

EPIC MINISTRY COORDINATOR:

The EPIC Ministry Coordinator is responsible for coordinating the Core Team and the overall ministry in fulfilling its mission statement “to empower young adults to follow Christ through social, spiritual, and service paths.” He or she is the primary representative of the ministry to the parish, vicariate, as well as other ministries and organizations. He or she takes the lead in planning faith sharing nights and other ministry events.

ASSISTANT COORDINATOR:

The EPIC Ministry Assistant Coordinator is the primary deputy of the ministry and assists the Coordinator in fulfilling the ministry’s mission statement. He or she represents EPIC Ministry in the event that the Coordinator is unable to be present at meetings or events and is the leader of EPIC Ministry during any absence of the Coordinator.

SECRETARY/HISTORIAN:

The Secretary/Historian is responsible for the minutes of meetings when applicable, managing and scheduling the EPIC Ministry calendar of events, managing our contact lists, and keeping important records (files, pictures, videos, etc.) of events. He or she works closely with the Information Officer to provide promotional and informational ministry publications.

INFORMATION OFFICER:

The Information Officer is responsible for releasing information in a timely manner to all members of EPIC. This includes but is not limited to social media, emails, and text messaging as well as updating the ministry website, Facebook page, and releasing the EPIC newsletters. He or she will also deliver announcements at weekly meetings.

FINANCE OFFICER:

The Finance Officer manages the finances of EPIC Young Adult Ministry. He or she is responsible for collecting any monies, issuing reimbursements, and creating budget reports. He or she is the lead coordinator of fundraising events for the ministry.

LOGISTICS OFFICER:

The Logistics Officer is responsible for general set-up for ministry gatherings and events. He or she ensures that materials and equipment needed are available and in place. He or she is also responsible for planning and coordinating the menu for events including the weekly faith sharing.

AT-LARGE REPRESENTATIVE:

The At-Large Representative(s) of EPIC Ministry provide insights reflective especially of the needs of the ministry and those whom it serves. They are the important voice of everyone in EPIC Ministry who is not on the Core Team.

SENIOR ADVISER:

Senior Advisers act as “floaters” to provide support to Core Team members as needed, and through their experience and prayers, provide guidance to members of EPIC Ministry. Young adults are defined as those ages 18-39 years old, so Senior Advisers are those who continue serving in the ministry for young adults beyond that age range.