



2199 East Main Street
Columbus, Ohio 43209

614-236-6856
capital.edu/trinity

Life Together Representatives Position Descriptions

Edited and Approved May 2, 2019

Financial Coordinator:

- Keep track of all the expenses and funding requests the community submits
- During the meetings, any funding requests that were submitted are discussed and decided depending on if the request fits the mission statement of Life Together
- Maintain and update financial request forms
- Keep track of all expenditures that come from the Life Together budget on an excel sheet with a running total of the amount in the budget
- Maintain a list of donations locations and amounts from the collected offering during the weekly Eucharist service
- Life Together decides monthly where the offering collection is donated - coordinate with sacristans to include this in Eucharist bulletins (Communicate regularly where offering is going)
- The offering collection is not added or subtracted from the budget
- The future of the Life Together Financial Coordinator should have a clear understanding of funding requests made between meetings that require an immediate response; a clearer statement how to communicate and record discussion
- When funding requests are approved between meetings, making sure that it is announced in the next meeting so it is on the minutes

Intersectionality Leader:

- Coordinate with sacristans to make sure all affinity groups have their worship weeks
- Lead large group discussions
- Ensure an updated list of affinity groups and associated student leaders is put on the bulletin board and the website
- Building connections between Trinity and Embrace communities
- Original description: "Works with the Trinity affinity groups (SEEDS, AAG, Proclaim, etc.) to coordinate activities. Brings voice and needs of affinity groups to Life Together meetings." - this is what has worked

Convener:

- Attuned to joys / concerns of students
- Attend faculty meetings, communicate student concerns, communicate information from faculty back to students
- Generate agendas for Life Together Meetings and publicize in advance (email to everyone and send to FLOTD)
- Lead announcements at Tuesday Eucharist
- Meet with Dean / administration regarding student concerns between Life Together and Faculty Meetings as needed
- Equip community members to lead and/or participate in community activities as they feel called

Forming leaders for Christ's church at work in the world.



**TRINITY
LUTHERAN
SEMINARY**
at CapitalUniversity

2199 East Main Street
Columbus, Ohio 43209

614-236-6856
capital.edu/trinity

Communicator:

- Run Life Together social media per social media guidelines
- Take minutes at Life Together meetings and e-mail to Life Together Reps for approval after the meeting
- Send out minutes to students and faculty after approval from other Life Together rep
- Archiving minutes on the Google Team Drive
- Keeping everyone in the Trinity community updated on what is going on in Life Together
- Updating front desk chalkboard as needed
- Running the FLOTD (weekly e-news) (Formatting and including information using MailChimp)
- Keeping track of information that is sent via email and announcements