



## Orthodox Christian School Ministries (OCSM)

OFFICIAL HIGH SCHOOL FELLOWSHIP MINISTRY ORGANIZATION OF  
THE COPTIC ORTHODOX DIOCESE OF THE SOUTHERN U.S.

[susocsm.org](http://susocsm.org)

### OCSM Officer Role Description

Above all, make sure God is the center of everything you do – your service is to work for the glory of God. Lead by example, because whether you realize it or not, the other teens look up to you, respect you, and watch every move you make. It is essential that you always act in an Orthodox Christian manner and serve as a leader and friend to all teens.

The duties of an officer involve a lot of responsibility, hard work, dedication, and determination, and hence, it will take both time and energy. You must realize your strengths and weaknesses and learn from both success and failure.

#### General Expectation of Entire Chapter Committee

- Be in good standing and communion with a parish in the family of the Oriental Orthodox Church.
- Be actively involved in the local parish, its liturgical services, functions, and activities.
- Provide positive leadership and stimulate spiritual growth.
- Foster and enforce all the guidelines of OCSM.
- Pray for your OCSM Chapter, members, and Clergy Advisor.
- Attend at least 90% of OCSM weekly meetings. If you cannot attend one of the meetings, you must contact the President with a valid reason of why you cannot make it. A 'no-show' to your chapter meetings and events while you hold an officer position is a sign of neglect and lack of commitment.
- Must attend all OCSM chapter events and regional events (i.e., regional retreat, etc.).
- When an officer cannot perform their duties, he/she must contact the President.
- If an officer is consistently absent or absent from doing their duties, the Chapter's committee will meet with the Clergy Advisor and discuss finding a replacement.
- Must attend all officer meetings.
- Must be an image of God on and off campus.
  - Adhere to the *OCSM Code of Conduct*.
  - Have a relationship with God. Attend the Liturgical services regularly.
  - Be kind to everyone always. Lend a hand to anyone in need.
- As a committee, meet regularly with the Chapter's Clergy Advisor.



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### President:

- Responsible for the overall health and leadership of the Chapter.
- Have an outline of activities/goals/etc. planned for the year. Put together calendar/to-do list of events on a regular basis so officers can stay on track.
- Responsible to lead officer meetings and chapter oversight, ensuring that all tasks are completed by the officers.
- Supports, encourages, and helps with anything the officers may need.
- Responsible for weekly announcements to the chapter for upcoming meetings or events.
- Communicates with Clergy Advisor, keeping him in the loop of all chapter affairs.
- One-time task: Schedule an individual meeting with each committee member to discuss responsibilities and expectations of each other.

### Key Points:

- Put Christ before you and remember this is a ministry; He will accomplish what you cannot.
- Make a point to emphasize to the committee this is a ministry and encourage them.
- Think of OCSM as the “embassy of the Church at school”.
  - You are the head. If you are *uninvolved* → committee *uninvolved* → *discouraged* and *uninvolved* members.
  - You are the head. If you are *involved* → committee *involved* → *encouraged* and *involved* members.

### Vice President:

- Upkeeps chapter calendar (events, speakers, etc.).
- Contact and confirm speakers. Coordinate food/activity.
- Reserves meeting rooms/space for OCSM meetings and events.
- In charge of planning Tasbeha (if applicable).
- Liaise with and oversight of Community Service events with the respective chapter coordinator.
- If the President is unable to fulfill their duties, the Vice President will assume the role of the President.



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### Treasurer:

- Must read and follow the OCSM Financial Policy as outlined in the *OCSM Guidebook & Manual*.
- Responsible for budget planning and chapter fundraising.
- Collects all donations income and keeps record in a ledger of all income and expenses. Absolutely, no personal bank accounts to be used.
- Buys food for the meetings (if applicable) or delegates to one of the members.

### Secretary:

- Records meeting minutes and assigns action items.
- Follows up on action items and ensure closure of tasks by the set timeline.
- Takes attendance at every chapter meeting/event.
- Maintains a database/list of chapter members including full name, phone number, email, program of study, and year in college and provide to the Youth Outreach Coordinator.

### Community Service Coordinator

- Plans and prepares well for monthly community service events.
- Reports and records chapter events in the respective Google Form of the OCSM Community Service Committee.

### Social Media Coordinator

- Comply by the Social Media Policy as outlined in the OCSM Guidebook & Manual.
- Upkeeps social media, ensuring awareness on chapter meetings, events, and highlights of completed events.
- Makes advertisement material (i.e., fliers).

### Youth Outreach

- Works closely with the President and Secretary to touch base and encourage enrolled student to attend chapter meetings and events.
- For outreach, develop small groups of invested members in this effort to build fellowship and friendships, and check-in with disconnected members.