



What is the Student Board?

The Student Board started with the 2018-2019 school year and will continue into the future. It is a volunteer board that assists in fostering and promoting the common social, prayer, and service activities at the Newman Center so as to build up our faith community on campus. ***The Board has three main responsibilities. First,*** the board is the voice of the students in charting the course for growth and development of ministries and apostolates. ***Second,*** as a Chair of a specific area, individual board members help in the planning and execution of unique areas of service and events. ***Third,*** as a member of Student Board, you are expected to pitch in and help with the bigger Student Board events, such as, but not limited to, Sunday Brunches (once a month), Potato Day and Homecoming Parades, Thanksgiving Party, Christmas Party, Spring Formal, etc.

Who Should Fill This Out?

If you have a desire to be involved, to invest in the Catholic community, and to be in a position of responsibility and leadership, you should apply. The positions on the board with a brief description are now as follows.

President

Presides at Board and Executive meetings, coordinates monthly agenda with the Pastor and oversees all board and executive activities.

- Attend Staff Retreat in August
- Attend all meetings
- Meet with Pastor and executive team 8 days before each board meeting to set agenda

Vice-President/Treasurer

Assists in board oversight for events that directly include the Student Board.

- Attend Staff Retreat in August
- Attend all meetings
- Meet with Pastor and executive team 8 days before each board meeting to set agenda
- Responsible for tracking budget and expenditures and facilitates the transfer of funds to help pay for expenses

Secretary

Takes minutes at board and executive meetings, writes thank you notes, keeps the roster and tracks attendance.

- Attend Staff Retreat in August
- Attend all meetings
- Meet with Pastor and executive team 8 days before each board meeting to set agenda
- Send out agenda 7 days before monthly meeting
- Send out reminders about meetings

*The executives meet at least once a month in addition to the Monday Board meetings. **They are responsible for the management and delegation of all Board tasks and events.** They are under the guidance of the Pastor and assist him and the Board in whatever way necessary.*

Student Board Members – Specific Areas of Focus as Chair Positions

Sacristan Chairs (1-2)

Prepares the sanctuary for weekend Masses, recruit, train, and schedule other students to sacristan for weekend and daily Mass

- Monitor linens and recruit a team to wash and iron once a month
- Change altar cloths and tabernacle veil as needed with the change of liturgical seasons
- Report names of those you have trained to Office Manager

Train and recruit men to serve at Mass

- Monitor and wash cassocks and surpluses as needed
- Clean thurible as needed but before Christmas and Easter for sure
- Be free to MC the Sacred Triduum each year
- Report names of those you have trained to Office Manager

Music Chairs (2-4)

One chair assists with the preparing of music for Sunday Mass and one chair helps with organizing and leading the praise band for 1st Wednesday Adoration and Mass.

Choral

- Put together binders and put up numbers for weekend music by Friday
- Touch base with cantors and keyboardists to see how they are doing and to see if they have any questions
- Give feedback to Pastor and Director of Sacred Music about music selections
- Help to make invitations to those interested in music and invite other music students to help

Praise Band

- Reach out and recruit musicians to help with the Praise Band
- Pick music for first Wednesday Praise and Worship during Adoration
- Schedule monthly practice for the Praise Band
- Compose lyric slideshow and set up the projector and screen
- Help coordinate Praise Band to play at 7:00 pm Sunday Mass once a semester

Stewardship Chair (1)

Assist the development office with writing thank yous and recruiting student involvement in stewardship and fund-raising events (Fall Banquet, Giving Hearts, and Bike Race)

- Spend 20-30 minutes a week writing thank you notes, preferably at a regularly scheduled day and time
- Help set up and attend to Mug Club table for student stewardship
- Assist with Giving Hearts Day promotion and recruit other students to help with Thank You calls and writing party in February
- During Bike Race season, help students set up and troubleshoot their JustGiving page

Social Chairs (4)

Plan, organize and coordinate social events at the Newman Center

- Help plan and carry out welcome week events

- Plan, coordinate, and promote one large-scale Newman Center social event per month

Intramural Chairs (1-2)

Responsible for registration, recruitment, and management of intramural teams that represent the Newman Center.

- Make an email list from all students who marked interest in intramurals on the student registration card
- Identify specific intramural sport options that can work for Newman Center students according to numbers and interest
- Coordinate payment of all fees balancing the responsibility between individual student contributions and what is available in the Student Board budget with the executive team

Service Chairs (2-4)

Coordinate opportunities for the corporeal works of mercy at Northland Rescue Mission, St. Joseph's Social Care, St. Gianna Home, visits to homes, etc.

- Organize annual service trip(s) for Newman students to participate in. The locations can vary.
- Contact and invite other students to participate in particular service opportunities

Adoration (1)

Helps connect students to weekly adoration at the Newman Center, contact and follow up with those who commit to an hour at the Newman Center.

- Help reach out to students to fill open spots in the Adoration schedule
- Help maintain electronic list of students who are signed up for Adoration in order to send weekly reminders and tips and ideas for prayer
- Contact students if Adoration is cancelled due to weather or other circumstances
- Follow up with students who do not show up for their Adoration slot
- Help maintain and grow a library of spiritual reading books

Campus Outreach Chair (1-2)

Find ways to help students on campus learn about the Newman Center

- Get posters up in residence halls, put advertisements on t.v.s around UND for Newman Events
- Table in the Memorial Union or other places around campus once a month

Media Chair (1)

Takes pictures at events, helps to provide media and advertising for student board events

- Is available to take pictures and video and Newman Center liturgy, social events, and other gatherings twice a month

- Consult with Pastor and Associate Director of Annual Fund and Marketing about where the greatest need is for capturing media

OCIA (Order of Christian Initiation of Adults) Chairs (1-3)

Provide hospitality and facilitate small groups during RCIA classes

- Provide and/or coordinate hospitality in the form of simple snacks and drinks for the first 6 weeks of each semester's classes
- Run and teach 1-2 classes per semester when Father or other presenters are not available, mainly through the medium of showing Augustine Institute videos and facilitating discussion
- Attend the preparatory celebrations for the RCIA candidates (Rite of Welcoming, Rite of Elections, Scrutinies)

Artistic Chair (1)

Helps provide artistic inspiration for a variety of Newman Center related events and activities

- Provide custom artistic inspiration for a variety of Student Board events and development projects that will be promoted in both print and social media
- Consult on design and distribution and/or sale of Newman Center inspired merchandise

Social Media Chair (1)

Be willing to work with other students about shots and ideas to post based on upcoming events

- Using existing media or through capturing new photos and video, making three posts per week to the Newman Center social media channels of Facebook, Instagram, and Twitter
- Focus mainly on the promoting and reporting of Student Board events with an eye to balance that out through a few ordinary moments of Newman Center life

Hospitality Chairs (1-2)

Recruit, train, and schedule students who want to be greeters before and after weekend Masses

Expectations of Board Members

1. To actively participate in board meetings during the first Monday of every month at 8:00 pm during the academic year, first meeting on May 6, 2024 at 8 pm.
2. Executive team must attend the staff retreat August 11-16, 2024 at Maryvale in Valley City, ND. All are welcome if free.
3. Fulfill the Responsibilities of one's specific position to the best of his/her ability.