



Military Council of Catholic Women
PO Box 4456, Washington, DC 20017

Regional Coordinator (two-year term)

Regional coordinators are discerned, but are not members of the board of directors. While MCCW actively encourages RCs to come from the active duty or dependent of active duty populations, these positions can also be filled by retired service members, retired dependents, guard, or reservist. Regional coordinators must live in the region they represent and should have a reasonable expectation that they will stay in that region for the duration of her term.

Their duties include:

- Overseeing and ensuring communication with every chapel in their regions no less than twice annually, whether or not those chapels have active CWOCs.
- Planning and implementing their regional retreats in conjunction with the regional retreat committee and according to the MCCW Retreat Planning Guide
- Leading and providing guidance to their regional teams and identifying and selecting additional members of their teams as necessary with guidance from the Director of Regional Coordinators
- Meeting, in-person or telephonically, with their boards no less than once a month to monitor progress and to share guidance from the Director of Regional Coordinators
- Implementing other activities, programs, or initiatives to strengthen their regions, with direction from the board.

They will fulfill their duties while adhering to the annual budget and finance guidelines set out by the director of financial stewardship and approved by the board.

Regions

- **Pacific:** Includes Hawaii, Alaska, Guam, and Kwajalein
- **Western:** Includes Washington, Oregon, California, Idaho, Nevada, Utah, Arizona, Montana, Wyoming, Colorado, New Mexico, and El Paso, Texas
- **Central:** Includes North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Minnesota, Iowa, Wisconsin, Missouri, Illinois, Indiana, Michigan, and Louisiana
- **Southeast:** Includes Arkansas, Kentucky, Tennessee, Mississippi, Alabama, Georgia, Florida, South Carolina, North Carolina, and Puerto Rico
- **Northeast:** Includes Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, New York, Connecticut, New Jersey, Pennsylvania, Delaware, Maryland, the District of Columbia, Ohio, West Virginia, and Virginia
- **Europe:** Includes all of Europe
- **Asia:** Includes Korea and Japan



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Expectations

General

- The regional coordinators will participate in regularly scheduled teleconference calls with the director of regional coordinators and will participate in planning centrally-themed retreats for MCCW
- The regional coordinators will hold regularly scheduled teleconference, or in-person, meetings with her regional board (as the geographical location of her board allows).

Travel

- The regional coordinators will be expected to attend their regional retreat and forum.

Cost

- A regional coordinator can expect to spend money on travel, food, lodging, and registration fees during her term. Though the specifics of her financial contribution may change on a yearly basis based on budget availability, for planning purposes a regional coordinator can expect to pay for the following:
 - o For the regional retreat in their region, regional coordinators will be given a capped travel allowance, will have lodging covered, and will be expected to pay for her own food, incidentals, and registration.
 - o For forum, regional coordinators will be given a capped travel allowance, will have lodging covered, and will be expected to pay for her own registration fees, food and incidentals.
- Personal finance should not be the sole factor that keeps a woman from participating in discernment – MCCW make every effort to subsidize costs for qualified, dedicated regional coordinators as the budget allows. Please contact the discernment coordinator for more information about the financial commitment.



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Regional Communications Coordinator (two-year term)

The MCCW Regional Communications Coordinator ensures that her region is informed of regional events, resources, and MCCW-Worldwide news through a combination of social media, email, and direct communication. Her duties include:

- Re-posting all relevant social media posts made by MCCW-Worldwide on her regional FB pages
- Creating posts relevant to her particular region regularly (no less than once a week) - these posts may deal with upcoming regional events, they may ask questions to encourage conversation, or they may be tied to the liturgical calendar.
- Assisting the regional coordinator with all region-wide emails that need to be sent
- Assisting her region with phone calls to chapels in her region.

For her regional retreat, the communications coordinator will:

- Create or coordinate the creation of the retreat program, flyers, and other promotional materials
- Work with the worldwide registrar to set-up, manage and track registrations for her regional retreat, specifically she will:
 - Check the registration site regularly to monitor the number of registrations and help promote registration
 - Be available to answer email inquiries about retreat-related questions from those who have registered and those potential registrants
 - Maintain a record of special dietary needs, food allergies, other special needs and any registration swaps/transfers, etc
- Send all communications about the retreat to registered attendees before the retreat
- Manage the check-in of retreat attendees during the retreat, with particular attention to any special needs of attendees

General

- The regional board members will participate in regularly scheduled teleconference, or in-person, meetings (as the geographical location of the board allows).

Travel

- The regional board members will be expected to attend their regional retreat

Cost

- A regional board member can expect to spend money on travel, food, lodging, and registration fees during her term. Though the specifics of her financial contribution may change on a yearly



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basis based on budget availability, for planning purposes a regional board member can expect to pay for the following:

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Liturgical Coordinator (in US regions - 2 years, in Europe and Asia - 1 year)

The MCCW Regional Liturgist implements activities to connect, unite and inspire the women of her region in prayer throughout the year and plans and executes all liturgical services within the annual regional retreat. Her duties include:

- Planning and executing virtual or in-person prayer or devotions within her region on a regular basis or as requested by MCCW
- Assisting her region with phone calls and outreach to chapels in her region, including support for chapel discernments
- Providing content on a regular basis for regional social media and for MCCW Worldwide social media, as requested. Content may relate to world events, liturgical events, or region-specific Catholic information
- Serve as an active member of her regional team and retreat planning team

For her regional retreat, the regional liturgist will:

- Meet, in-person or telephonically, with the lead clergy member for the retreat to ensure liturgy is executed with reverence, efficiently and effectively.
- Coordinate with the retreat site for all liturgical needs
- Coordinate with the regional coordinator for all liturgy-related music needs

The liturgical services requiring coordination may include morning prayers, Mother's prayers, daily mass, adoration and reconciliation, Stations of the Cross, anointing of the sick, illuminated rosary and additional devotions and services included based upon the retreat theme.

General

- The regional board members will participate in regularly scheduled teleconference, or in-person, meetings (as the geographical location of the board allows).

Travel

- The regional board members will be expected to attend their regional retreat

Cost

- A regional board member can expect to spend money on travel, food, lodging, and registration fees during her term. Though the specifics of her financial contribution may change on a yearly



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