



Mary Queen ACTS Core Positions

All ACTS Core members serve a three-year term and meet monthly.

Facilitator

- Organizes and facilitates the ACTS Core meetings. Prepares agendas in advance of the meeting. Keeps members on task.
- Serves as the primary point of contact for and in communication with the pastor, ACTS Mission and ACTS Houston.
- Mentors new ACTS Core members and reviews the ACTS Yes agreement with each new member.
- Oversees and directs the mentorship of the ACTS Retreat Director.
- Serves as de facto parish representative at ACTS Mission and ACTS Houston meetings or events.

Co-Facilitator

- Serves as the ACTS Core Facilitator in his or her absence.
- Coordinates ACTS retreat dates with parish and retreat center(s).
- Mentors and supports ACTS Core members as needed.
- Is the opposite gender of the Facilitator.

Financial Coordinator

- Accounts for monies allocated by the parish for ACTS Core purposes.
- Consults with parish administrator (or designated financial administrator) on adherence to parish and/or diocesan policy, including collecting and submitting money from the team and retreatants.
- Provides a financial report at every monthly ACTS Core meeting and is responsible for providing the report to the parish pastor and financial administrator.
- Mentors and supports the ACTS retreat director on following the ACTS retreat budget.
- Coordinates with parish administrator and retreat leadership team on guidelines and process of scholarship requests and distribution.
- Works with the parish administrator (or designated financial custodian) on collecting the evangelization tithe and sending it to ACTS Mission.

Communications Coordinator

- Records, amends, finalizes and stores ACTS Core meeting minutes.
- Maintains a database of ACTS retreat attendees and team member roles and records essential information for qualifying future candidates for ACTS retreat director and ACTS Core membership.
- Transmits official communication on behalf of ACTS Core to the parish community as per parish communication policy and approved methods.
- Builds and maintains an information repository of current and accurate ACTS resources.



Social Coordinator

- Plan social gatherings, service projects and fundraising events with approval of Core, setting the date, time and place of the event.
- Reserve church facilities through the church office for these events.
- Coordinate volunteers to help with the implementation, set-up and clean-up for events.
- Act as a liaison with parish events coordinator to recommend events which the ACTS ministry may share with other ministries.

Retreat Support Coordinator(s)

- This role may be held by two people, one for men and one for women; however it may be determined that this role may be held by one person.
- Must have served as a retreat director.
- Coordinates any outside volunteer support needed for an ACTS retreat beginning with the send-off, Candlelight and reception after the return Mass and transportation to and from the retreat site as per parish and diocesan policies.
- Works with ACTS retreat directors to schedule and secure a venue for the team's day retreat.
- Fulfills any other duties needed to support ACTS retreats and ACTS Core activities for the parish as assigned by the Facilitator.

Retreat Supply Coordinator(s)

- This role may be held by two people, one for men and one for women; however it may be determined that this role may be held by one person.
- Builds and maintains an inventory of supplies for ACTS retreats: men's and women's.
- Advises an ACTS retreat director of supplies available.
- Develops a check-out system for and distributes supplies as requested by an ACTS retreat director.
- Receives purchase requests from an ACTS retreat director to present to ACTS Core for a decision.
- Fulfills any other duties needed to support ACTS retreats and ACTS Core activities for the parish as assigned by the Facilitator.

Spiritual Coordinator(s)

- This role may be held by two people, one for men and one for women; however it may be determined that this role may be held by one person.
- Offers opening and closing prayers at ACTS Core meetings.
- Works with ACTS retreat directors and spiritual companions to support the team's day retreat as needed.
- Supports ACTS retreat spiritual companions as needed.
- Fulfills any other duties needed to support ACTS retreats and ACTS Core activities for the parish as assigned by the Facilitator.

Music Coordinator

- Does not need to be a musician but should be familiar with how music fits into the liturgy.
- Collaborates with parish administrator or music director to ensure that all music used for ACTS retreats falls under the scope of the parish's music license and advises the retreat director and music lead accordingly.



- Coordinates all music support for send-off, Candlelight and the optional reception after the return Mass.
- Coordinates music for any ACTS Core sponsored parish events.
- Coordinates with the parish music director for participation in the return Mass and any other ACTS Core activities at the parish.
- Fulfills any other duties needed to support ACTS retreats and ACTS Core activities for the parish as assigned by the Facilitator.