

MYSTAGOGUE CHAIR OFFICER RESPONSIBILITY SHEET

- _____ Strive for an initiation rate of at least 80% of the new members
- _____ Work with the Vice Presidents for Education and Recruitment to ensure that each new member will be assigned an initial mystagogue on Bid Day
- _____ Ensure support of new members following Second Degree of Initiation
- _____ Develop expectations for mystagogues and confront mystagogues who do not meet expectations
- _____ Determine the number of mystagogues each new member will have
- _____ Determine the process for matching new members and mystagogues
- _____ Educate members about the process for matching mystagogues
- _____ Oversee the matching process each time it is used
- _____ Notify new and lifetime members of their mystagogue pairings
- _____ Serve as a member of the Education committee.
- _____ Maintain a well organized folder, binder or file that includes everything someone would need to hold your office.
- _____ Train your successor.
- _____ Report to your committee chair (VP Education) regularly.