

The Maryland Episcopal Cursillo

THE SERVANT COMMUNITY

COMMUNICATIONS COORDINATOR

- 1. Provides support to the Servant Community.**
 - Attends all assigned Servant Community meetings.
 - Attends regularly scheduled meetings of the Secretariat when possible.
- 2. Maintains communication with the Maryland Cursillo Community.**
- 3. Newsletter – *The Abrazo***
 - Coordinates, writes and designs the quarterly newsletter.
 - Emails the newsletter to the membership.
 - Coordinates the production and distribution of the newsletter via regular mail when cost is approved by the Secretariat (using a mail management firm).
 - Posts each edition of the newsletter to the website.
 - Maintains archived copy of all newsletters
- 4. Email Listserv.**
 - Maintains the MEC email listserv.
 - Sends out informational emails and reminders as requested to keep the community informed.
 - Local Ultreya Reminders
 - Annual Diocesan Ultreya Information
 - Prayer Requests
 - Team List
 - Candidate List
 - Online Prayer Chart Reminders
 - Requests for Weekend Support (bed makers, shirts, others)
 - Candidate Deadline Reminders
 - Weekend Event Information (Las Mananitas, Clausura, other)
 - Other Announcements
- 5. Website.**
 - Designs and maintains the official website of the Maryland Episcopal Cursillo
 - Posts and updates all appropriate information to the site including:
 - Weekend information (team and candidate lists)
 - Contact information for members of the Secretariat and Servant Community
 - Lists of Ultreyas (including date/time/locations of meetings and coordinator contact information)
 - Online prayer chart links
 - “In Memoriam” page
 - Donation information
 - Newsletter archives
 - Team, Candidate, and Sponsor information
 - Other information as appropriate

6. Social media.

- Maintains the MEC Facebook page.

7. Online Prayer Chart.

- Coordinates establishment of (and monitors) the online prayer chart for each Weekend.
- Emails notifications to the community encouraging sign-up.
- Explains procedures for printing out the chart to the Head CHAs (for posting during the weekend).

8. Flyers and Special Mailings.

- Designs and distributes event flyers via email and the website (4th Day Workshops and others).
- Distributes special mailings via email and website (Stewardship Letters and others).

9. Participates.

- Attends Fourth Day Activities, the Annual Diocesan Ultreya, Las Mananitas and Clausura, Ultreyas, and other special Cursillo functions when possible.
- Supports the MEC with their time, talent and treasure when possible.