



Antiochian Orthodox Christian Archdiocese Department of Youth Ministries

Archdiocesan Oratorical Festival Coordinator Duties and Responsibilities

The Archdiocese Oratorical Festival Coordinator is appointed each year by the Chair of the Archdiocese Department of Youth Ministries. This Coordinator works directly under the Chair's guidance and as a member of the Department of Youth and Parish Ministries. The responsibility of the Archdiocese Oratorical Festival Coordinator is to motivate and facilitate the individual parishes and dioceses to participate in the yearly Oratorical Festival at their Diocese Parish Life Conference's. The Archdiocese Oratorical Festival Coordinator is responsible for the following:

- Provide marketing materials, rules and guidelines to each diocesan coordinator.
- Dissemination information to the Parishes of the Archdiocese throughout the year, through blast email.
- Act as a liaison to the Department of Youth Ministries, to promote the Oratorical Festival
- It is recommended the Archdiocese Oratorical Festival Coordinator, prepare an annual budget and submit it to the Department of Youth Ministries for approval.
- Serve as MC at the Archdiocese Oratorical Festivals.
- Contact host parish of the Archdiocese Convention (odd year) or the Antiochian Village (even year) to secure three judges, all three judges **ought not be a member** of the Antiochian Orthodox Christian Archdiocese of North America:
 - Orthodox Clergy
 - Orthodox Lay/Clergy with a degree from an Orthodox Seminary
 - Professional Judge (an Orthodox Christian), in the field of speech, oratory, English, journalism, or any other of the oratory fields
- Contact judges and inform them of their responsibilities, including that all ranking of Orators shall remain anonymous. Greet them on the day of the Festival. Show them where they are to sit, etc.
- Provide copies of each diocesan winner's oration and judging sheet for each judge. Each oration is to be identified by number only. No name of the orator or his/her diocese is to be visible.
- After the Conclusion of the Oratorical Festival, Send thank you notes to the host pastor and judges for their cooperation. Send notes to Diocesan coordinators, SOYO Spiritual Advisors and Diocesan Youth Directors.
- Provide copies of each diocesan Judge's Choice contestant's oration and photo along with the Archdiocese Judge's Choice for publication in The Word magazine.

Timeline

The Archdiocese Oratorical Festival Coordinator shall follow the timeline below to ensure an efficient Oratorical Festival.

- July-August Receive notification of the upcoming Conference/Oratorical theme from the Department of Youth Ministries.
- September-October: Send a letter of introduction to each of the seven (7) diocesan Oratorical Festival Coordinators. The Department of Youth will provide this list of Diocesan Oratorical Festival Coordinators. The Department will also handle notification of the topic for the upcoming Oratorical Festival to SOYO and the pastors of the Archdiocese.
- Continue written or phone communications through January.
- February: Online registration Goes live
- Encourage status reports updating progress, problems, etc. at least three times a year from diocesan coordinators (December, May and the final report after their Diocesan Parish Life Conference). This can be done by phone, mail or E-mail.
- April: Contact the host pastor of the Archdiocese Convention/Antiochian Village to secure judges for the Festival in keeping with the rules pertaining to selecting Orthodox judges in the section entitled “**ADDITIONAL INFORMATION RELATED TO JUDGING AND DIOCESAN COORDINATORS DUTIES.**” Keep in contact with judges. Introduce yourself to them in a letter or by phone. Send copies of rules, guidelines and a sample copy of the judging forms to be used. Give them the date, time and place of the Festival.
- Prior to the diocese Festivals, publicize in *The Word* magazine to encourage participation. This needs to reach the Editor two (2) months before publication. The Department of Youth Ministries will help facilitate promotion of the Oratorical Topic and participation of teens across the Archdiocese with the assistance of the SOYO Diocesan Spiritual Advisors and Youth Directors.
- Contact Antiochian Events periodically to obtain listing of all Orators by Diocese: info@antiochianevents.org
- After each Diocese Parish Life Conference,
 - Obtain final List from Antiochian Events of all Orators for specific Diocese
 - Diocese Oratorical Festival Coordinator submit a final report to the Department of Youth and Parish Ministries Chair and Archdiocese Oratorical Festival Coordinator, the report should indicate the Judge’s Choice in each Division, copy of resume and speech of Senior Division Judge’s Choice. Within 24 hours of the conclusion of the Parish Life Conference.

- July: Archdiocese Oratorical Festival: Serve as MC. Prior to Festival date, meet with all orators (usually the day before the Festival). Talk to them about the procedures you will follow; an overall “Pep Talk.” Determine order of presentations. On the day of the Festival, greet the judges. Show them to their places. Present each judge with a folder containing copies of the seven diocesan orations with attached judging sheets.
- Send copies of the Archdiocese Oratorical Judge’s Choice oration along with the other six (6) runner-up orations and their photos to **The Word** magazine for publication as soon after the Festival as possible.

Archdiocese Oratorical Festival

After the conclusion of all Diocese Oratorical Festivals, the Archdiocese Oratorical Festival shall email all Diocese Senior Oratorical Judge’s Choice to confirm

- Confirmation of their have their transportation & accommodations confirmed
- Confirm date of arrival (no later than Friday before the Oratorical Festival)
- Friday Evening required meeting with all Orator’s
- Confirm they have contact information of Archdiocese Oratorical Coordinator (e.g., Name, Email, Mobil number)

Friday before the Archdiocese Oratorical festival, the Archdiocese Oratorical festival Coordinator shall meet with all Orator’s and discuss the following:

- Time and Location (be early!)
- Time limits on Orations
- Getting a blessing from presiding hierarch
- Review clothing/attire
- Introductory greetings: “Your Eminence Metropolitan SABA, Your Eminence Metropolitan (if present), Your Graces, Reverend Clergy, Brothers and Sisters in Christ.”
- Adjusting microphones - participants can practice the next day.
- Messing up? Just pause for a moment, re-collect thoughts, and continue.
- Ensure that the MC has the correct pronunciation of their first and last names.
- Winner must attend Saturday Evening Banquet (at Archdiocese Convention) – ticket is usually offered by Conference and Convention Planning.
- The Archdiocese Oratorical Winner receives the roving trophy and this trophy will be displayed at their parish for the year. Their parish will be responsible to ship it to the following year’s Oratorical Festival at least one week prior and by UPS or FedEx Ground service.
- The Chair of the Department of Youth and Parish Ministries will take care of engraving the plate for the Oratorical Winner and will send it along to the Parish for them to place it on the roving plaque each year.

- Mention thank you notes.

One Hour before the Archdiocese Oratorical Festival meet with the following:

Judges

- Review Judge's Information Packet (this should be sent to them via email, few weeks before)
- Review who is the Professional Judge, Orthodox Clergy Judge and the Orthodox Theological Judge.
- Be mindful of points, ranking, no two contestants may receive the same rank
- If participant forgets, don't deduct points if they can re-gather their thoughts & start again
- Be there 20 minutes before it starts (special table set-up)
- Be fast when deliberating winner

Timekeeper

- 4 envelopes, 1 for each judge, containing each oration and a scoring sheet
- Greetings halfway through are not timed
- Review which judge is the "Professional judge" so they get the correct score sheet and which judges are deemed Orthodox theologically trained and certified, so they also receive the proper score sheets.
- Make sure that during the judges' final deliberation that the 3 scoring sheets for each contestant are kept in that contestant's envelope (to be returned to him/her after Oratorical)
- During Oratorical, give the MC a signal to let him/her know when to move on to next Contestant

Before proceeding to Oratorical, make sure you have:

- Trophy / Awards Plaque
- Gifts for Judges
- Snacks for contestants and bottles of water
- Contestant Resumes
- Judges Resumes
- List of Order of Contestants (i.e.: Cont. #1 = Joel)
- For each judge, in an envelope, a copy of each contestant's oration (no name, just contestant #) with scoring sheets behind each oration (make sure right scoring sheet for the right judge)
- For timekeeper, a copy of each contestant's oration with names
- An envelope for each contestant for the end of the Oratorical (this will contain every judge's copy of the oration, as well as the score sheets and

comments from the judges – rely on timekeeper to make sure these things stay together. When the judges deliberate, timekeeper is a good source to collect paperwork from judges, make sure it stays orderly, and put it into appropriate contestant packets)

- Seven (7) Thank you cards - 6 for participants, 1 Archdiocese Choice. These are for contestants to write thank you cards for their scholarships after the Oratorical.
- A separate envelope with all orations, names on each one and which diocese the contestant is from for Word Editor to publish orations in the Word Magazine.

Before Oratorical starts:

- Room is set-up as you have discussed with Convention/AV Conf. Center coordinators/staff
- Judges are set up with all that they need, with timekeeper
- Contestants have practiced on the microphone
- Door monitors are present to make sure people don't walk in/out freely
- Make sure Judges have a room to go to deliberate winner after Oratorical

Oratorical MC

- Welcome to the 20____ Oratorical Festival, sponsored by the Department of Youth Ministries. My name is_____ and I will be the MC of this year's Oratorical Festival. The theme for this year's Oratorical is _____.
- Before our hierarchs arrive, I'd like to go over a few reminders for our audience:
 - We ask that you do not applaud or cheer before or after any orations. After contestant #7, you may applaud for all the orators. This is to ensure that we keep things as fair as possible.
 - There are to be no photos or videos taken during orations, you will have plenty of time afterwards. Ask everyone to turn their Mobil phone off.
 - Please do not stand during orations.
 - Please do not enter or exit the room during orations.
 - Please turn off all cell phones or electronic devices or anything that could make a distracting sound (or set to silent, not vibrate).
 - We have Seven (7) contestants, one from each diocese. We will refer to them as contestant #1, #2 and so on to be as unbiased as possible.
 - Please do not approach contestants during the Oratorical Festival.

At this point, hierarch(s) will arrive, start singing either "God grant you many years" or "*Eis Polla Eti, Despota.*"

- We welcome our beloved Hierarchs to this year's Oratorical Festival, whose theme is _____
- We welcome contestant #1 up to the podium to deliver the first oration.

Once Contestants begin, Oratorical will flow like this:

- 1st Speaker
- Filler – *thanking Orators and recognizing the donors of scholarships*
- 2nd Speaker
- Filler- *Announcement of Scholarship*
- 3rd Speaker
- Filler - *Announcement of Scholarship*
- 4th Speaker
- Filler - *Announcement of Scholarship*
- 5th Speaker
- Filler - *Announcement of Scholarship*
- 6th Speaker
- Filler – *Thank everyone who have contributed to the Oratorical Festival*
- 7th Speaker
- After last Contestant, say: We want to thank all our contestants and we would kindly ask that the judges are escorted out with our timekeeper and all their score sheets so they can deliberate their choice.
- Now, introduce contestants. Ensure that you have your contestant resumes (you've gone through them and highlighted specific things). Round of applause at the end of each contestant's introduction/resume.
- Invite all bishops and orators for a group photo.
- Ask everyone to take their seats and invite Metropolitan SABA to speak to the contestants and the audience.
- Review results quickly
- Introduce our esteemed panel of judges (using resumes), thank them and give gifts.
- Remind all contestants to stay behind after Judges' Choice is announced.
- Announce Judges' Choice and the Metropolitan will present the roving Trophy to the Judge's Choice.

When the Oratorical Festival Coordinator meets with the contestants immediately after Oratorical, give them:

- Judging sheets (in an envelope for each contestant)
- Checks
- Addresses of the Scholarship Donor & Metropolitan for thank you notes

For the Oratorical Judges Instructions and forms please refer to the Oratorical Judges Guide for each year, provided by the Department of Youth Ministries and posted on <http://www.antiochianyouth.org>.