# The Vision of the 635

*“The mission of the 635 is to provide young adults in the Dallas area, regardless of their faith backgrounds, with an undeniable sense of belonging, a safe space to encounter God, and access to a supportive Christian community.”*

The 635 Community is managed by the Office of Youth, Young Adult, and Campus Ministry (OYYACM) within the Catholic Diocese of Dallas. The 635 is a manifestation of the OYYACM mission: to introduce the people of Dallas to the Good News of Jesus Christ that they might know the transformative, life-giving power of His love and become His disciples.

## More than Just a Night

“The 635” began in 2017 with the purpose of uniting the local churches to heal the divided city of Dallas. This occurred through participation in a monthly prayer and worship gathering held at the Granada Theater. At the beginning of 2019, it is evident that a monthly gathering is insufficient for the work ahead of us. To truly end division, we need to build community.

In 2019, “The 635” will no longer refer to the 635 Granada Event alone. It will refer to the 635 Granada Event, the additional events (such as social gatherings, foundations courses, small groups, etc.), and most of all, the relationships that comprise the 635 Community.

## A Christian Community is Never Closed

The standard entry point to the 635 Community is the 635 Granada Event. 635 Community members are encouraged to utilize this event as an opportunity to bring friends and loved ones to an experience with God and Church. The ultimate hope is that our processes of welcoming are Spirit-lead and effective at accompanying a new attendee, regardless of their faith background, from their experience at the 635 Granada Event to active participation in a local church community.

In order to cultivate an atmosphere of welcome and reception at the 635 Granada Event, several volunteer teams will be set in place. These volunteer teams are fundamental to modelling the qualities and commitment we wish to be widespread within the 635 Community. Volunteers are to see themselves as missionaries in the larger region of Dallas. The participation of the volunteer teams is essential to the success of the 635 in accomplishing its mission.

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# Volunteer Structure

OYYACM STAFF

635 Community Lead Manager

Community Lead: Connectors

Community Lead: Recruiters

Community Lead: Mentors

Community Lead: Insiders

Community Lead: First Faces

{3 Volunteers}

{2 Volunteers}

{4 Volunteers}

{6 Volunteers}

{8 Volunteers}

## What is the role of the 635 Granada Volunteer Team Manager(s)?

* Takes care of the leads: prays for their needs, fosters community between the leads with one monthly gathering, ensures they have what they need to be successful at their jobs
* Hosts volunteer workshops for new and returning volunteers between series
* Attends the 635 Granada Event to support leads and observe the community; help pack at end
* Works with the OYYACM to maintain/improve the volunteer processes and manage operations in Breeze
* Debriefs monthly with OYYACM staff

## What is the role of a Community Lead?

* Takes care of the team: prays for their needs, plans to attend one parish event (Exalt, Beyond Sunday, etc.) with their volunteers to foster community, ensures team has what they need to be successful at their jobs, provides training for new team members
* Attends monthly gathering with other leads, organized by the Community Lead Manager.
* Gathers team before 635 Granada Event: welcomes, reviews roles, prays, trains any new volunteers and assigns them with a mentor (experienced volunteer)
* Takes their teams’ attendance
* Works with the 635 Granada Volunteer Team Manager to suggest improvements for their area of responsibility
* Is aware of the job responsibilities of other teams
* Attends volunteer interest meeting when offered

## What is the role of a volunteer?

* Prioritizes attending the 635 Granada Event and fulfilling responsibility within team
* Attends monthly event organized by community lead
* Is aware of the job responsibilities of other teams
* Attends volunteer interest meeting when offered

## Connectors

**A CONNECTOR IS**: responsible for *connecting* new and solo individuals with groups of other 635 Granada attendees, so that no one participates in the 635 Granada Events alone.

**YOU WOULD BE A GREAT CONNECTOR IF:** you are flexible; comfortable at conducting introductions; observant (has an eye for those who look uncomfortable or new); confident, not necessarily outgoing; intuitive

**MEETING TIME & LOCATION:** 6pm dinner, role begins at 6:30pm in the Granada Lobby

**NOTES FOR CONNECTORS:**

* + - * Your primary concern is with new people and those who come alone.
* Connectors spend time at the both the Granada lobby and Sundown. Connectors can move fluidly between the two as they escort people to and from.
* Connectors don’t stay in one conversation for the duration of the time before the opening of the theater, but move around to different people ensuring that everyone has been connected with other attendees.
* Connectors are familiar with the new person table and the new person welcome process, so they can help a new person register for communications from 635 and join the community.
* At 6:50pm (doors open at 7:08), connectors help announce that the Granada Theaters doors are opening soon and people should make their way in that direction. This timing gives people at Sundown a chance to pay their checks.
* Connectors integrate themselves among other attendees during the programming.
* After the Granada Event is over, connectors should assist at the new person table and continue to make conversation with attendees.
* One connector needs to be designated to wait at the Sundown until everyone else leaves and then bring the leftover appetizers to the lobby of the Granada. The appetizer needs to be set aside and covered so that it does not look available to attendees.

## First Faces

**A FIRST FACE IS**: responsible for creating an environment of radical hospitality and safety for the 635 Granada Event attendees while in the theater lobby, so that attendees feel more open and receptive during the programming.

**YOU WOULD BE A GREAT FIRST FACE IF:** you have a warm and welcoming persona; are aware of your surroundings; prefer more brief interactions- “Hello! Welcome! Would you like a pen and paper for notes?”

**MEETING TIME & LOCATION:** 6pm dinner, role begins at 6:30pm in the Granada Lobby

**NOTES FOR FIRST FACES:**

* Areas of Responsibility
	+ Door holders
	+ Passers (hand out pen and paper for notes)
	+ Food & Drink in the lobby
* We want the lobby to be a comfortable and natural place for people to spend time and meet one another before or after being in the theater.
* The First Faces group is encouraged to make suggestions as to how best achieve the comfortable and natural environment (considering the refreshments, layout, signage, staffing of volunteers, etc.)
* Once volunteers have had an opportunity to eat dinner, the First Faces clean up the volunteer food and it put it off to the side so that it does not look available to attendees.
* Door holders… hold the doors… to the lobby and greet those walking in. Doors should not open to the theater until 7:08pm.
* At 7:08pm, the first faces open the doors to the theater and encourage people to enter the theater.
* After the programming in the theater has concluded, First Faces:
	+ Pull out the extra food from the volunteer dinner and the Sundown apps
	+ Return to the lobby to continue conversation with attendees
	+ Around 9:30pm, make a last call for hospitality drinks and food, and then pack up hospitality, as well as help pack up tear off cards, pens, signage, etc.

## Insiders

**AN INSIDER IS:** responsible for the spiritual environment of the Granada theater including greeting, ushering, and helping pass out any materials to people inside the theater.

**YOU WOULD MAKE A GREAT INSIDER IF:** You are spiritually sensitive; comfortable with a variety of spiritualties, in particular, charismatic; articulate in explaining “why we do what we do,” respectful of other people’s faith journeys, recognize that you are “on call” during the programming

**MEETING TIME & LOCATION:** 6pm dinner, role begins at 6:30pm in the Granada Theater

**NOTES FOR INSIDERS:**

* Depending on series, insiders will help set up particular areas in the theater (such as spaces for prayer teams, Confession, etc.)
* At 6:45pm, insiders should do a ritualistic blessing of the theater space and pray for the evening.
	+ You are encouraged to use holy water.
	+ The lead is responsible for providing a prayer or asking someone to do so.
	+ Prayer intentions: for the band, any speakers or presenters, attendees (for new people; for those who are debating coming; for open and receptive hearts)
* At 7:08pm, are prepared to welcome attendees into the theater and usher them to their seats using flashlights.
* Stay near doors during programming to help late comers find seats.
* The Inside Lead should designate one or multiple people to do an attendee count once the talk begins. This number needs to be reported to the OYYACM staff.
* During the program, insiders help with programming as necessary (prayer teams, Confession, passing out materials, etc.)
* After the program, insiders are present for pastoral care needs. This may include talking with people who have questions, praying with people, and directing people to either the new person table or to a member of the Office of Youth, Young Adult, and Campus Ministry staff.
* After the 635 Granada Event concludes, help usher people to Sundown (the Granada staff needs us to vacate the theater space as soon as possible without rushing people) and comb through the seats in the theater to collect any paper, pens, coffee cups, etc. are left there.
* The insiders are the last leave the theater space once all the 635 participants have left.

## New Person Mentors

**A MENTOR IS:** responsible for managing the process of welcoming new 635 Granada Event attendees and accompanying them to fuller participation in the community.

**YOU WOULD MAKE A GREAT MENTOR IF:** you are consistent in completing responsibilities in a timely manner; understand how to naturally invest in someone without it seeming forced; are comfortable delegating tasks

**MEETING TIME & LOCATION:** 6pm dinner, role begins at 6:30pm in the Granada Lobby

**NOTES FOR MENTORS:**

* Mentors staff the new person table in the Granada Lobby. The new person table is a place where first time attendees can receive:
	+ Information about what to expect at the 635 Granada Event
	+ A calendar of upcoming events in the 635/ young adult community (if applicable)
	+ A tear-off card with a place for new person information
	+ Free swag (whatever we have that month) with the competition of their new person card
* Mentors work closely with Connectors to ensure that first time attendees are not experiencing the 635 Granada Event alone.
* New attendee process for Mentors:
	1. New attendee visits the new person table in the Lobby.
	2. Mentors greet and speak to new attendee.
	3. Note card with new person information card is given to new attendee with instructions to return the card.
		+ Once the card is returned, mentors give the attendee free swag and say, “We’ll be in touch!”
	4. Attendee participates in the 635 Granada Event (with a Connector if not already with a group.)
	5. At the end of the Granada event, the Mentor Lead is responsible for dividing the new person cards to the Mentors. **Within the week**, the team inputs info to Google Doc and sends personal email to new attendee (link to Google Doc and email template will be sent via email to the Mentors).
* OYYACM will take care of the following:
	1. Putting new attendee email addresses on the 635 email distribution list.
	2. Following up with those who do not have a parish home and connecting them to the Young Adult Contact at their parish.

## Recruiters

**A RECRUITER IS:** responsible for managing the 635 Granada Event volunteer base.

**YOU WOULD MAKE A GREAT RECRUITER IF**: you are passionate about the need for community; you are enthusiastic about helping others to discern their gifts; you are comfortable presenting trainings; you appreciate systems

**MEETING TIME AND LOCATION:** 6pm dinner, role begins at 6:30pm in the Granada Theater

**NOTES FOR RECRUITERS:**

* Before the programming begins for the Granada 635 Event, Recruiters are looking out for new volunteers to make sure they are connected with their appropriate lead and know what is happening.
* Recruiters attend the 635 Granada Event as an attendee would, making it a priority to personally invite individuals (before and after the event in the lobby) to discern their gifts and find a volunteer role that would be fulfilling.
* After the 635 Event, Recruiters head to the base of the stage to be available for new people to sign up as volunteers.
* New Volunteer Recruitment Process
	+ Name and contact information of interested volunteer is gathered either after the conclusion of the 635 Granada Event on paper or via the form on the website.
	+ The Recruiter lead makes sure that anyone who signed up via a paper copy at the 635 Granada Event is entered into the form on the website.
	+ Give volunteer packet and tell them that “we’ll be in touch about your role.”
	+ The Volunteer Team Manager will then assign the volunteers to specific roles using Breeze.
	+ Once the volunteer assignments have been made, the Volunteer Team Manager will send the updated volunteer lists to the Recruiter Lead.
	+ The Recruiter Lead will contact each new volunteer (communication template emails will be sent via email to Recruiter Lead) and connect the new volunteer to their new lead.