

AWSJ Filled Positions 2015 2016

<u>Position</u>	<u>Duties</u>	<u>Filled By</u>
President	Schedule and reside over women's meetings. Communicate information from the Diocese to Priest and women of parish. Encourage participation of women in parish life activities and filling of coordinator positions. Work with women, in determining parish level programs to support the year's NAB project. Communicate and coordinate upcoming events and work with coordinators as needed. Request diocesan dues from church office. Prepare reports to diocese as requested.	Karen Wells
Vice President	Assist the President as needed. This position learns from the President and will assume responsibilities of President the following year.	Caitlin Romero
COORDINATORS		
AWSJ Retreat Coordinator	Organize and oversee annual retreat for the AWSJ. Coordinate volunteers to arrange retreat publicity, location, care of guest speaker, registration, meals, set-up/clean-up.	Sue Brownlow with assistance from Anne Dugan
Care of Vestments Coordinator	Maintain and repair vestments, as well as all covers for tables and lectern stands in the Nave. Coordinate with clergy.	Margaret McKelroy
Coffee Hour Coordinator	Coordinate Coffee Hour quarterly schedule for the parish. Coordinates with persons in charge of purchasing supplies. This task has been simplified by the use of on-line scheduling.	Anna Pashchinskaya (supplies purchases by another)
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Dinner Club Coordinator	Coordinates Dinner Clubs for the parish by creating a list of all interested participants and organizes them into different groups (keeping in mind preferences ... location, dining-in or - out, kid-free, etc.)	Caitlin Romero
Feast Coordinators	Coordinate feast day potluck dinners and volunteers to ensure clear communication and a single point of contact for information for feasts. Hold a Feast Committee meeting for advance planning for the church year. Schedule an appointment with Priest in August to discuss budget matters and schedule for the new church year which begins September 1st. Keep church secretary informed as needed throughout the year.	
Nativity		Karen Bell, Anne Dugan
Palm Sunday		Martha Berge, Karen Bell
Holy Week Pascha		Anna Paschchinskaya, Kate Kumer, Pamela Mashburn, Karen Wells
General Potlucks (Meat fare, Ascension, Pentecost, Patronal Feast of St. John the Evangelist, Feast of St. Basil, etc.)		OPEN

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Humanitarian Coordinator	Organize regular correspondence with those on the designated 'Friends in Need' list provided by the diocese. Sends postcards, greeting cards, handwritten notes, etc. In the past this coordinator has enlisted the help of our church school children to send messages to members in our diocese that are unable to attend church.	Melanie Stanek and Elinor Crenshaw
Mercy Meals Coordinator	Contact parishioners in need (new baby, recent illness or injury, death in the family, etc.) and offer meal assistance. Determine dietary and fasting needs, request volunteers for meal preparations, organize delivery times. Solicit assistance from parishioners in determining those in need. Coordinate efforts (food, clean-up/set-up flowers)for funeral dinners held at the church. This position has recently been simplified by the use of on-line signups.	Marjo Labonte (Anne Dugan during baby LOA.) Terry Harter and Kim Boone coordinate funeral dinners.
Nave Cleaning Coordinator	Coordinate volunteers to clean-up in the nave after every Sunday liturgy (candles, sandboxes, etc.). Also, coordinate two Saturday Nave Cleaning mornings (prior to Christmas and Pascha) each year.	Dianna Hildebrand and Karen Bell
Prospora Coordinator	Request volunteers for prospora and organize a quarterly schedule. Maintain "freezer bread" supply for emergencies.	Mindy Williams

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Secret Sisters Coordinator	Collects names of ladies, college-age and above, interested in participating as a secret sister. Oversees any/all events between initial name-swap and the time of the 'revealing'. Organizes a potluck dinner at which the ladies reveal to whom they have been a secret sister. All women of the church are invited to the dinner.	Corinne Elliott
Service Coordinator	Organizes various service projects throughout the church year. A few examples would be: PIN (People In Need) bags; donations to Birthright Memphis, Treehouse (Wichita), Romanian orphanage, etc.	OPEN
Shower Coordinator	Organize locations and volunteers to host wedding and baby showers according to the AWSJ Shower Guidelines.	Caitlyn Maas
St. Brigid's Food Pantry Coordinator	Coordinate maintenance of the St. Brigid's Food Pantry with the church secretary. Organize contents of food pantry. Plan food drives to restock pantry and to collect and organize food donations for Thanksgiving baskets. Organize assembly and delivery of baskets.	Anne Calcote and Sarah Ortwein (Thanksgiving baskets will be handled by Jake Ratliff)