



Antiochian Orthodox Christian Archdiocese of North America
Department of Youth and Parish Ministries
Archdiocese Oratorical Coordinator
Job Description

Appointed by and **Responsible to** the Chairman of the Archdiocese Department of Youth and Parish Ministries

Appointment to a one year commitment, no term limit

General Responsibilities

1. To motivate and facilitate each diocese to participate in the annual Oratorical Festival held at each Diocese Parish Life Conference
2. To coordinate the Annual Archdiocese Oratorical Competition held each summer.
3. Oversee the efforts of the Diocese Oratorical Coordinators and Diocese Competitions.

Compensation

1. Reimbursed up to \$500 for travel, lodging, and registration costs to attend Archdiocese Convention, or the Summer Meetings at Antiochian Village depending on where the Archdiocese Oratorical Competition takes place that year, providing another parish or organization is not already responsible to cover this cost.

Specific Responsibilities

Fall/Winter

1. Receive the upcoming Conference/Oratorical theme form the Chairman of the Archdiocese Department of Youth and Parish Ministries.
2. Recruit Diocese Coordinators by working with the Chairman of the Department of Youth and Parish Ministries and his staff (SOYO Spiritual Advisor and Diocesan Youth Director) in each diocese, as well as the Diocesan Bishops, Diocesan Ministry Councils where they exist.
3. Work with Diocesan Bishops to appoint new coordinators or reappoint current coordinators
4. Send a letter of introduction to each of the seven (7) diocesan Oratorical Festival Coordinators, on behalf of yourself and the Archdiocese Chairman of the Department of Youth and Parish Ministries. You may want to include in this mailing the NAC Teen

V. REV. DR. JOSEPH F. PURPURA, CHAIRMAN
TELEPHONE: 1-781-255-1757 FAX: 1-781-634-0213
E-MAIL: FRJOSEPH@ORTHODOXYOUTH.COM

SOYO President and Spiritual Advisor, Diocese Bishops, and Diocese Ministry Council Chairpersons.

5. Review Oratorical Festival Coordinator's Manual with Diocese Coordinators. Recommend any changes to Department of Youth for review and approval.
6. Provide topic, rules and guidelines to each diocesan coordinator, as provide by the Archdiocese Department of Youth and as posted on <http://orthodoxyouth.org> .
7. Update the Archdiocese Chairman of the Department of Youth and Parish Ministries with new or changed coordinators contact information.
8. Encourage status reports updating progress, problems, etc. at least three times a year from your diocesan coordinators (November or December, May and Final after their Parish Life Conference). This can be done by phone, conference call, mail or e-mail.
9. Encourage the Diocesan Coordinators to use all the resources available at <http://orthodoxyouth.org> in recruiting contestants and registering them for the Festival, as well as completing their own reporting.

Spring

1. Coordinate with Archdiocese Convention liaison or Antiochian Village for room set-up and any other needs for Archdiocese Oratorical Festival.
2. Contact prospective donor for Scholarship to award Archdiocese Oratorical Judge's Choice. The current scholarships granted are \$1,000 (usually given by the Metropolitan) and another \$3,000 (\$500 to each runner up) given by a donor(s).
3. Contact host parish to secure three judges (one Orthodox clergyman, preferably not from our Archdiocese, and two professionals, preferably Orthodox, in the field of speech, oratory, English, journalism, etc.) for the Archdiocese Oratorical Festival. Keep in contact with judges. Contact the Chairman of the Archdiocese Department of Youth and Parish Ministries for his approval of the three recommended judges. One you receive approval, introduce yourself to the judges in a letter or by phone. Ask them to complete the Judges resume form on the Archdiocese Oratorical Site <https://orthodoxyouth.org> . Send copies of rules, guidelines and a sample copy of the judging forms to be used to them and let them know the URL that they are available at on <http://orthodoxyouth.org> . Fill them in on the date, time and place of the Festival. Doing this in plenty of time before the date of presentations leaves little chance for mix-ups or unanswered questions, etc. Please do this by phone and in writing by e-mail.
4. Publicize in The Word magazine prior to the individual Festivals to encourage participation. This needs to reach the Editor two (2) months prior to publication. The Chairman of Archdiocese Department of Youth and Parish Ministries will assist you with this effort.
5. Work with the Chairman of the Department of Youth and Parish Ministries and the Archdiocese Bible Bowl Coordinator to choose and purchase Icon for Archdiocese Bible Bowl and Archdiocese Oratorical 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 Oratorical Festival.
2. Require Coordinators to do the following immediately after their Parish Life Conferences:
 - a. Provide a final report to you and the Chairman of the Department of Youth and Parish Ministries by completing the online form under Coordinators on <https://orthodoxyouth.org> ;
 - b. Send four (4) typewritten copies of the Senior Division Judge's choice, along with their resume and phone number to the Archdiocese Oratorical Coordinator and ask them to complete the signup form for the Oratorical on <http://orthodoxyouth.org> , fully completing the form.
 - c. Send a copy of recent photo (color) that will be published in The Word magazine later along with the oration. If you don't get a photo, make sure The Word Magazine editor takes the photos at the Archdiocese festival.
 - d. Ensure Diocese Judge's Choices receive travel and registration details for Archdiocese Oratorical Festival, immediately following their Diocesan Conference.
3. Prior to Festival date, meet with all orators (usually the day before the Festival). Talk to them about the procedures you will follow; an overall "Pep Talk." Determine order of presentations by putting pieces of paper numbered 1 through 7 and allow them to pick a number.
4. Greet judges on the day of the Festival. Show them where they are to park, register, sit, etc.
5. Present each judge with a folder containing copies of the seven (7) diocesan orations with attached judging sheets, instructions, as well as the Oratorical Topic and guide Sheet distributed by the Department of Youth and Parish Ministries. Each oration is to be identified by number only. No name of the orator or his/her region is to be visible.
6. Serve as Master of Ceremonies at Archdiocese Oratorical Festival.

Immediately after Archdiocese Oratorical Festival

1. Send thank you to donor for Archdiocese scholarship and have Judge's Choice send thank you.
2. Report to Department of Youth concerning program progress, problems, etc.
3. Send electronic copies of the NAC ORATORICAL Judge's Choice oration along with the other six (6) runner-up orations and their photos to The Word magazine for publication as soon after the Festival as possible.



Antiochian Orthodox Christian Archdiocese of North America
Department of Youth and Parish Ministries

Diocese Oratorical Coordinator

Job Description

Appointed by Diocese Bishop based on recommendations from Archdiocese Chairman of the Department of Youth and Parish Ministries, the Archdiocese Oratorical Coordinator and the Diocesan SOYO Spiritual Advisor and the Diocesan Youth Director.

Responsible to Chairman of the Archdiocese Department of Youth and Parish Ministries, through the Archdiocese Oratorical Coordinator.

Appointment to a one year commitment, no term limit

General Responsibilities

1. Coordinate the Annual Diocese Oratorical Competition held at Diocese PLC.
2. Recruit contestants and promote Oratorical Festival in Diocese.

Compensation

1. Determined by each Diocese, to cover the Diocesan Coordinator's travel, lodging, and two nights' hotel for the night before and of the Oratorical Festival.

Specific Responsibilities

Fall/Winter

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

Spring

1. Check-in with parish SOYO Spiritual Advisor, the Diocesan Youth Director, Pastors, Parish Youth Directors and Church School Directors to encourage participation and answer any questions.

V. REV. DR. JOSEPH F. PURPURA, CHAIRMAN
TELEPHONE: 1-781-255-1757 FAX: 1-781-634-0213
E-MAIL: FRJOSEPH@ORTHODOXYOUTH.COM

2. Collect names and contact information for participants through the online form on <https://orthodoxyouth.org> .
3. Contact host parish to secure three judges (one Orthodox clergyman, preferably not from our Archdiocese, and two professionals, preferably Orthodox, in the field of speech, oratory, English, journalism, etc.) for the Diocesan Oratorical Festival. Keep in contact with judges. Contact the SOYO Spiritual Advisor of your Diocese for his approval of the three recommended judges. Once you receive approval, introduce yourself to the judges in a letter or by phone. Ask them to complete the Judges resume form on the Archdiocese Oratorical Site <https://orthodoxyouth.org> – provide them with the name of the Diocese so they know which diocese to select on the form. Send copies of rules, guidelines and a sample copy of the judging forms to be used to them and let them know the URL that they are available at on <http://orthodoxyouth.org> . Fill them in on the date, time and place of the Festival. Doing this in plenty of time before the date of presentations leaves little chance for mix-ups or unanswered questions, etc. Please do this by phone and in writing by e-mail.
4. Coordinate with Diocese PLC host parish for room set-up and any other needs for Diocese Oratorical Festival, as early as possible and again just prior to the Parish Life Conference.
5. Contact prospective donor(s) for Scholarship to award Diocese Oratorical Judge's Choice. In some dioceses funds are provided by the Diocesan Council, parish, Conference, or other means. Please ask the Bishop of the Diocese who is providing the funds for their diocesan winner to travel and stay at the Archdiocese Oratorical Festival (two nights lodging).

June/July

1. Coordinate with Diocese PLC host parish for room set-up and any other needs for Diocese Festival.
2. Submit name and contact info of Diocese Judge's Choice after PLC, to the Archdiocese Oratorical Coordinator.
3. Ensure Judge's Choice books flight and lodging to Archdiocese Oratorical Festival.

Immediately after Diocese Oratorical Festival

1. Send thank you letter to any donors.
2. Contact Archdiocese Oratorical Coordinator to confirm coordinator for following year.
3. Make recommendations to Archdiocese Oratorical Coordinator and Diocese Bishop of potential candidates to serve as coordinator if not returning next year.
4. Be sure you go to <https://orthodoxyouth.org> immediately following the Oratorical (within 24hours) and complete the online Diocesan Oratorical Coordinator's Report. This is critical that you do this step by the morning following the Oratorical Festival.