Koinonia of Jamestown & Chautauqua County
Core Board

Core Board Duties

- Conduct the regular business of Koinonia
- Approve team members for weekends
- Authorize expenditures for the benefit of the program
- Uphold By-Laws and set new policies for Koinonia
- Set dates for Weekends, Ultreyas and other meetings of Koinonia
- Elect a Lay Leader, Asst. Lay Leader, Secretary and Treasurer from the Core Board before the Annual Meeting with the Community
- Appoint Coordinators from the members of Core Board at the first meeting of the year
- Appoint replacements for partial-term vacancies occurring on the Board, to fulfill the duration of the unexpired term

Officers & Coordinators

- The Core Board will consist of twelve lay members and two Spiritual Directors who will attend monthly meetings and be active members of the Koinonia community. Nine of the twelve lay members will serve terms of three years, with three members being replaced each year. No lay person, having served a full term, will be eligible for reelection to the Core Board for a period of at least one year.
- The Web Steward, Treasurer, and an adult representative for Footsteps will be non-voting members of the board.

Officer & Coordinator Position Descriptions

Lay Leader

- Serve as chairperson for Core Board meetings and represent the Core Board at official functions
- Appoints two core board members to the nominating committee
- Introduce the Rector at the beginning of each weekend
- Welcome the candidates to the membership after the 4th Day Talk
- Responsible for other duties as requested and appropriate
- Ordinarily serve in this position for a period of one year
- Schedules weekend dates a year in advance and signs contract as needed

- In conjunction with Assistant Lay Leader and the Rector for each weekend, chooses Spiritual Directors for the weekend
- Attends all team meetings
- Welcomes members at the beginning of Ultreyas
- Addresses the community at each weekend closing
- Invites each Rector to attend the next core board meeting, and give a report
- Ensures that at least one core board member will attend every Amazing Grace sing request
- Draft emails and messages to the community, and submit to the web steward for distribution
- After the rector has selected the weekend verse, submit the verse to the web steward to be added to the website
- Assist the Ultreya Coordinator in the selection of Ultreya dates for the following year, and submit to the web steward to be added to the website
- Ensures that non-voting positions are approved and included in the minutes at the first meeting of the year (treasurer, web steward if needed)
- Ensures new Lay Leader and Kitchen Coordinator are approved for access to the checking account at the first meeting of each year

Asst. Lay Leader

- Fulfill the responsibilities of the Lay Leader in their absence
- Ordinarily become the Lay Leader after serving as the Asst. Lay Leader
- Chair the Team Selection Committee
- Ordinarily serve in this position for one year

Secretary

- Record the minutes of all Core Board meetings and the Annual Community Meeting
- Execute correspondence
- Mail out a “welcome letter” to new Koinonians, along with the letter that they have written to themselves during the weekend (Rectors will give these letters to the secretary at each closing)

Treasurer

- Appointed annually by the Core Board
- Maintain accurate records of all monies received and distributed
- Present a report for each Core Board meeting and to the membership at the annual meeting
- Ensure that the financial obligations are met

- ❖ Complete documents required for income tax report, and submit all documentation to CPA annually
- ❖ Facilitate the addition/deletion of names who have access to the banking account (Kitchen Coordinator and Lay Leader, along with Treasurer))

Spiritual Director(s)

- ❖ Display by actions their commitment to the mission, vision and purpose of Koinonia
- ❖ Eligible to serve on a weekend team
- ❖ Provide spiritual guidance to the Core Board, Team Selection committee, weekend teams and the community

Candidate Coordinator

- ❖ Accept applications for the weekend
- ❖ Keep records of those attending each weekend
- ❖ Compile a list of participants for each weekend, to be shared with the team and community
- ❖ Contact sponsors to communicate about participants in the weekends
- ❖ Keep an ongoing list, and the applications, of potential candidates who didn't attend the weekend

Kitchen Coordinator

- ❖ Plan meals for the weekends
- ❖ Purchase food, beverages and kitchen supplies for the weekends
- ❖ Organize and oversee kitchen crew and preparation for each meal
- ❖ Prepare for Sunday Worship service with the kitchen crew
- ❖ Set room assignments for kitchen crew staying overnight and collect the money for all kitchen and prayer team staying overnight
- ❖ Participate in weekend activities with team and candidates

Palanca Coordinator

- ❖ Oversee the preparation of Palanca bags and picture frames for each weekend, at the Palanca Ultreya
- ❖ Supervise sorting and distribution of palanca on Friday evening of each weekend
    - Keep palanca that was brought for a candidate who canceled just before the weekend. (the candidate may attend a future weekend)
- ❖ Check that all candidates have banners; may have to assemble a banner for a candidate if the sponsor doesn't provide one
- ❖ Ensure that Table Professors have banners, except Ideals & Laity Professors

- ❖ Ensure each team member & candidate has two Palanca bags (one for Saturday during the day, one for the bed at night) and a picture frame

Ultreya Coordinator

- ❖ Ensure date, time and place for Ultreyas and picnics are scheduled
- ❖ Work with Holy Hour Coordinator to have at least one Troubadour at each Ultreya
- ❖ Arrange for the set up of tables and necessary supplies before and clean up after the Ultreyas and picnic
- ❖ Maintain supplies for dinners/picnics

Musician/Holy Hour Coordinator

- ❖ Coordinate and recruit groups to lead Holy Hour
    - Review the Holy Hour schedule and requirements with each group (Programs, materials, logistics, pastors, music, etc.)
- ❖ Transport communion elements and dishes to Hurlbut, from Bellinger; or arrange for someone to do this
- ❖ Coordinate troubadours (work with the Ultreya Coordinator to provide music at the Ultreyas)
- ❖ Work with team selection committee to manage troubadour support, liaison with weekend troubadour for additional music support for serenades, break-ins, closings and Las Mananitas

Supplies Coordinator

- ❖ Maintain inventory of supplies needed for the weekend
- ❖ Replenish supplies as needed and deliver them to the weekend location.
- ❖ Order crosses when needed
- ❖ Communicate with the Lay Leader, Dining Room Coordinator, Weekend Coordinators and Chief Stewards concerning supplies
- ❖ Arrange for the safe storage of supplies after each weekend

Web Steward

- ❖ Appointed for a 3 year term. May continue to serve, after the 3 year term, with annual board appointment
- ❖ Is a non-voting member of the Core Board
- ❖ Responsible for the web page (including posting team & candidate lists), sending email notices, posting notices to Facebook and keeping an updated and accurate data base of community members

Footsteps Liaison

- ❖ An adult representative from Footsteps; a non-voting member of the Core Board
- ❖ Chosen by Footsteps leadership, may serve as long as they remain an active member of the Footsteps community.
- ❖ Keep the Core Board up to date on anything that is happening in Footsteps and suggest ways Koinonia can support them
- ❖ Help provide a bridge for Footstep Alumni to get involved with the Koinonia Community

Dining Room Coordinator

- ❖ Appointed by the Core board to serve a three year term. Does not attend Core Board meetings
- ❖ Work with the Kitchen Coordinator to serve meals in a timely manner
- ❖ Coordinate the serving of all meals during the weekend, including overseeing setting tables, beverage service and instructing servers coming in from the community
- ❖ Ensure that beverages and snacks are available for candidates and team all weekend in discovery room
- ❖ Ensure that banquet table linens are available for each weekend
- ❖ Collect meal money donations (from palanca chicken)

Koinonia of Jamestown & Chautauqua County
Policies & Procedures

Core Board Policies & Procedures

The Lay Leader, along with two other Core Board members, must approve any purchase over $25.00, made by a community member.

Core Board members may buy supplies for their specific jobs, as needed, without prior approval, up to a limit of $200.

The cost of the weekend is a responsibility of the Community. Suggested donations from the candidates and team members attending, as well as green palanca box donations, help to cover the weekend costs.

Use of Koinonia materials and supplies by an outside organization must be approved by the Core Board.

Those who have attended a Footsteps weekend are accepted into Koinonia of Jamestown, the same as members of any other community.

Weekend dates should be set with Chautauqua, at least one year in advance.

Spouses or other family members may not serve on Core Board at the same time.

The master list of all Koinonians will be maintained by the Web Steward.

Lay Leader, Assistant Lay Leader and Candidate Coordinator will also have access to the master list of Koinonian names and addresses.

Twenty-six candidates will be the maximum number assigned for a men's or women's weekend.

Neither Core Board members nor the Dining Room Coordinator should be selected for a team during their 3 year term. Exceptions can be approved by Core Board.

Weekend Deadline: Candidate (&Sponsor) Applications need to be received 3 weeks by mail or 2 weeks online, prior to the weekend

Weekend Policies & Procedures

Community members should not be in the Supply Room or Discovery Room at any time during the weekend except during designated community events. Professors may ask Prayer Partners to sit behind the curtain during talks.

Candidates with special needs will be reviewed on a case by case basis to determine the capability of the candidate to go through the weekend. Candidates determined unable to attend can be referred to the Erie Special Needs Weekend.

The fee for the weekend is $85.00, for team members and candidates.

Each candidate will receive one bag of Bed Palanca – extra will be returned to sponsors, by the Palanca Coordinator, to be given on 4th day.

The Prayer Team captain, or a member of the prayer team, should attend the third team meeting for each weekend.

There is a $10.00 donation per night for overnight stays at Bellinger Hall. Rooms are limited and should be reserved with the Kitchen Coordinator. A $5.00 donation is suggested for each meal.

No dogs will be allowed at any phase of the weekend. Trained, certified service dogs could be allowed at the discretion of the Core Board.

Special meals on a weekend are only for medical/allergy purposes, not for likes/dislikes.

All team, prayer team, and kitchen help are expected to park behind Bellinger Hall, in the back parking lot, or the lot near the Turner access road and Palestine Ave. Please DO NOT use the parking lot beside Bellinger (in front of Connolly Residence Hall)

All team members will be expected to stay at Bellinger Hall until the Weekend Coordinator/Rector give the “all clear” that everything is cleaned up and put away.

At least one of the weekend Spiritual Directors should be an Ordained Minister. Exceptions will be approved by the Core Board. Communion elements should be blessed by an Ordained Minister.

Friends & family, including children of any age, are not permitted to attend any part of a Koinonia Weekend unless they have previously completed a Koinonia, Footsteps or other affiliated weekend themselves.

Please remain seated for Amazing Grace (during closing) until all the candidates have received their crosses.

If available, a Koinonian may play the bagpipes during the Grace Walk