



COLORADO KOINONIA CONTINUANCE BOARD
Board Position Job Descriptions 2016

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Chairperson

1. Pray for God's guidance.
2. Direct, through the Colorado Koinonia Continuance Board, the continuing operations of the Colorado Koinonia organization.
3. Be familiar with the Colorado Koinonia, Inc., By-Laws.
4. Chair monthly (or as necessary) Board meetings to discuss matters of concern to the Koinonia community.
 - a. Arrange for meeting places and times.
 - b. Appoint Board members to do opening and closing prayers and a short devotional at each meeting.
 - c. Prepare agenda for each Board meeting and distribute to each board member.
 - d. Appoint another Board member to chair meetings during absence.
5. Conduct Koinonia and Board business between meetings as needed.
 - a. Conduct telephone polls (votes) as needed to approve or reject nominees for Assistant Lay Leader.
 - b. Conduct votes via telephone or e-mail for other urgent issues that cannot wait until the next scheduled Board meeting.
6. Chair the Colorado Koinonia annual meeting (usually held during the June Ultreya), including conducting the elections for open board positions.
7. Encourage and communicate with Lay Leaders and Assistant Lay Leaders.
8. Submit articles to the Communications Coordinator for publication as appropriate.
9. Appoint committees to handle special concerns as needed and as directed by the board.
10. Work with other Koinonia groups as appropriate (particularly Southern Colorado Koinonia and Northern Colorado Koinonia).
11. Work with the Board and the Nominating Committee to identify candidates for Board openings and for other positions as needed.
12. Work with current Lay Leader to arrange someone from the board to give the Team Etiquette – Talk at the team meeting.
13. Keep update files on DropBox.com under Chair isolated folder

Secretary

1. Pray for God's guidance.
2. Be familiar with the Colorado Koinonia, Inc., By-Laws.
3. Commit to 3 years of being on the Koinonia Continuance Board. Attend all Board meetings. If unable to attend a Board meeting, contact the Chairperson ahead of time.
4. Take minutes at each Board meeting and distribute copies to each Board member at or before the next board meeting.
 - a. Ask another board member to take and distribute minutes if unable to attend a meeting.
5. In the absence or disability of the Chairperson, the Chairperson's Designees shall preside at meetings of the Board. If a Designee is not appointed, then the Treasurer, followed by the Secretary, shall perform the duties of the Corporation.
6. Handle correspondence as instructed by the board.
7. Maintain a Koinonia weekend scrapbook containing the weekend picture (if taken) and team and participant lists.
8. Keep the history of Koinonia and all historical data for future use.
9. Submit articles to the Communications Coordinator for publication as appropriate.
10. Keep update files on DropBox.com under Secretary isolated folder

Mentor Coordinator

1. Pray for God's guidance.
2. Be familiar with the Colorado Koinonia, Inc., By-Laws.
3. Commit to 3 years of being on the Koinonia Continuance Board. Attend all Board meetings. If unable to attend a Board meeting, contact the Chairperson ahead of time.
4. Outline and update mentor training manual with Board approval
5. Train mentors
6. Lead mentor meetings
7. Assign and meet with all the mentors for each weekend
8. Keep list of possible future mentors
9. Extend the mentor program to include:
 - a. Lay Leader/Assistant Lay Leader
 - b. Facilitators
 - c. Head Warden
 - d. Head Kitchen Angel
 - e. Head Prayer Disciple
10. Keep up to date the Lay Leader, Assistant Lay Leader, and Head Warden Binders
11. Keep in contact with the Spiritual Director Coordinator as to the guidance of other Spiritual Directors
12. Submit articles to the Communications Coordinator for publication as appropriate.
13. Keep update files on DropBox.com under Mentor Coordinator isolated folder.

Ultreya Coordinator

1. Pray for God's guidance.
2. Be familiar with the Colorado Koinonia, Inc., By-Laws.
3. Commit to 3 years of being on the Koinonia Continuance Board. Attend all Board meetings. If unable to attend a Board meeting, contact the Chairperson ahead of time.
4. Pray for Ultreya host(s)
5. Maintain a list of potential Ultreya church locations and contact information
6. Have Ultreyas planned out 8 to 10 months ahead of time
7. Keep Communications Coordinator (including the MagicJack keeper and Facebook Administrator) notified and up-to-date on Ultreya information
8. Provide handouts at each Koinonia function with information on upcoming Ultreyas
9. Contact Spiritual Director Coordinator with Ultreya dates so they can arrange for Spiritual Directors for communion at those events
10. Contact Music Coordinator with Ultreya dates so they can arrange for musicians to be at the Ultreyas
 - a. If an Ultreya host wishes to have special music or specific songs, the Ultreya Coordinator will provide that information to the Music Coordinator so they can convey the information to the musicians that will be leading music at that Ultreya.
11. Communicate with Southern Colorado Koinonia in sharing our Ultreya information on their website as well.
12. Maintain and bring supplies needed for Ultreyas such as
 - a. Paper plates, cups, napkins, and plastic silverware
 - b. Coffee, tea, sugar, cream, stirrers
 - c. Clean up supplies – paper towels, 409 cleaner (?)
 - d. Extra serving utensils and a few trays (?)
13. Provide Communion elements (unless host wishes to provide)
14. Submit articles to the Communications Coordinator for publication as appropriate.
15. Keep update files on DropBox.com under Ultreya Coordinator isolated folder.

Communications/ Website Coordinator/ Roostertale/ Kronicler

1. Pray for God's guidance.
2. Be familiar with the Colorado Koinonia, Inc., By-Laws.
3. Commit to 3 years of being on the Koinonia Continuance Board. Attend all Board meetings. If unable to attend a Board meeting, contact the Chairperson ahead of time.
4. Maintain and update the Colorado Koinonia website.
5. Coordinate with Board Members to contact Koinonians (by newsletter, website, mass e-mails, etc.).
6. Coordinate with appropriate Board Coordinators to contact Koinonians regarding Ultreyas and other outreach events and opportunities.
7. Send out mass e-mails to the Koinonia Kommunity when appropriate.
8. Discusses the website and needs/requirements of the website with fellow Koinonians (when necessary and if applicable) and with the Colorado Koinonia Continuance Board.
9. Coordinate the production and delivery of the Rooster Tale.
 - a. Ensure that notices and educational ideas generated at Board meetings, etc., get disseminated, as well as news and events
 - b. Maintain current Rooster Tale mailing list (Rooster Roster) including current names and addresses – coordinate with Kronicler
 - c. Ensure that certain articles (e.g. sponsorship responsibilities) are included on a regular basis
 - d. Responsible to appoint committee to help with production including:
 - i. Typing
 - ii. Copying
 - iii. Collating
 - iv. Addressing
 - v. Mailing
 - e. Produce finished Rooster Tale and provide to the Website Coordinator for distribution via the website and e-mail
 - f. Print finished Rooster Tale and mail copies as directed by the board
 - i. Currently mailing print version to all new Koinonians from the previous four weekends and to other Koinonians who have subscribed
10. Distribute communication and exchange of ideas with other Koinonia and Cursillo movements (this may be appointed to someone not on the board)
11. Coordinate with Secretary for maintaining a Rooster Tale scrapbook containing past Rooster Tales

12. Set dates for article deadlines and mailings
13. Contact Lay Leader for biography article (pre-weekend), weekend summary article (post weekend), and two participant articles (post weekend)
14. Contact Head Warden(s) for needs list (pre-weekend)
15. Write articles for publication as appropriate.
16. Provide Kommunity names, contact information, and previous positions held to Lay Leader.
17. Provide Kommunity names and contact information to Home Team and/or Calling Team.
18. Responsible for “official” Koinonia Kommunity contact list and list of positions held. This includes:
 - a. Establishing procedures for updating and distributing lists
 - b. Coordinating all updates to lists.
 - c. Determining technologies used for maintaining lists.
19. Coordinate updating and maintaining contact information for the Kommunity members with the Home Team Coordinator.
20. Update Positions Held list after each weekend.
21. Keep update files on DropBox.com under Communications isolated folder.

Outreach Coordinator

1. Pray for God's guidance.
2. Be familiar with the Colorado Koinonia, Inc., By-Laws.
3. Commit to 3 years of being on the Koinonia Continuance Board. Attend all Board meetings. If unable to attend a Board meeting, contact the Chairperson ahead of time.
4. Identify potential groups and/or churches to contact and specific contact persons (e.g. the Pastor) within each group/church.
5. Identify Koinonians as contact persons for each group/church
6. Arrange places, dates, and times of presentations.
7. Organize groups of Koinonians to make presentations.
8. Provide agenda for presentations.
9. Coordinate follow-up contacts.
10. Keep Board advised of progress.
11. Submit articles to the Communications Coordinator for publication as appropriate.
12. Keep update files on DropBox.com under Outreach isolated folder.

Music Coordinator

1. Pray for God's guidance.
2. Be familiar with the Colorado Koinonia, Inc., By-Laws.
3. Commit to 3 years of being on the Koinonia Continuance Board. Attend all Board meetings. If unable to attend a Board meeting, contact the Chairperson ahead of time.
4. Maintain songbooks, music stands, gut bucket, and sound system used by Koinonia musicians at weekend retreats, Palanka parties, and Ultreyas.
5. Maintain a list of current Musicians available. Supply list to Lay Leader.
6. Maintain three master musicians' songbooks
7. Schedule musicians to play at all Ultreyas. Make sure that songbooks, stands, and musicians are present at all events.
8. Give list of musicians to Home Team Head for arranging musicians to attend Palanka Party.
9. Organize guitar classes as necessary, coordinating willing guitar instructors and maintain list of interested students.
10. Maintain library of printed music and tapes of music as appropriate.
11. Coordinate with Southern Colorado Koinonia (SCK) on annual renewal of CCLI copyright license.
12. Coordinate with Head Kitchen Angel regarding availability of practice CDs for Kitchen Angel songs.
13. Coordinate with Outreach Coordinator to ensure musicians are included in presentation teams.
14. Submit articles to the Communications Coordinator for publication as appropriate.
15. Keep update files on DropBox.com under Music Coordinator isolated folder.

Home Team Coordinator

1. Pray for God's guidance.
2. Be familiar with the Colorado Koinonia, Inc., By-Laws.
3. Commit to 3 years of being on the Koinonia Continuance Board. Attend all Board meetings. If unable to attend a Board meeting, contact the Chairperson ahead of time.
4. Provide names and assistance to Lay Leader, if requested, for securing Home Team.
5. Coordinate with Home Team Head and Home Team Mentor to ensure Home Team duties are being fulfilled, including
 - a. Coordinating Palanka Party and Team Dedication.
 - b. Filling weekend Prayer Wheel
 - c. Coordinating with Wardens to supply needs list (through share groups and individuals)
 - d. Order Christ Bouquet and Mananitas flowers.
 - e. Take reservations and collect money for Sunday breakfast and lunch following Mañanitas.
 - f. Collect Palanka at Palanka Party.
 - g. See checklist for additional items.
6. Coordinate communications with the Kommunity to arrange for needs on the Wardens' list and to update contact information for Kommunity members. These communications may be done by
 - a. Home Team members on the team or
 - b. A standing group of callers
7. Assist the Communications Coordinator in updating and maintaining contact information for the Kommunity members.
8. Coordinate reimbursement of Home Team or Wardens by Treasurer for items that are not donated.
9. Submit articles to the Communications Coordinator for publication as appropriate.
10. Keep update files on DropBox.com under Home Team Coordinator isolated folder.

At Large

1. Pray for God's guidance.
2. Be familiar with the Colorado Koinonia, Inc., By-Laws.
3. Commit to 3 years of being on the Koinonia Continuance Board. Attend all Board meetings. If unable to attend a Board meeting, contact the Chairperson ahead of time.
4. Complete special assignments as agreed to during Board Meetings.
5. Keep update files on DropBox.com under At Large isolated folder.

Spiritual Director Coordinator

1. Pray for God's guidance.
2. Be familiar with the Colorado Koinonia, Inc., By-Laws.
3. Commit to 3 years of being on the Koinonia Continuance Board. Attend all Board meetings. If unable to attend a Board meeting, contact the Chairperson ahead of time.
4. Be a leader and an example of Biblical living in both your personal and professional life. There may be an occasion to council other board members or Koinonians as situations arise. This is on a case by case basis. The Spiritual Director on the board will use discretion and wisdom in these situations.
5. Provide the guidelines that all of the Spiritual Directors use for direction and job responsibilities for the Colorado Koinonia Kommunity. Provide the guidelines to the Board for any changes that need to be made.
6. Recruit and interview all new Spiritual Directors that may qualify to be considered on the list of Spiritual Directors for retreat weekends and monthly Ultreyas for the larger Koinonia Kommunity.
7. Introduce the new Spiritual Directors to the Board with recommendations.
8. Choose Spiritual Directors to provide communion for the monthly Ultreyas.
9. Be ready to attend the monthly Ultreyas and be ready to provide communion if the Spiritual Director chosen is unable to be at the meeting or is unable to provide the communion. If unable to attend, contact other Spiritual Directors to make sure there is a back up to provide communion at the Ultreya if the Spiritual Director chosen cannot attend the meeting they committed to.
10. Provide mentor training and job responsibilities to all new Spiritual Directors, either personally or by using one of the Senior Spiritual Directors.
11. Provide the Mentor Training Book to all new Spiritual Directors. Pray over the new Spiritual Directors for the position that they are taking on.
12. Work with the Outreach Coordinator as needed to help with recruiting new Spiritual Directors. This may include making appointments with church pastors to give a presentation and overview of what the retreat weekends include.
13. Submit articles to the Communications Coordinator for publication as appropriate.
14. Keep update files on DropBox.com under Spiritual Directors isolated folder.

Treasurer

1. Pray for God's guidance.
2. Be familiar with the Colorado Koinonia, Inc., By-Laws.
3. Commit to 3 years of being on the Koinonia Continuance Board. Attend all Board meetings. If unable to attend a Board meeting, contact the Chairperson ahead of time.
 - A. Care and custody of the money, funds and valuable papers and documents for the financial section of Koinonia.
 - B. Keep correct and complete records of accounts of the Corporations transactions
 - C. Keep update files on DropBox.com under Treasurer isolated folder.
 - D. Sign, with the approval of the board, all bonds, deeds, mortgages, leases and contracts of the Corporation in keeping with the Treasurer's area of responsibility.
 - E. Deposit the monies of the Corporation in the bank or trust company, designated by the Board.
 - F. Monies may be drawn out only on checks signed in the name of the Corporation by the Treasurer or other authorized persons as the Board may direct.
 - G. In the absence or disability of the Chairperson, the Chairperson's Designees shall preside at meetings of the Board. If a Designee is not appointed, then the Treasurer, followed by the Secretary shall perform the duties of the Corporation.
 - H. Attend all Board Meetings.
 - I. Corporation Information:
 1. Colorado Koinonia is a State of Colorado 401c non-profit corporation.
 2. Incorporation took place on June 1, 1993.
 3. **Incorporation Number: 19931056688**
 4. **Federal Tax Identification Number (TIN) is: 84-1578235.**
 5. It currently does not have a tax exempt status for sales taxes. (It was felt that the fee involved to achieve this status was too high to make it worthwhile since the amount spent on sales taxes each year is usually low.)
 - J. Banking Information:
 1. One account is under the name of Colorado Koinonia have been established at Wells Fargo Bank and can be accessed at any branch of Wells Fargo.

2. The account number is:
 - a. Main Account: #2690242552
 3. Current authorized signatories on the account are:
 - a. Shelley Patton - Treasurer
 - b. Angela Day – Chairperson
 4. The new Treasurer’s and Chairperson’s signatures must be added to the approved signature list at the bank.
 - a. To do this, an authorized signer on the account must accompany the new Treasurer and/or Chairperson to a branch of Wells Fargo to verify that the new person can be added.
 - b. The bank requires two forms of ID. (Driver’s License plus another.)
 - c. The bank should also be notified when a past Treasurer and/or Chairperson is to be removed.
 5. Current address on the accounts is: 3939 Wildrose Place, Longmont, CO 80503
 6. Address should be changed to a new Treasurer’s address when the elections are completed.
 - a. Notify the Communications Coordinator and the Website administrator to make sure all required updates are made.
 7. Deposits:
 - a. Record all checks/cash to be deposited on the Excel Spreadsheet used to track all activity.
 - b. Deposit in the bank.
 - c. Keep the receipt for the monthly Treasurer’s Report.
- K. Reconciliations:
1. Reconcile bank statements each month.
 2. Reconcile Assistant Lay Leader Reports after each retreat to assure that registration fees have been received from all team members and participants.
 3. If scholarship funds are needed, transfer from the Scholarship Account to the Main Account.
 4. Spiritual Director registration fees are paid from the Scholarship Account.
 5. Reconcile money collections for the Team Photos ordered. (An extra photo is made for the Secretary/Historian.)
 6. Reconcile the Mananitas Meal collections.
 7. Reconcile the money collected and spent for the Lay Leader gift. (A maximum of \$90 is to be spent on the gift. Donations above the \$90 limit will be added to the Scholarship Account.)
- L. Financial Reports

1. Monthly Treasurer's Report which includes: income, expenses and account reconciliation for the checking account.
2. An Excel Spreadsheet for each retreat which will include all information for Team and Participants as well as income and expenses for the weekend. (This will include a final amount of profit or loss for the weekend.)
3. If retreat expenses are considerably higher than the income, an increase in registration fees should be considered.

M. Rooster Tale and Website:

1. Submit a current Treasurer's report to the Communications Coordinator for the Rooster Tale and Website to be posted.

N. State Reports:

1. A State Corporate Report must be filed with the State of Colorado annually.
2. This report is due by August of each year.
3. The current fee is \$25.00.
4. Be sure the report is complete and correct.
5. If the report is rejected for any reason and must be re-filed, the fee increases to \$45 for the second filing.

O. Retreats:

1. Coordinate with the Assistant Lay Leader to account for all monies collected prior to each retreat weekend so they will know what is expected of them when their reports and collections are due.
2. Make sure the receipts are itemized as registration fees, photo fees, scholarship donations, Lay Leader gift donations and Mananitas meal fees, etc.
3. Money spent on Lay Leader gift should be taken from the collections by the Assistant Lay Leader and should not exceed \$90.
4. It is the Assistant Lay Leader's responsibility to provide the final money, reports, team list and participant list to the treasurer by the Wednesday following each retreat.

P. Retreat Center Payments:

1. After each retreat check with the Assistant Lay Leader to determine the number of people that attended the retreat (isolated Drop Box.com "Current Weekend LL and ALL shared Files" folder).
2. Also determine if anyone dropped with the appropriate amount of notice to receive a reimbursement.
3. Retreat Center invoices are usually received on the final day of the retreat or the day after.
4. Verify all information is correct on the invoices prior to paying them.

Q. Retreat Group Photos:

1. Pay the Home Team member responsible for getting the Team Photos copied as soon as they provide a receipt for the expense. (isolated Drop Box.com "Current Weekend LL and ALL shared Files" folder).

R. Liability Insurance is paid annually.

S. Fundraising:

1. The Pre-K Coordinator will assist the Treasurer in the responsibility for fundraising on an as needed basis. A committee may be appointed to help with this effort if necessary.
2. The Treasurer should try to attend all Palanka Party events (or send a representative) to see that Koinonians who are attending the event have a chance to donate to the scholarship fund. (Have a basket available marked "DONATIONS").
3. When funds are low, it may be necessary to appeal to the community for general fund donations. This can be done by putting notices in the Rooster Tale, appeals at Ultreyas, or by sponsoring other types of events. (with assistance from Pre-K)

T. Scholarships:

1. Team members are to either pay their own registration fees or solicit help from the Koinonia community.
2. If sufficient funds are not available to cover the entire registration fee, scholarship funds may be used, but this should be the exception and is to be approved by the Board.
3. In the case of participants, the sponsor should be encouraged to help with the registration fee, if possible.
4. Every team member or participant should be expected to pay at least a minimal amount since they would incur normal daily expenses such as food.

U. Koins:

1. The Treasurer has possession of the Koins and must keep an accurate inventory of them.
2. Treasurer is responsible for getting a sufficient number of Koins to the Head Warden for each retreat. (Include a few extras for those that forgot or lost theirs.)
3. Treasurer is also responsible for collecting extra Koins at the end of the retreat.
4. The current cost of a replacement Koin is \$5: however, this amount is subject to change depending on the cost to us.
5. Koins are purchased from Sanctum Guild. If a current copy of the catalog is not available, request one from the company before ordering.

6. Make sure to buy in bulk as it is a huge difference in price and work with other Koinonia Organizations to save even more.
7. The Board is to be notified when inventory is running low so that the purchase can be approved.

Pre-Weekend Coordinator

1. Pray for God's guidance.
2. Be familiar with the Colorado Koinonia, Inc., By-Laws.
3. Commit to 3 years of being on the Koinonia Continuance Board. Attend all Board meetings. If unable to attend a Board meeting, contact the Chairperson ahead of time.
4. Create spreadsheet to be used for tracking the participants for each weekend and share with the Assistant Lay Leader.
5. Coordinate closely with the Assistant Lay Leader prior to the weekend as the final funds and Participant List are to be provided to the Treasurer by the Wednesday following the Retreat Weekend.
6. Coordinate processing of participant applications:
 - a. Approximately one month prior to weekend, start phoning applicants to verify participation on weekend.
 - b. Phone any carry-overs first, then any new applicants in order received, followed by renewal participants.
7. Coordination and education of sponsors.
 - a. Applications must be signed by sponsors.
 - b. Stress importance of predetermined cutoff date. (Usually the Palanka Party or the Monday prior to the weekend.)
 - c. Recommend that no one sponsor more than 4 for a specific weekend, except with the approval of the board.
 - d. Educate sponsors of their duties including their relationship and obligations to the participants by sending the Sponsor's Responsibilities Document to each sponsor.
8. Make sure the Assistant Lay Leader provides at least 10 copies of the participant list at the Palanka Party for the people making the Palanka.
9. Arrange to have the final participant list for the weekend updated, copied (enough for team and participants), and delivered to the Head Warden at the retreat on Sunday Morning.
10. If fourth Day packet not distributed on the weekend, send to each participant the Monday following the weekend.
11. Distribute applications after the weekend.
 - a. Original Applications to the Secretary.

A. Retreat Center Contracts:

- b. Contract dates and terms are negotiated with the camp and retreat centers before the middle of each year for the following year.
 - c. It is the Treasurer's responsibility to bring this matter before the Board so that possible dates can be chosen.
 - d. After retreat dates are confirmed with the camp, contracts are sent to the Treasurer (posted in CK Drop Box) who signs them and returns them as requested.
 - e. Keep a copy of each contract with the records for each weekend.
 - f. Make sure the Website and Rooster Tale Coordinators are notified of future Retreat dates.
 - g. Only person to contact camp prior to a retreat weekend.
12. Retreat - Coordinate with Lay Leader, Assistant Lay Leader Treasure and Communications through (isolated Drop Box.com "Current Weekend LL and ALL shared Files" folder):
- a. Help Assistant Lay Leader coordinate New Participant List.
 - a. Ensure the Lay Leader has emailed, called and mailed a hard copy letter to New Participants prior to the weekend.
 - b. Ensure Lay Leader provides final Team/New Participation list to the Communication coordinator for updates to the Master Koinonia Contact List.

Fundraising:

- h. The Pre-K Coordinator will assist the Treasurer in the responsibility for fundraising on an as needed basis. A committee may be appointed to help with this effort if necessary.
- i. The Treasurer should try to attend all Palanka Party events (or send a representative) to see that Koinonians who are attending the event have a chance to donate to the scholarship fund. (Have a basket available marked "DONATIONS").
- j. When funds are low, it may be necessary to appeal to the community for general fund donations. This can be done by putting notices in the Rooster Tale, appeals at Ultreyas, or by sponsoring other types of events. **(with assistance from Pre-K)**