

THE ROLE OF EXEC

Applications Due November 11 - Interviews November 13-17th

- The Exec members of Rooted Retreat take care of specific areas of operation, programs, and logistics necessary to bring Rooted Retreat from its start each fall to completion come retreat in August.

INTERVIEW PROCESS

As the deadline approaches, we will contact applicants and have them submit their availability for the time frame of November 13-17th. Each applicant will complete an informal interview with the Student Director and Executive Director.

IMPORTANT NOTE: We know the condition of our city and state is unique and we do not know how this fall semester and spring semester will play out with COVID. We do however expect the Directors and Exec Team remain in Huntsville to fulfill their role unless things become extreme. This is a commitment we will expect, in addition to the below requirements.

Requirements to Apply

- 2.0 GPA (both cumulative and most recent grading period to Rooted Retreat in August)
- Must be enrolled as a student at Sam Houston State and be present in Huntsville in the Fall and Spring semester preceding retreat in August.
- It does **not** require being a student in the Fall semester following Rooted Retreat.
- All Rooted Retreat Staff will be required to pay \$150 dues to cover the cost of involvement.
 - Do not let this keep you from applying. If you are absolutely unable please speak to the Executive Director before deciding not to apply.
- Must agree with the Staff Behavioral contract and statement of beliefs.

Below you will find a list of the Executive Staff Role Descriptions. Each Role Type will be noted in blue. Please read through each to assist you in filling out the Executive Staff Application.

Staff Development (Co-Chair and Prayer Team):

Two guy/girl pairs

Staff Development Execs are tasked with investing in *Co-Chairs* and *Prayer Teamers*, providing them with support, encouragement, and the tools they need to fulfill their role successfully. Though each Development Exec will be tasked with either Co-Chairs or Prayer Team, they will work together to effectively prepare the whole staff for their Rooted Retreat Ministry Roles.

Role Responsibilities

- At least one year of organizational leadership or camp staff experience is *recommended*.
- Develop a training strategy for Co-Chairs, Prayer Teamer, and Counselors and provide leadership and direction to those roles throughout the year and at Rooted Retreat.
- Maintain and refine any curriculum, written or otherwise, to develop a staffer's leadership skills and ministry effectiveness.
 - Document all comprehensive training curriculum to be transferable from year to year.
- Deliver training content at all staff retreats (Co-Chair and Prayer Team Retreat, Spring staff Retreats, etc.)
- Lead Co-Chair and Prayer Team Leadership meetings. (plan, organize, conduct, etc.)
- Work alongside Retreat Coordinators in the development of training meetings before Rooted Retreat.

1. Co-Chair Development Exec

- Select Co-Chairs (with the Directors and Prayer Development Exec)
- Directly lead, guide, and support Co-Chairs throughout the year and at Rooted Retreat.
- Lead Leadership Community Groups to support and encourage Co-Chairs.
- Heavily influence the development of the curriculum for training Co-Chairs.
- Deliver Co-Chair specific curriculum at staff retreats.
- Develop Co-Chairs, providing them with the skills needed to be effective in their role.
- Be available at Rooted Retreat to:
 - Support and encourage Co-Chairs as they lead and guide their counselors.
 - Support and assist other Exec members with logistics and operations, when needed.

Time Commitment

- Rooted Retreat in August (Arriving 2 days prior)
- Fall Exec Retreat (November 20th-21st)
- TURN Spring Retreat (Feb 5th-7th)
- Co-Chair Informations, interviews and selection
- Co-Chair/Prayer Team Retreat (February 12th-13th)
- Spring Staff Selection Weekend (March) - Counselor Selection
- Spring Training Retreats (Late March and Late April/Early May)
- Weekly Exec Meetings (December - May)
- Co-Chair meetings (February - May)
- Leadership Community Groups (February - May) - If needed

2. Prayer Team Development Exec

- At least one year of organizational leadership or camp staff experience is *recommended*.
- Select Prayer Team (with the Directors and Co-Chair Development Exec)
- Directly lead, guide, and support Prayer Teamers throughout the year and at Rooted Retreat.
- Lead service and leadership community group to support, encourage, and specifically train Prayer Teamers.
- Heavily influence the development of the curriculum for training Prayer Teamers.
- Deliver Prayer specific curriculum at staff retreats.
- Oversee the implementation of prayer meetings or prayer times. (weekly, staff retreats, exec meetings, Rooted Retreat, etc.)
- Develop Prayer Teamers, providing them with the skills needed to be effective in their role.
- Be available at Rooted Retreat to:
 - Support and encourage Prayer Teamers as they lead and guide their camps in and through prayer.
 - Support and assist other Exec members with logistics and operations, when needed.

Time Commitment

- Rooted Retreat in August (Arriving 2 days prior)
- Fall Exec Retreat (November 20th-21st)

- TURN Spring Retreat (Feb 5th-7th)
- Prayer team Informationals, interviews, and selections
- Co-Chair/Prayer Team Retreat (February 12th-13th)
- Spring Staff Selection Weekend (March) - Counselors
- Spring Training Retreats (Late March and Late April/Early May)
- Weekly Exec Meetings (December - May)
- Prayer Team meetings (February - May)
- Leadership and Service Community Groups (February - May) - If needed

Retreat Coordinator Exec:

2 People

Retreat Execs are tasked with all administrative duties necessary for a successful retreat in August. They are responsible for planning and organizing retreat logistics for all training meetings or weekends, staff retreats, and Rooted Retreat in August.

Role Responsibilities

- Liaison between Rooted Retreat and Retreat Site
- Plan Rooted Retreat Schedule
- Develop all large programmatic elements of Rooted Retreat (i.e., Neon Nights, Competitions, late-night worship, etc.)
- Partner with Directors and Executive Director in the selection of breakout session speakers and guy/girl time speakers
- Manage contracts and communication with all retreat speakers and worship leaders at Rooted Retreat and all training retreats
- Maintain all legal paperwork (Release waivers, contracts, food restrictions, etc.)
- Lead in training staff in risk management and emergency protocol
- Organize incoming student housing before and during retreats
- Coordinate bus reservations and assignments, and student parking (or any other student transportation to Rooted Retreat)
- Manage Rooted Retreat registration and check-in process for retreat
- Develop Reveal Night reveals with Co-Chairs and Prayer Team
- Responsible for selecting and leading crew members

Time Commitments

- Rooted Retreat in August (Arriving 2 days prior)
- Fall Exec Retreat (November 20th-21st)
- TURN Spring Retreat (Feb 5th-7th)
- Co-Chair/Prayer Team Retreat (February)
- Spring Staff Selection Weekend (March)
- Spring Training Retreats (Late March and Late April/Early May)
- Weekly Exec Meetings (December - May)

Finance Development Exec:

1 Person

Finance Execs are tasked with overseeing Rooted Retreat fundraising efforts. They will work closely with the Executive Director and Retreat Exec to ensure the wise stewardship of retreat finances and maintain communications with donors.

Role Responsibilities

- *Finance and accounting majors recommended*
- Brainstorm innovative and effective means of fundraising
- Develop donor outreach projects (key donors, alumni, etc.)
- Plan and execute any large scale fundraising efforts
- Assist Co-Chairs in planning and coordinating profit shares and other fundraising initiatives.
- Ensure individual camps and Rooted Retreat as a whole are meeting tier fundraising goals.
- Complete donor thank you letters.
- Assist the Executive Director in maintaining the donor database and all tax-deductible documentation

Time Commitments

- Rooted Retreat in August (Arriving 2 days prior)
- Fall Exec Retreat (November 20th-21st)
- TURN Spring Retreat (Feb 5th-7th)
- Co-Chair/Prayer Team Retreat (February)
- Spring Staff Selection Weekend (March)
- Spring Training Retreats (Late March and Late April/Early May)
- Weekly Exec Meetings (December - May)

Media & Marketing:

1 Person

Media and Marketing Execs are tasked with creating and managing all Rooted Retreat promotional material and publications. They maintain the “face” and identity of Rooted Retreat to the public.

Role Responsibilities

- Maintain the “face” of Rooted Retreat through social media - Instagram, Facebook, Twitter
- Lead in using social media as an avenue for recruitment of staff and publicity to incoming students and community members
- Develop Rooted Retreat promotional material
- Plan, organize and oversee all staff and incoming student publicity, developing strategies to reach potential staff and incoming students for Rooted Retreat effectively
- Assist other Exec and other members with the promotion of additional events
- Assist with summer incoming student recruitment efforts (orientations, postcards, etc.)
- Oversee the process for all staff merchandise, apparel, and retreat shirts
- Give supervision to Rooted Retreat’s website design, layout, and content effectiveness.
- Oversee any photography and videography at Rooted Retreat and staff training
- Responsible for selecting and leading the Media Team.

Time Commitments

- Rooted Retreat in August (Arriving 2 days prior)
- Fall Exec Retreat (November 20th-21st)
- TURN Spring Retreat (Feb 5th-7th)
- Co-Chair/Prayer Team Retreat (February)
- Spring Staff Selection Weekend (March)
- Spring Training Retreats (Late March and Late April/Early May)
- Weekly Exec Meetings (December - May)
- Time needed for production in peak calendar seasons

Public Relations:

1 Person

Public Relations Execs are tasked with building and maintaining relationships with alumni, local churches, and ministry organizations. They will function as the primary liaison between churches, ministries, and alumni.

Role Responsibilities

- Create and maintain the alumni database
- Oversee strategies for reaching alumni
- Develop content and distribute a bi-monthly newsletter for alumni and other interested individuals with Media and Marketing Exec
- Partner with Finance Exec in updating donors of milestones for Rooted Retreat.
- Act as the primary liaison between Rooted Retreat and local churches
- Creatively consider ways to strengthen Rooted Retreat's relationship with the local church, primarily through opportunities to connect incoming students and staff to them.
- Manage all aspects of the Rooted Retreat Ministry Fair, logistically and programmatically (working closely with Retreat Exec)
- Develop Welcome Week events schedule with the incorporation of the local church and campus ministry events
- Primary host for any alumni, guests, or board members at significant events.

Time Commitments

- Rooted Retreat in August (Arriving 2 days prior)
- Fall Exec Retreat (November 20th-21st)
- TURN Spring Retreat (Feb 5th-7th)
- Co-Chair/Prayer Team Retreat (February)
- Spring Staff Selection Weekend (March)
- Spring Training Retreats (Late March and Late April/Early May)
- Weekly Exec Meetings (December - May)