

## ROLES OF ASSISTANT LAY DIRECTORS

There are two Assistants. Each has a separate and distinct role during formation meetings and during the weekend. These roles are generally not interchangeable. They are complementary and support the Lay Director.

### PERIOD

### Assistant for Finance

### Assistant for Programming

#### Formation

Collects and dispenses funds, maintains accurate and complete financial records. Sells Tee-Shirts.

Assists LD by keeping time and agenda. Assists LD with handouts. Acts as his "Right-Hand-Man"

#### Lodging

Assist the Lay Director as requested. Collect Team Manuals, and turns in to the Team Board Member.

Assist the Lay Director as requested.

#### REC Weekend

Introduce the residents and announce table assignments.

See to it the team stays on schedule. Coordinates with the LD when adjustments are needed.

See to it that someone is in prayer before, during and after each talk. See to it that the speaker has the Speaker's Cross before giving his talk.

Reads REC script and makes announcements to the group.