extra tickets and in need of tickets

Brief coordinator

SIGNS

Activity period: January and February, days or evenings or weekends

Task: Plan signage and placement

Arrange for and coordinate

Assist in the preparation of signs prior to the conference

Assist in the mounting of signs on set-up and conference days

Attend 3-4 progress meetings

PROMOTIONAL MATERIAL DISTRIBUTION

Activity Period: End of December until conference day, primarily the end of December through January.

Weekdays and weekends

Task: Pick up promotional materials from sources (greater Cinti), if necessary

Deliver materials to PCL briefing meeting site

Distribute and record materials to PCL briefing meeting leaders

Coordinate and/or deliver supplemental deliveries to PCLs

YOUTH OUTREACH

Activity Period: December through the conference. Primarily weekends and evenings

Task: Contact key personnel at high schools and in youth organizations

Distribute promotional material to contact personnel

Coordinate ticketing and other programs with contact and conference personnel

DISPLAYS and EXHIBITS

Activity Period: December through conference, primarily evenings and weekends. Activity and time requirement intensifies closer to the conference day. Set up day and conference day.

Task: Contact organizations wishing to display or exhibit information during the conference.

Respond to contacts from organizations wishing to display or exhibit information during the conference.

Coordinate layout and signage for the display area with the logistics team.

Coordinate set up of displays on set up and conference day.

Attend 4-5 progress meetings

BOOKSTORES

Activity Period: December through conference, primarily business hours, evenings and weekends. Activity and time requirement intensifies closer to the conference day. Set up day and conference day.

Task: Contact and recruit bookstores to sell items during the conference.

Distribute promotional materials to the bookstores

Coordinate the sale of merchandise with the bookstores

Coordinate the sale of speaker merchandise with the speakers and bookstores

Coordinate layout and signage for the bookstore area with the logistics team.

Coordinate set up of bookstores on set up and conference day.

Attend 4-5 progress meetings

CD PRODUCTION AND SALE

Activity Period: December through two weeks post conference, primarily business hours, evenings and weekends. Activity and time requirement intensifies closer to the conference day and after the conference. Set up day and conference day.

Task: Arrange for and coordinate volunteer help selling CDs on conference day

Arrange for and coordinate production of master recording

Arrange for and coordinate production of the CDs

Coordinate the fulfillment and mailing of CD orders

Attend 4-5 progress meeting

SACRAMENTAL – MASS

Activity Period: December through conference, primarily evenings and weekends. Activity and time requirement intensifies closer to the conference day. Set up day and conference day.

Task: Arrange for and secure sacred vessels, other items and supplies needed for Mass.

Arrange for and coordinate personal needed for Mass

Plan and coordinate the order of Mass.

Plan and coordinate the procession into Mass.

OPENING PROCESSION

Activity Period: December through conference, primarily business hours, evenings and weekends. Activity and time requirement intensifies closer to the conference day. Set up day and conference day.

Task: Arrange for and coordinate personnel needed for Mass

Plan and coordinate the order of procession

Plan and coordinate the preparation of house before the procession

Catholic Men's Fellowship, Inc of Greater Cincinnati

For additional information contact 513-321-4673 or cmf@thecall.org

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