

FCA Leadership Team 2009-2010

Captain	name	phone	email
Co-Captain	name	phone	email
Secretary	name	phone	email
Treasurer/Fundraising	name	phone	email

All those who serve on FCA's Leadership Team should:

1. Demonstrate Servant-Leadership and live a consistent Christian Life.
2. Complete the FCA Student Leader Application and turn it in.
3. Become an official member of the Team FCA by signing the Competitor's Creed and officially joining online at **www.centralnorthcarolinafca.com**
4. Attend FCA Leader Meetings and go online to learn more about FCA's Vision and Programs: **www.fcacampus101.com** and **http://www.centralnorthcarolinafca.com**
4. Grow in prayer and the study of God's Word and prepare for FCA Student events

Captain's Responsibilities

1. Ensure that officers do their jobs and that all committees function well.
2. Meet with Huddle Coach, officers and Core Team to plan interesting and effective programs related to Christian living.
3. Make sure Huddle activities are varied with discussions, *videos*, music, speakers, skits, etc.
4. Read the Youth Protection Policy of FCA and ensure it is followed.
5. Help provide equipment, chairs, etc. for meetings.
6. Attempt to have all sports represented in the Huddle.

Co-Captain's Responsibilities

1. Assist the Captain in any way.
2. May lead the program or serve as a project coordinator.
3. Help make sure someone provides refreshments for meetings (rotate those bringing).
4. Keep Huddle informed of info from national & local FCA offices.
5. Coordinate the publicity of Huddle Meetings and special events.

Secretary's Responsibilities

1. Keep records of all Leadership meetings, including attendance.
2. Write all correspondence for the group, including thank you notes when meet in homes, guest speakers...
3. Keep notes of activities and events so they can be used as a guideline for future Huddles.
4. Make sure that the Athletic Director handles the annual Huddle renewal form each July.

Treasurer/Fundraising

1. Treasurer will be responsible for all funds acquired by the organization, paying bills and keeping record of all income and disbursements.
2. Help set up a fall & spring fundraiser each year.

What Should Leaders Do at Meetings:

The Captain

- A. Starts and oversees the Leadership meeting. This includes:
 - Devotion - Pre-select a leader to share one.
 - Accountability and Prayer-split into small groups, guys & girls, to share personal praises & prayer requests
Then pray for specific needs of FCA ministry.
 - Planning: Huddle Meeting(s) - Make sure all members of the Leadership Team are ready to execute their roles, such as skit, game, speaker, small groups and servant roles.
 - Special Projects-**The Co-Captain** will lead this planning and discuss the details needed to complete upcoming projects including campus outreach, service projects, etc.
- B. Makes sure FCA starts on time and leads the Huddle Meeting.
- C. Assists other leaders with their roles

Publicity: name phone email

1. Emails announcements to the Principal, Athletic Director and adult huddle leader 3-5 days before the event.
2. Helps make and put up posters and banners for meetings and events 1-2 weeks before event.
3. Arranges for FCA Yearbook picture of leaders and an event.
4. Submits FCA info to school newspaper (coordinate with Huddle Leaders, Captains and Secretary)

The Helpers: name phone email

1. Come early to assist with the technical aspects of the ministry, including set up for meetings, greet students and direct them to seats and pass out info and materials for the meeting.
2. Collects welcome cards, forms, pencils etc. and maintaining the general orderliness of the Huddle meeting place=CLEAN UP!

Snack & Food Hosts: name phone email

1. Help set up and man the food area at meetings and events
2. Make students feel welcome by offering snacks and drinks when they arrive or when we serve a meal.
3. Get at least 2 people to serve at a meeting and 6-8 (include parents) at larger events with meals

Worship & Music: name phone email

1. Plans 1-3 songs for SYATP, 1 for Huddles and maybe at special events.
2. Encourages students to be part of the FCA chorus and practice 1-2x a month for all activities.
3. Look for students who can lead with music talents like guitar, etc.

Skit Director & Ice Breakers: name phone email

1. Plans a short ice breaker or skit (practice 1-2 times) for Inside Out Huddle and some events.
2. Gets leaders to carry out the plans and makes sure all props and materials are ready

Game Director: name phone email

1. Gets equipment ready for each activity (arrange with Athletic Director and/or Coach)
2. If we need a special person to lead/ref the game-arranges for that

Hospitality/Newcomer/Correspondence Team: name phone email

1. Welcomes people to FCA and builds relationships. Helps include all students by sitting with those alone and befriends visitors-help students make friends and feel a part of FCA.
 - Introduce yourself to guests and ask their name. Make a point to remember their name.
 - Introduce visitors to other Leaders and students.
2. Have 1st timers fill out Welcome Card. Work with Secretary on the database to track personal info.
3. Contact newcomers with a phone call within a week or meet with them if can with a leader (lunch)
4. Contact regulars if they miss 2-3 meetings to let them know you miss them and ask if need prayer.

Special Events: name phone email

1. Coordinate monthly school-wide activity such as volleyball, kickball, dodge ball, Holiday Hoops, etc.
2. Work with Leaders and other committees to execute the event.
3. Invite other FCA groups to join us 2-4 x a year.
4. Plan off-campus events such as Fields of Faith, FCA Banquet and Team Training Days

The Speaker Contact/Host: name phone email

1. Contacts Guest Speaker 3 weeks before event and gets their mailing address.
2. The week before event, finds out their background story to introduce them at the event.
3. Tells them where to go at Andrews and looks for them to greet them when they arrive.

Service/Outreach Projects: name phone email

1. Introduce yourself to the Coaches and a key Christian athlete on each team. Let know FCA offers SYATP, Huddles, Bibles-act as a resource for them. Bring the teams flyers and updates.
2. Plan a strategy to reach out to Coaches, athletes, entire campus and community.
3. Coordinates 2 projects each semester (1 on campus and 1 off campus) and gets FCA Club involved such as Clean-up Campus Days/Coach's Get Together/ Food or Clothing Drive/Miracle Park)
4. Spring Semester- Plan an FCA meeting at middle school and invite rising 9th graders to our last event.