



CONTEMPLATIVE OUTREACH®

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The Role of a Contemplative Outreach Chapter Coordinator/Coordinating Team

A coordinator generally serves in a volunteer capacity and in accordance with the [Contemplative Outreach \(CO\) Vision, Theological Principles and Commentaries, and the Guidelines for Contemplative Service and Commentaries](#). Coordinators are chosen through a prayerful discernment process to serve for a three-year term which is renewable as determined by the chapter. Preparation for CO servant leaders is detailed in the [Coordinator Appointment Guidelines](#).

It is recommended that the coordinator serve the chapter along with a coordinating team. This team approach serves to lessen the administration for the role of coordinator and provides opportunities for sharing responsibilities for the chapter programs and services.

A coordinator:

- allows his/her name and contact information to be listed on the CO website, in CO publications and local chapter publications.
- serves with the coordinating team to provide chapter programs: the Centering Prayer Introductory Program; ongoing Centering Prayer group facilitator support and enrichment; silent days of prayer; other enrichment programs and retreats. Additional team members may be needed for finances and book/resource orders, maintaining the chapter website and data base, as well publicizing events.
- schedules, plans agenda and facilitates coordinating team meetings.
- provides information, such as the yearly financial report and chapter census, as requested.
- networks with the CO Chapter Support Service Team and with other coordinators in their respective geographical areas when planning special programs or events, speakers, and intensive retreats.
- recommends and provides formation using the newly-developed presenter formation resources for qualified persons to become commissioned presenters for offering the Centering Prayer Introductory Program.
- may request financial assistance for the chapter from CO via Marie Howard, Coordinator of Volunteers.

For questions and more information:

On the CO website, you'll find [a Leadership Resources page](#) with a variety of resources for coordinators, contact persons and chapters, including the [Coordinator Appointment Guidelines](#). For further questions, please contact Marie Howard, Coordinator of Volunteers, 973.846.6915, mrhfamlife@aol.com.

