

TEC Council Service Description

First Directors

President- Take part in much of the organization of the TEC program. Delegate special task and oversee that they are being done and completed. Lead council in monthly meetings. Be a support person for fellow TEC council members and to the TEC community as a whole. President should be available and present at most TEC events and make themselves known to the TEC Community. Oversee that manuals, schedule, and the bylaws are updated yearly. Runs Leadership meetings prior to the weekend.

Vice President- The Vice President is the support for the president and the TEC council as a whole. They should be available to the council and the TEC community. The VP should be present at most TEC events and make themselves known to the TEC community. The vice president assumes responsibility in the absence of the president.

Treasurer- Is responsible for the financial management of the entire MMLTEC funds. Duties include working with the weekend treasurer and Adult Advisor to track weekend expenditures and income, prepare monthly reports. Must update insurance/liability needs and payment of CCLI license fees.

Secretary- Secretary is responsible for keeping the minutes from the monthly TEC council meetings and sending the minutes out within a week after the meetings as well as keeping minutes on file for future reference.

Adult Team Coordinator- Receives, assigns and notify the adult team for the three weekends a year. Be available for support of the entire adult team. Must be available and willing to take part in Public Relations with adults which includes speaking to parents at the closing service in an attempt to recruit adults. Be willing to help out on weekends when adult population is scarce (not necessarily serving on entire weekend, but making themselves available). Works closely with youth team coordinator.

Youth Team Coordinator- receiving, assigning and notifying the youth team for the three weekends a year. Be available for support of the entire youth team,. Must be available and willing to take part in Public Relations with youth. Works closely with youth representative on the council and the Adult Team Coordinator.

Weekender Allocations- Receives applications, allocates space and sends acceptance letters for TEC weekenders. Maintain data base of TEC participants for use in mailings and for archival purposes. Must be available for questions from weekenders and especially parents.

Newsletter Editor- Responsible for the organization and publication of the three newsletters a year on TEC web page. Arrange for the collating and printing of the newsletter for weekenders. The editor must have access to a computer.

Music Team Coordinator- Music Team Coordinator is the support person for the music team and must be willing to work with musicians in regard to the team playing together and instructing in the use of computer and power point equipment. Also responsible for keeping Tec's CCLI license updated yearly. Must be available to attend at least one team meeting to work with music team. Responsible for the music manuals and TEC owned music equipment and electronics.

Supply Coordinator- responsible for restocking, transport (or arrangement for transport) and maintenance of the trailer. Attends the first team meeting of each weekend assisting support team in reordering supplies. Arrange for flowers for the weekend, bus transportation to pool/community center and secure use of the pools.

Public Relations-ALL TEC council members are responsible for getting the word out about the MMLTEC program. The PR person will work with “Facebook” website to help promote weekends. Sends out pre-weekend postcard reminders. Works closely with the newsletter editor.

Web page/Data base- Person is responsible for maintaining TEC website with current council member list, future TEC weekend dates, newsletters and all pertinent data regarding MMLTEC weekends.

Spiritual Directors- Pastors on the council charged with lending input and spiritual integrity to the council on spiritual matters that keep the focus of the Teens Encounter Christ ministry. Serve in an advisory position to council in deciding disciplinary actions.

Youth representatives- Youth reps are the liaison between the TEC community and the council. It is the responsibility of the youth reps to report to the council as to what is working or not working for the youth involved in the TEC program. Youth reps must be available to help out in recruiting team when needed. Make themselves known to the TEC community by being present at most TEC events.

SD / Host Church Coordinator- In charge of arranging for spiritual directors, Dates and host churches for each of the three TEC weekends per year.

Team Manuals- Be responsible for updating everything pertaining to the weekend in the manuals at least once a year. Keep back up of all items on computer on disc. Manuals include SD, kitchen, support, table leaders, wheat, CO-director, and adult advisor.