



BRANCH COORDINATOR
(Two or more are recommended)

The Branch Coordinator will work in close conjunction with the Branch Facilitator(s) to keep the Branch operating smoothly, managing the administrative duties and providing for the physical needs of the Cornerstone Branch.

The Branch Coordinator will:

1. Have love for the Lord, for God's people, for God's Word and be committed to The Cornerstone Catholic Scripture Study
2. Pray for the Cornerstone, the Branch and its members
3. Manage and delegate administrative needs of the Branch including maintaining branch records, organizing small groups, and providing needed copies of all forms, documents and lessons to ministry team and branch members.
4. Coordinate with the host parish to ensure the Branch has adequate meeting space reserved for all meetings including the set-up/use of any necessary AV equipment.
5. Attend the Core Ministry Team meetings as needed to share pertinent information and materials needed for the Branch Session.
6. Attendance at the Cornerstone Ministry Conference is **highly recommended**.