

EHS Course Job Descriptions

EHS Course Point Leader

June 13, 2016

To implement the EHS Course as a strategy for discipleship that deeply changes lives in your church for the sake of the world.

- Set aside necessary time by prayerfully preparing the content for each Session as well as pausing twice a day for the Daily Office.
- Recruit and coordinate your core team – small group table leaders, SG director (if applicable), and administrator.
- Lead each Session:
 - Teaching the introductions (by using the DVD or teaching yourself)
 - Teaching the closing summaries as outlined in the EHS Course schedule
 - Managing the schedule and flow of the large group and small group dynamics.
- Manage the EHS Course marketing and calendar.
- Model a Daily Office to open each meeting using *EHS Day by Day*, helping people slowly become comfortable with stillness and silence.
- Train and communicate weekly with the small group table leaders (or delegate to the SG Table Leader Director).
- Send out a weekly e-mail to all participants after each Session.
- Ask a number of people to pray for the Course and her participants.
- Keep the Course connected to the larger church vision and values, especially as to how people will serve/grow after the Course within the larger church.
- Register the Course on the EHS website and maintain contact with EHS Course Relationship Coordinator.

EHS Course
Small Group Director – Job Description
June 13, 2016

To equip and support the small group facilitators in their building of community within their group.

- Pray for your small group Table Leaders.
- Do the Daily Offices weekly so you can share out of your own struggles and learnings.
- Identify and equip the SG Table Leaders at least 4 weeks prior to the Course. (Encourage them to do the Course on video beforehand if they haven't been through the course).
 - Meet with the SG Table Leader for prayer the week before course.
 - Meet with the SG Table Leader the week before beginning for last minute details
 - Make sure SG Table Leader are calling, texting, e-mailing their people weekly.
 - Meet with SG Table Leader for 5-10 minutes after each session for feedback.
- Determine the make-up of each group (what SG Table Leader might be best for what group), praying and strategizing for long-term relationships.
- Monitor each group for “extra-grace required” people that may be adversely affecting a group, people in crisis beyond the SG Table Leader’s capacity, and or dual role conflicts (e.g. we recommend young adults or teens are not in the same group with their parents).

EHS Course
Small Group Table Leader – Job Description
June 13, 2016

- Create an environment for open, safe, balanced sharing in the Table Small Group, gently enforcing the guidelines as needed.
- Prepare for each Session by reading the chapter, doing the workbook as well as the Daily Office - so you are thoroughly familiar with the content and flow of the Session.
- Remain connected with the group during the week via e mail/text/phone with words of encouragement, asking if they have any questions, prayer requests, personal tips of what has worked for you, etc.
- Organize, or delegate, who will bring food/snacks each week.
- Decide when it is best to break into smaller groups within your group.
- Ask the Point Leader for help with questions you don't know how to answer.
- Participate in a 10-minute debrief after the class to address any problems/issues/puzzles.

EHS Course

Administrator – Job Description

June 13, 2016

To oversee the support needed for the EHS Course Leader, small group facilitators and participants before and during the Course.

- Meet EHS Course Leader and Small group Overseer to set up a timeline and to-do list.
- Registration – Set up on your website and in person registration 3-4 months before the Course begins (You may need to close registration a few days before).
 - Select a registration person for the first 2 weeks to register participants.
- Materials - Order the books from the EHS website 3 months before so people can purchase the 3 books. Set up scholarship fund.
 - Set up people to run a Book table w/ materials the first 2 weeks of the Course (not the same people who are doing registration).
 - Offer other EHS materials at the Book Table towards the end of the Course for next steps.
- Marketing - initiate beginning 8 weeks before the Course.
 - Website
 - Print
 - Videos (see EHS website)
- Hospitality – Create a hospitable environment.
 - Model snacks for Week 1 and then have each SG leader set up for one person within the group per week to do the snack for their table. (Have the church provide coffee, tea and water).
 - Provide nametags for each table and put a # on each table for each small group.
- Technology – Practice prior to the meeting
 - Make sure Power Point is ready 2 hours before with needed equipment for video/PP.
- Any extra handouts/materials. You want to prepare these 1-day before the meeting.
- Keep attendance to know who completes the class. Monitor weekly.
- Send out weekly e-mails on behalf of the EHS Course Leader.
- Make sure every small group leader takes attendance.