

President

- previously served as Tulane Catholic student leader
- makes position his/her primary extra-curricular activity
- actively leads the team in and conducts weekly meetings
- meets regularly with Fr. Thomas to communicate about important matters
- ensures that all student leaders are fulfilling their responsibilities
- is an active liaison between Tulane Catholic and the university
- networks with leadership of other campus religious organizations for collaboration
- delegates responsibilities to others when needed

Vice President/Treasurer

- is a ready resource to help the president and other leaders to fulfill responsibilities
- delegates responsibilities to others when needed
- submits & manages the yearly budget for the student leadership team
- manages additional income from student fundraising events
- keeps a record of all purchases
- reimburses all expenses to students through the Office
- meets with the Office Manager monthly to review budget and reimbursements
- assists in purchasing supplies for any events

Spirituality & Retreat Team Leader

- is comfortable sharing faith through word and example
- helps keep all activities Christ-centered, encourages the team to lead students to Christ
- leads the retreat team, recruits & trains Tulane Encounter retreat staff
- plans regular spiritual activities on campus: adoration, small groups, mini-retreats, etc.
- assists the music chair & liturgy chair in providing an experience of encounter with Christ
- has previously attended and staffed the Encounter Retreat
- is a member of the liturgy committee (meets 2-3 times a semester on Sunday, 11:15a - 12:15p)

Social

- plans social events throughout the year
- builds fellowship among Tulane Catholics through creative social events
- practices hospitality and openness to all, encourages other students to be welcoming
- builds a culture of invitation and inclusion at Tulane Catholic
- plans, recruits help, and carries out (in coordination with hospitality chair) the following (but not limited to):
 - Rootbeer Kegger, Pizza/Ice Cream Social, BBQs, Open Mic nights, Fall & Spring Formals, nights out, Football tailgating, intramural sports, etc.

Service

- plans service activities to live out Christ's call (Matthew 25:31-46) to feed, give drink, clothe, welcome, visit and care for the least of our brothers and sisters
- works with the spirituality chair to integrate service & prayer: never separates the spiritual life from the works of mercy
- projects should:
 - incorporate not only manual labor or fundraising, but also relationships (encounter) (i.e., meeting Christ in the poor & needy)
 - be varied to allow students to utilize their own gifts and interests
 - be habitual as a healthy exercise of faith

- coordinates with other service organizations, especially those whose mission is in accord with the Catholic faith (e.g., Catholic Relief Services, Catholic Charities, FOCUS Missions, Mission Honduras, Students for Life)
- strives to understand and promote Catholic Social Teaching

Liturgy

- coordinates servers, extraordinary ministers of the Eucharist, lectors
- ensures that all involved in liturgical service are properly trained & delegated
- oversees setting up for Mass on Sunday as well as clean-up afterwards
- plans and prepares special liturgies -adoration, prayer services (along with Fr. Thomas & spirituality chair)
- teaches other students about liturgy and its significance
- is a member of the liturgy committee (meets 2-3 times a semester on Sunday, 11:15a - 12:15p)

Publicity & Secretary

- ensures that photos and/or videos are taken at events, sends photos to Office to be posted on Facebook and website
- manages current e-mail list of active Tulane Catholic students & sends weekly e-mails to list
- promotes all Tulane Catholic events through on-campus flyers, word of mouth, facebook events, e-mail announcements, announcements at Mass & Supper, website calendar
- creates flyers and other communications material to promote Tulane Catholic and events
- take minutes at weekly meetings, distribute them to the SLT members
- creates an end of the year slideshow to display at the last Sunday Night Supper in the Spring
- coordinates with Fr. Thomas and the Development Director about online material (facebook, twitter, website) and logos, print, banners, posters, flyers, etc.

Music

- coordinates music for student events & liturgies, including Sunday 6pm Mass, adoration, open mic night, etc.
- chooses appropriate music for Mass & other liturgies (along with Fr. Thomas)
- recruits and leads choir members at 6pm Mass
- works with the Retreat Team to prepare music for Tulane Encounter retreats
- is a member of the liturgy committee (meets 2-3 times a semester on Sunday, 11:15a - 12:15p)

Hospitality

- works with the other leaders to foster an environment of hospitality, welcoming especially to newcomers and visitors
- responsible for setup and clean-up for all student events (social, spiritual, etc.)
- coordinates especially with the social chair to organize events
- responsible for assembling a team of volunteers to setup & clean-up for events
- thinks first of the other—the outsider, the seeker, the marginalized—and works to include them in the church community
- engages others at social and other events, greets them and ensures that their immediate needs are met
- is responsible for logistics at events, ensuring supplies are available, preparing them, and cleaning up (as needed, recruits and manages a team to carry this out)
- purchases supplies for any events