

# Board of Elders

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## Personal Member Ministry Leadership Class Facilitator

**Mission Statement:** Personal Member Ministry helps us discover and develop our God given gifts and talents, empowering us for faithful and joyful service in every area of our lives, and building up the body of Christ as we serve God and others.

**Description:** The Leadership Class Facilitator is responsible for preparing and leading a quarterly leadership class, including a brief devotion on leadership as well as material on general leadership skills and principles.

### **Qualifications:**

- Spiritually mature, active male member of Trinity Evangelical Lutheran Church who is growing in the knowledge and grace of Jesus Christ through regular worship and Bible study
- Models strong leadership skills
- Excellent communication skills
- Dynamic speaker

### **Responsibilities:**

1. Prepare quarterly leadership training classes (October, January, April, July).
  - a. Work with Leadership Class Support Person to determine
    - 1) Class dates and times.
    - 2) Registration procedures.
    - 3) Publicity.
    - 4) Preparation of materials.
    - 5) Set up, clean up, and refreshments.
    - 6) A class evaluation form.
  - b. Review, adapt, and prepare to present materials as necessary.
  - c. Prepare opening devotion and/or seek help from pastors as needed.
2. Present material and facilitate discussions.
3. When possible, identify and recommend potential leaders to the PMM Coordinator.
4. Serve as an advocate for the classes—encourage participation.
5. Make recommendations to the Equipping team regarding
  - a. Other materials.
  - b. Speakers.

### **Time Commitment:**

- 12 hours of presentation (four 3-hour sessions), plus preparation time
- 1-year commitment, beginning August 1

**Relationships:** The Leadership Class Facilitator works with the PMM Coordinator, the PMM Equipping team, The Leadership Class Support Person, and board and ministry leaders within the congregation.

**Training:** At this time, there is no set training for this position. The Leadership Class Facilitator can either find his own training or work with the Resource Person for training material options. It is also suggested that, if possible, he train the next Leadership Class Facilitator. The Leadership Class Facilitator is encouraged to attend an appropriate training workshop. \$100 per fiscal year is available for registration fees.