



NEWMAN
CATHOLIC CENTER

DAVIS

514 C Street Davis, CA 95616

(530) 753-7393

www.davisnewman.org

Newman Council 2015-2016

The Newman Council will be comprised of student volunteers who will serve in their roles for one academic year.

Process for becoming a council member:

1. Attend an information and discernment meeting about the leadership structure
2. Complete council application form and turn in by the deadline
3. Participate in a panel interview with the committee who will select council members
4. Confirm council assignment and commit to role for the next academic school year
5. Attend commissioning for new council members in the spring

Structure of Newman Council

Members shall include: Director, Campus Minister, Executive Committee, Publicity Committee, Spiritual Committee, Fellowship Committee, Service/Social Justice Committee, Liturgy Committee, Music Committee, Social Committee, Intramurals Committee, Pastoral de Hispanohablantes, Asian Pacific American Catholic Committee

Expectations of Director and Campus Minister:

1. Participate in Council and Executive Committee meetings
2. Be present at committee meetings as needed
3. Plan Council Retreat and Leadership Trainings
4. Oversee Council and provide support and guidance during meetings and activity planning
5. Attend URC and ICC meetings to represent the Newman Center
6. Plan Finals Week hospitality
7. Write appeal letters twice per year
8. Responsible for ordering Council members' nametags, t-shirts, and promotional items

Expectations of Council Members:

1. Follow Diocesan Code of Conduct
2. Must be a registered college student at UC Davis or a local community college for the whole academic year
3. Must be a person who strives to live the Catholic faith and acts as a Catholic role model
4. Must be a team player and committed to serving college students through the Newman Center
5. Attend regularly scheduled Council and Committee meetings
6. Fulfill tasks assigned to committee
7. Attend Council Retreats and Leadership Trainings
8. Cooperate and coordinate with other committee and council members on shared activities
9. Contact Director or Campus Minister if there will be an absence from a required meeting before the meeting with the excuse. No more than three absences from a council meeting, committee meeting, or retreat/training per quarter.

*Must have at least one year of experience on Newman Council in order to be on the Executive Committee

Executive Committee will consist of the Director, Campus Minister, President, Vice President, Secretary, Treasurer, and Outreach

In general the Executive Committee is the core team of leaders that guides and leads the work of the Newman Center Council in collaboration with the Director and Campus Minister. In addition to specific responsibilities for each position, the Executive Committee is:

1. Responsible for working with the Director and Campus Minister on the vision, mission, goal setting, and evaluation of the Newman Center activities
2. Responsible for assisting Director and Campus Minister with Council Retreats, Leadership trainings, and as requested to ensure programming runs smoothly
3. Responsible for supporting and collaborating with other Council members on projects and programs
4. Responsible for planning and executing Newman Night on Thursday nights
5. Responsible for attending Executive Committee meetings
6. Responsible for completing a background check and Shield the Vulnerable Training
7. Responsible for attending Diocesan wide Newman Center leader trainings on September 11-13, 2015 and January 15-17, 2016

President:

1. Responsible for leading all Council meetings
2. Responsible for registering Newman Center as a student group on campus in the spring for the next school year
3. Will be the point person for on campus communications
4. Will act as spokesperson at major Newman events and activities

Vice President:

1. Shall lead Council meetings in the absence of the President
2. Responsible for representing Newman and planning interfaith activities with other campus ministry programs such as the Moving Feast, Match Madness, and Interfaith Olympics with the Interfaith Campus Council
3. Responsible for reserving rooms on campus for Newman activities

Secretary:

1. Responsible for taking notes at Council and Executive Committee meetings and saving them in Google Docs after the meeting
2. Takes attendance at Council and Executive Committee meetings and tracks them in Google Docs
3. Responsible for the creation, storage, and transition of council binders and online documentation
4. Creates roster of committee members

Treasurer:

1. Responsible for Newman Council offertory envelopes – restocking at St. James and Newman
2. Responsible for donation jar/Square at Newman activities
3. Promotes online giving and assists with fundraising appeals
4. Responsible for planning two to three fundraisers per academic year
5. Responsible for registration process and fees for Newman activities

Outreach:

1. Responsible for assisting students in walking/biking/carpools to mass and events
2. Responsible for scheduling tabling on campus and at St. James
3. Responsible for representing Newman on campus for visit days, activities fair, etc.
4. Responsible for contacting on campus media to promote Newman events

Committees will consist of one Committee Chair and multiple Committee Co-chairs to fulfill the tasks of the Committee

Expectations of Committee Chair:

Each committee will have one chairperson who will be:

1. Responsible for scheduling and leading regular committee meetings
2. Responsible for taking attendance and keeping notes for committee meetings
3. Responsible for attending Council meetings to report on their committee
4. Responsible for communication for their committee – check e-mail, contact publicity, etc

Expectations of Committee Co-Chair:

1. Responsible for collaborating and assisting Committee Chair
2. Responsible for attending and participating in regular committee meetings
3. Responsible for being present at committee programs and/or events

Publicity Committee:

1. Responsible for maintaining and keeping website up to date
2. Responsible for taking photos at as many Newman events and activities as possible to use in advertising/documentation of activities
3. Responsible for posting to Facebook and other social media
4. Responsible for regular mass mailings and e-blasts to Newman community
5. Responsible for creating posters, flyers, and promotional items to advertise Newman events
6. Responsible for maintaining and keeping current bulletin boards and A-Frames at Newman, St. James, and on campus
7. Responsible for designing Newman t-shirt
8. Responsible for submitting bulletin insert and announcements for St. James' bulletin every Monday to Director/Campus Minister
9. Responsible for writing mass announcements for student mass each week

Spiritual Committee:

1. Responsible for planning and executing faith formation activities such as Bible studies, prayer groups, faith sharing groups, catechetical sessions, and speakers based on the Liturgical Year and needs of students
2. Responsible for planning and executing two retreats per academic year
3. Responsible for maintaining prayer room, prayer resources, and materials for students

Fellowship Committee:

1. Responsible for planning and leading Men's Group and Women's Group to address Catholic and gender specific topics of concern to college student
2. Responsible for planning outings and retreats specific to men and to women
3. Responsible for promoting vocational discernment and opportunities to explore vocations

Service/Social Justice Committee:

1. Responsible for planning service opportunities such as serving at a homeless shelter and leading reflection with volunteers about their experiences
2. Responsible for organizing social justice activities such as pro-life activities (Walk for Life – San Francisco), speakers on issues such as the death penalty
3. Connect with Catholic Relief Services and provide appropriate giving opportunities to students such as the Rice Bowls during Lent
4. Be familiar with and use the 7 Principles of Catholic Social Teaching in activities

Liturgy Committee:

1. Responsible for recruiting and training greeters, lectors, ushers, altar servers, Extraordinary Ministers of Holy Communion, and Sacristans
2. Responsible for scheduling all liturgical ministers for all student led masses except musicians
3. Responsible for writing the Prayers of the Faithful (petitions) for all student led masses
4. Responsible for planning special liturgies such as Ash Wednesday, Baccalaureate Mass, and the Christian Unity Prayer Service
5. Responsible for providing reconciliation opportunities for students especially during Advent and Lent
6. Must be trained and willing to do any liturgical ministry role when needed
7. Works with Director to schedule priests to say mass and for other events

Music Committee:

1. Responsible for choosing music for all student led masses and prayer services
2. Responsible for recruiting and scheduling musicians for all student led masses and prayer services
3. Responsible for conducting rehearsals for musicians prior to mass and prayer services
4. Responsible for writing welcome to mass comments and leading congregation to participate at mass
5. May also plan events such as praise and worship nights, music retreat, caroling at nursing homes, etc

Social Committee:

1. Responsible for planning Welcome Week activities
2. Responsible for planning community building events such as bonfires, dances, outings (Dixon Corn Maze, Apple Hill), parties, dinners, etc.
3. Responsible for planning large social events such as the Causeway Classic, Picnic Day, etc and small events such as movie and game nights.

Intramurals

1. Responsible for recruiting, registering, and supporting Newman teams for intramurals on campus
2. Responsible for organizing and leading team for Koinonia Cup
3. Responsible for assisting with Interfaith Olympics

Pastoral de Hispanohablantes:

1. Function as the bridge between the English speaking Newman students and hispanohablantes.
2. Coordinate targeted outreach and engagement for hispanohablantes.
3. Provide opportunities for spiritual growth through social events, service opportunities, and fellowship specifically for hispanohablantes honoring the intrinsic nature of their faith, culture, and language.

Asian Pacific American Catholic Committee:

1. Function as the bridge between Asian Pacific American students and the Newman Center
2. Coordinate targeted outreach and engagement for Asian Pacific American Catholic students
3. Provide opportunities for spiritual growth through social events, service opportunities, and fellowship specifically for Asian Pacific American Catholic students honoring their faith and culture.

Council Member supplies:

1. Each Council member will be responsible for their Newman Council binder.
2. Each Council member will receive a nametag to be worn at all Newman events and when representing the Newman Center at campus activities
3. Each Council member will purchase a Newman t-shirt
4. Each Committee will have access to an e-mail address for their committee
5. Each Committee will have access to Google documents for files needed for Newman activities