October 10, 2011

Dear Prospective CLC Group Coordinator,

You are about to open a new chapter of SCU. Thank you for considering this important service and ministry as a CLC small group coordinator. Below are suggestions that can help you make a good, prayerful decision:

1. **Pray:** Spend several occasions within a week or so to pray about this possibility. Here's one way: After quieting yourself for prayer, ask for the grace of openness and generosity. Imagine yourself being at your favorite place, a place where you feel at home and are receptive. Imagine yourself in Jesus' presence and leading a small CLC group.
   - Notice any feelings that arise, especially those that move you positively or negatively.
   - Ask yourself: a) What do Jesus and I see the needs of SCU students? b) What are my unique gifts and talents? c) Is Jesus inviting me to be a CLC group coordinator?

2. **Read and Pray over** the "Roles and Responsibilities of a CLC Coordinator" and "CLC Coordinator Application Form."

3. **Make a tentative decision**. Consider your time and energy for this year. If you have a possible co-leader in mind, talk to her/him about the possibility. Converse about the kind of group you both would like to lead. If you do not have a potential co-leader in mind, this process will be discussed in your interview.

4. **Application and Interview.** If you feel at peace with your decision, please fill out the "CLC Coordinator Application Form". Here are the important dates:

   - Date due: you application is due by 5pm on Friday, Nov 4.
   - Interview dates: Nov 7-30. You need to go through an interview with Fr. Manh. Please sign up on the Interview Sign Up sheet on my office door in the campus ministry office.
   - Date notify: you will be notified by Thursday, Dec 1.
   - First gathering (optional): Friday, Dec 2nd | 6pm| campus ministry office
   - CLC leadership retreat (mandatory): Jan 13-15 (MLK)

Thank you for considering this invitation from within, which is ultimately from God. Please feel free to contact Fr. Manh 408-554-4649 or mdtran@scu.edu with any further questions.

United in Mission,

Fr. Manh Tran, S.J.

Roles and Responsibilities of CLC Group Coordinators

Main role: The main role of the CLC group coordinators is to care and empower CLC members to discover and live out their personal vocations.

General Expectations

- Be a member of another CLC group (besides the one you lead)
- Attend 3 mandatory leadership formation gatherings
- Coordinate and facilitate your small group
- Time commitment: 4-5 hours per week

Specific Responsibilities: Each group coordinator strives to grow, empower, and participate.

1. ***Growing in our own Journey of Faith***
   Striving to practice what we preach in the Ignatian way of caring for persons *(Cura Personalis)*. We are willing to do first what we ask of those whom we are privileged to serve. Concretely, this means in living out the CLC Way of Life by:

   a. Attending weekly meetings with the group we are members of,
   b. Praying regularly (esp. **Awareness Examen**),
   c. Going on a Campus Ministry Retreat as retreatant once a year,
   d. Attending Sunday Worship,
   e. Engaging in regular community service,
   f. Striving to live with integrity.

2. ***Empowering our group Members***
   Overseeing all the activities involving our small groups as both spiritual animators and coordinators of events. We realize this by:

   a. Gathering our groups to meet weekly. Planning each meeting according to CLC mission, spirituality, norms and guidelines. Fostering an atmosphere of openness and trust through an attentiveness to each member.
   b. Leading your CLC group in a community service project at least once a quarter
   c. Empowering and calling forth the baptismal gifts of group members for service and leadership; this entails delegating the tasks described in letters a & b.
   d. Meeting with assigned "Guide" or formation team on a monthly basis so that our groups grow within the CLC Formation Process.

3. ***Participating in Formation Gatherings and Beyond***
   Serving as a bridge between our group members and the campus-wide CLC community, as well as the regional, national, and world community. We accomplish this by:

   a. Attending 2 mandatory Leadership Formation gatherings:
      Jan 13-15 CLC Leadership retreat; April 7 CLC Coordinator Day
   b. Participating in campus-wide CLC events regularly as well as actively inviting our small group members to attend.
   c. Communicating with the Staff Program Director (Fr. Manh) about changes to our small groups, problems and concerns, and ideas for the program. This is to be initiated by us and can be accomplished by checking-in once a quarter.

CLC New Coordinator Application Form

Please type your application. Hand-written applications will <u>not</u> be accepted!

Name: _____ Campus Box: _____

Cell Phone: _____ Email: _____

Year of Graduation: _____ Birthday: _____

Address: (on or off campus) _____

_____

<u>I. Your Preferences</u>: ***(*Please Note: While your preferences will be taken into consideration, they cannot be guaranteed)***

1) I prefer to lead a group predominantly:

Gender:

- ❍ Mixed Genders
- ❍ All Female
- ❍ I have no preference

2) Co-leader's name (if applicable): _____

<u>II. Your CLC (or small group/faith community) Experiences</u>

1) How would you describe your experiences in a small group?

2) In what ways has CLC (small group) influenced/shaped your spiritual life?

3) What other ways do you nourish your spiritual growth outside of your weekly meetings?

4) What areas/activities of CLC (or small group) have you been involved in (if any)? Explain.

III. Your Mission, Gifts, Roles and Responsibilities

1) Why do you feel called to be a Small Group Coordinator?

2) What other commitments will you have this year?

3) What gifts do you feel you could bring to a CLC group as a coordinator?

4) My Covenant with God and CLC@SCU Community:

_____I have read and understood my roles and responsibilities as a CLC coordinator and I commit myself to carrying them out to the best of my ability.

_____I plan to attend the **MANDATORY** CLC Leadership Retreat on ***Jan 13-15, 2012 (Martin Luther King weekend).***

_____
(signature)

For office use:
Interviewed by: _____
Comments: