

# Board of Elders

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## Personal Member Ministry Leadership Class Support Person

**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 Support Person will work with the Leadership Class Facilitator to organize quarterly leadership training sessions to be offered to the congregation at Trinity.

**Qualifications:**

- Member of Trinity Evangelical Lutheran Church who is growing in the knowledge and grace of Jesus Christ through regular worship
- Strong communication and organizational abilities
- Independent worker

**Responsibilities:**

1. Prepare for quarterly leadership training classes (October, January, April, July).
2. Work with Leadership Class Facilitator to
  - a. Determine dates and times of classes and registration procedures.
  - b. Develop a publicity and invitation plan.
  - c. Prepare/copy class materials.
  - d. Set up, clean up, and coordinate refreshments.
3. Prepare advertising and invitations.
  - a. Advertise class through newsletters, bulletins, private invitations and/or brochure.
4. Keep an attendance record and submit to PMM Coordinator.
5. Collect evaluation forms after each class and provide feedback to Class Facilitator and PMM Coordinator.
6. Work within the annual PMM Equipping Budget for Leadership Development, not to exceed \$200.00.
  - a. Submit receipts for expenses such as postage and refreshments to PMM Coordinator for approval and payment.
7. Serve as an advocate for the class—encourage participation.

**Time Commitment:**

- 6 – 8 hours per quarter
- 1-year commitment, beginning August 1

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

**Training:** The Leadership Class Facilitator and the PMM Coordinator will work to train the Leadership Class Support Person. In the future, the outgoing Leadership Class Support Person will train the new Support Person.