

MCCW Regional Board Positions

Position Descriptions and Expectations:

***Regional Communications Coordinator (two-year term)**

The MCCW Regional Communications Coordinator ensures that her region is informed of regional events, resources, and MCCW-Worldwide news. This is done through a combination of social media, email, and direct communication. The regional communications coordinator should re-post all relevant posts made by MCCW-Worldwide on the MCCW-Worldwide Community and Military Council of Catholic Women Facebook pages. She should also create posts relevant to her particular region regularly (no less than once a week). These posts may deal with upcoming regional events, they may ask questions to encourage conversation, or they may be tied to the liturgical calendar. The regional communications coordinator will assist the regional coordinator with all region-wide emails that need to be sent and will be ready to assist her region with phone calls to chapels in her region. For her regional retreat, the communications coordinator will create or coordinate the creation of the retreat program, flyers, and other promotional materials. The communications coordinator will also work with the worldwide registrar to set-up, manage and track registrations for her regional retreat.

***Liturgical Coordinator (two-year term)**

The MCCW Region Liturgical Coordinator plans and executes all liturgical services within the annual regional retreat. While serving as Liturgical Coordinator this servant leader meets with the Spiritual Moderator to ensure liturgy is executed with reverence efficiently and effectively. The liturgical services requiring coordination may include morning prayers, Mother's prayers, daily mass, adoration and reconciliation, stations of the cross, anointing of the sick, illuminated rosary and additional devotions and services included based upon the retreat theme.

Pilgrimage Chair (two-year term)

The MCCW Regional Pilgrimage Chair serves as the servant leader planning and executing a regional pilgrimage to allow MCCW to serve its members and community to lead them closer to Christ and enriching their Catholic faith. The Pilgrimage chair will plan and execute a minimum of one pilgrimage per fiscal year ensuring pilgrimage activities are consistent with the mission and vision of the Military Council of Catholic Women, the Archdiocese of Military Services and Mulieris Dignitatem, the Apostolic Letter from Pope John Paul II on the Dignity and Vocation of Women. The Pilgrimage Chair attends all Regional Board Meetings.

General

- The regional board members will participate in regularly scheduled teleconference, or in-person, meetings (as the geographical location of the board allows).

Travel

- The regional board members will be expected to attend their regional retreat

Cost

- A regional board member can expect to spend money on travel, food, lodging, and registration fees during her term. Though the specifics of her financial contribution may change on a yearly basis based

on budget availability, for planning purposes a regional board member can expect to pay for the following:

- For the regional retreat in their region, regional board members will be given a capped travel allowance, will have lodging covered, and will be expected to pay for her own food, incidentals, and registration.
- Personal finance should not be the sole factor that keeps a woman from participating in discernment – MCCW make every effort to subsidize costs for qualified, dedicated regional board members as the budget allows. Please contact the discernment coordinator for more information about the financial commitment.
- * indicates a required position for all regions. Some regions may choose to have additional discerned positions.