



Antiochian Orthodox Christian Archdiocese
Department of Youth and Parish Ministries

Archdiocese Bible Bowl Coordinator

Job Description

(Revised October 11, 2016)

Appointed by and **Responsible to** the Chairman of the Antiochian Archdiocese Department of Youth and Parish Ministry.

Appointment to a one year commitment, no term limit.

General Responsibilities

1. Coordinate the Annual Archdiocese Bible Bowl Competition held each July.
2. Oversee the efforts of the Diocesan Bible Bowl Coordinators and Diocesan Competitions. As well as to utilize <https://orthodoxyouth.org> to register parish teams and disseminating Bible Bowl rules and information.

Compensation

1. Reimbursed up to \$500 for travel, lodging, and registration costs to attend Archdiocese Convention, or the Summer Meetings at Antiochian Village for the day before and the day of the Bible Bowl Festival, if not already required to be reimbursed by another organization or parish.

Specific Responsibilities

Fall/Winter

1. Recruit Diocese Coordinators by working with Diocese Bishops, Diocese Ministry Councils, Diocese Youth Directors, and the Chairman of the Archdiocese Department of Youth and Parish Ministry.
2. Review Bible Bowl Rules and Guidelines with Diocesan Coordinators. Recommend any changes to Department of Youth and Parish Ministries for review and approval.
3. Send updates with new coordinators' contact information to the Chairman of the Department of Youth and Parish Ministries, so the Chairman can include it on the various websites.

Spring

1. Check-in with Diocesan Coordinators for progress updates on Diocesan Bible Bowl plans and participation level.

2. Coordinate with Archdiocese Convention liaison or Antiochian Village for room set-up and any other needs for Archdiocese Bible Bowl depending on that year's Bible Bowl location.
3. Contact prospective donor(s) for Scholarship to award Archdiocese Bible Bowl Winners (typically \$3,000 for the team).
4. Work with the Chairman of the Department of Youth and Parish Ministries and the Archdiocese Oratorical Coordinator to choose and purchase Icon for Archdiocese Bible Bowl and Archdiocese Oratorical Festival participants. Typically order 57 icons in total.

June/July

1. Coordinate with Archdiocese Convention liaison or Antiochian Village for room set-up and any other needs for Archdiocese Bible Bowl.
2. Get names of Diocese winners after each PLC, and contact them with travel and registration details for Archdiocese Bible Bowl.

Immediately after Archdiocese Bible Bowl Festival

1. Send thank you to donor for Archdiocese scholarship and have winning team send thank you.
2. Please return the Bible Bowl Question booklets to the Chair of the Department of Youth and Parish Ministries.
3. Complete a report to the Chairman of the Department of Youth and Parish Ministries consisting of:
 - a. The participants' names, contact information and their Parish Name, City, State/Province.
 - b. Please note the winning team.
 - c. Please send along any recommendations for the following year's Bible Bowl and any other pertinent comments.



Antiochian Orthodox Christian Archdiocese
Department of Youth and Parish Ministries

**Diocese Bible Bowl Coordinator
Job Description**

Appointed by Diocesan Bishop, based on recommendations of the Chairman of the Antiochian Archdiocese Department of Youth and Parish Ministries and his youth staff in the diocese, particularly the Diocesan SOYO Spiritual Advisor and Diocesan Youth Director.

Responsible to the Chairman of the Archdiocese Department of Youth and Parish Ministry, through the Archdiocese Bible Bowl Coordinator.

Appointment to a one year commitment, no term limit

General Responsibilities

1. Coordinate the Annual Diocese Bible Bowl Competition held at Diocese Parish Life Conference (PLC).
2. Recruit contestants and promote the Bible Bowl in the Diocese.

Compensation

1. Determined by each Diocese, as reimbursement for the coordinators travel, lodging and meals.

Specific Responsibilities

Fall/Winter

1. Promote Bible Bowl throughout Diocese at various SOYO and other diocesan youth events
2. Review festival guidelines and meet via teleconference with other Diocese Coordinators. Recommend any changes to the Archdiocese Department of Youth and Parish Ministries for review and approval.
3. Ensure up-to-date Coordinator contact information is on the Archdiocese website and on <http://orthodoxyouth.org> . Submit changes to Chairman of the Archdiocese Department of Youth and Parish Ministries.

Spring

1. Check-in with parish SOYO Spiritual Advisor, Diocesan Youth Director, Pastors, Parish Youth Directors, and Church School Directors to encourage participation and answer any questions.
2. Collect names and contact info for participants and guide parishes to utilize the team registration form on the Archdiocese Bible Bowl Site <https://orthodoxyouth.org> .
3. Search and secure judges for the Diocese Bible Bowl. These judges should be knowledgeable in the scriptures. They may be lay people and or clergy that have completed an Orthodox Degree in theology. It is preferable to choose judges that have not worked with a team in the competition.
4. Coordinate with Diocese PLC host parish for room set-up and any other needs for Diocese Bible Bowl.
5. Contact prospective donor(s) for Scholarship funds to award the Diocese Bible Bowl winning team to help with costs for travel and lodging to the Archdiocese Bible Bowl. Each Diocese is required to provide funds for this purpose and it would be good if additional funds were raised to ensure sufficient funds are available for this purpose, from the diocese, parish, and individuals.

June/July

1. Coordinate with Diocese PLC host parish for room set-up and any other needs for Diocese Bible Bowl.
2. Submit name and contact info of Diocese winning team after PLC, and submit to Archdiocese Bible Bowl Coordinator.
3. Ensure winning team books flight and lodging to Archdiocese Bible Bowl Festival.

Immediately after Diocese Bible Bowl Festival

1. Complete the Bible Bowl Diocesan Coordinators Report Accounting for participation in the Bible Bowl by Parish and Division. Form available on <https://orthodoxyouth.org>
2. Send thank you letter to any donors.
3. Contact Archdiocese Chairman of the Department of Youth and Parish Ministries to confirm coordinator for following year.
4. Make recommendations to Chairman of the Department of Youth and Parish Ministries and the Diocese Bishop of potential candidates to serve as coordinator if not returning next year.
5. Please return the Bible Bowl Question booklets to the Chair of the Department of Youth and Parish Ministries. PO Box 389 Westwood MA 02090.