

## Local Coordinator Role Description

### Personal Qualities

The Local Coordinator is a person who:

- Has a passion for God and a compassion for people.
- Is inspired by St Marcellin Champagnat's vision of making Jesus Christ known and loved.
- Desires to nurture their own spirituality, and that of others, in the way of Mary.
- Understands the importance of community in building the Marist spiritual family.

### Key Responsibilities

- Build strong relationships so as to provide appropriate formation and accompaniment in response to identified individual and local needs
- Support, develop and continue to grow the Marist Association and its members
- Provide support and accompaniment to their Local Group in nurturing and growing their Marist life and spirituality
- Dialogue and discern the nature and identity of the Marist vocation

### The Local Coordinator:

- Looks for ways to bring interested and like-minded people together to foster community and Marial spirit.
- Responds to the local needs, discern with other group members how to nurture, grow and strengthen their group as a faith filled and spiritual Marist community.
- Liaises with the Mission, Life and Formation (MLF) contact person for support and resources.
- Is aware of creating a safe and inclusive environment where all people feel comfortable and affirmed.
- Empowers members, bringing their gifts and talents to a shared responsibility for the life and vitality of the group.
- Invites and accompanies new people who are interested and curious about the Marist way of life to explore what it means and how they can become involved.
- Provides diverse opportunities for contemplation, formation, prayer, friendship and fun.
- Connects with other local groups, Marist ministries and the wider Marist family creating relationships that support, care for and grow with one another.
- Assists new members with the application process and present them with a certificate and pin.

### Appointment Process of a new Local Coordinator

- Once the MLF Contact (or Coordinator of Membership) becomes aware of a vacancy coming up, the Director MLF is informed.
- The Director MLF ensures that there is consultation with the Principal or Ministry Leader or any other relevant stakeholder as to a suitable replacement.
- The name of the preferred person for the Local Coordinator role is discussed a joint meeting with the MASMC Executive Officer, Director MLF and Coordinator of Membership.
- The Leader of MASMC sends a letter of 'thank you' to the outgoing LC, and a letter of 'congratulations' to the incoming LC. There is also a letter that may be sent to the Local Group announcing the incoming LC. Included in the communication email of these letters: Principal or Ministry leader, Director MLF, Regional Director, MLF Contact.