

the
emotionally healthy
**DISCIPLESHIP
COURSE**

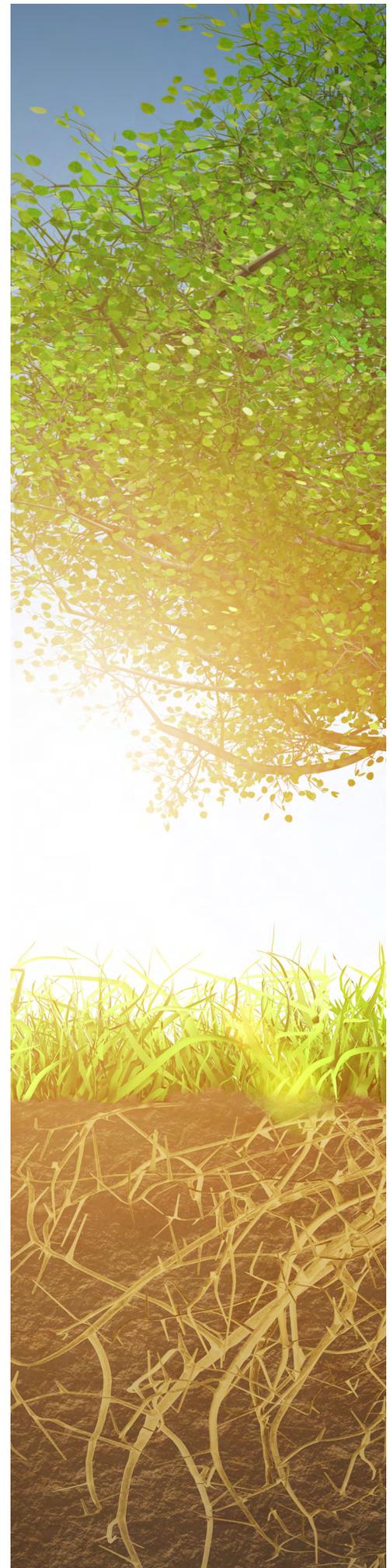


**BUILD & TRAIN
YOUR
COURSE TEAM**

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BUILD YOUR TEAM

In this section, you will find resources to build and prepare your team to lead BOTH the EH Spirituality and the EH Relationships portions of the EH Discipleship Course.

These include:

- **Job descriptions** for key volunteers and leaders. Please reference these as you build your team and plan for the Course.
- **Sample 90-minute Table Leader Training Schedule**

We've prayerfully prepared these materials to equip you to build your team and pilot or launch the EH Discipleship Course. If you have any questions, please don't hesitate to reach out to your EHD Course Coach, who will be happy to assist you.

Job Descriptions



POINT LEADER

SUMMARY:

To provide spiritual, pastoral and administrative leadership for the *Emotionally Healthy Discipleship Course* including recruiting and training of a Course Team.

JOB DESCRIPTION:

1. **Complete the Level 1 Mastering the Launch On-Line Training**
2. **Review the “How to Run the EH Discipleship Course”** booklet, included in the EH Discipleship Course Leader’s Kit to prepare and plan your Course
3. **Recruit and coordinate your core team:** Table Leaders, Table Leader Coordinator (if applicable), and Administrator
4. **Prayerfully immerse yourself in the session’s content**, contemplating the theme (e.g. read the chapter, watch the video, do the workbook)

When leading EH Relationships, it is essential that you experience the skills yourself by going through the material with a partner. Watch the video and go through the workbook together, practicing each skill.

5. **Prayerfully enter into the Bible Study** so you can come around it personally, powerfully, and relevantly
6. **Determine the schedule and timing for each session**
7. **Prepare the Power Point**
8. **Prepare and model a Daily Office to open each meeting** using the Day by Day devotional
9. **Conduct a 90 minute training for your Table Leaders**
10. **Communicate weekly with the Table Leaders** (or delegate to the Table Leader Coordinator)
11. **Send out a weekly e-mail to all participants** after each session
12. **Register your Course on the EH Discipleship website** and maintain regular contact with an EH Discipleship Course Coach

Job Descriptions



TABLE LEADER

PERSONAL QUALIFICATIONS

- Committed follower of Jesus
- Life has been positively impacted by EHS
- Growing in openness, approachability, and self-awareness
- Able to listen empathetically to others
- Not highly reactive
- Respect people's different spiritual journeys
- Sensitive to people's different personalities temperaments, and life experiences
- Able to share out of vulnerability and weakness

JOB DESCRIPTION

1. **Prepare Yourself.** Arrive emotionally and spiritually ready to serve the group, not harried, anxious, frenetic or exhausted.
2. **Prepare with the Content of each Session.** Read the chapter, workbook and Daily Offices for the week. Know the content, be ready to give personal illustrations for each session from your own life.

When preparing for EH Relationships, it is essential that you experience the skills yourself by going through the material with a partner. Watch the video and go through the workbook together, practicing each skill.

3. **Extend and Receive Welcome.** Be a “yes” face, i.e. warm and open. See yourself as the host as if welcoming them into your home.
4. **Gently Enforce the Guidelines** to create an environment that is open and safe.
5. **Remain Connected with the Group.** Praying for your group and touching base weekly via email/text/phone.
6. **Closely Monitor the Timing.** Be careful not to speak too much. Move people along when necessary. Be flexible when the timing is thrown off. Interrupt respectfully.
7. **Refer Difficult Situations** and/or people to Point Leader or Table Leader Coordinator
8. **Participate in Debriefs** with the Table Leader Coordinator and/or Point Leader as necessary

TABLE LEADER COORDINATOR

SUMMARY:

To equip and support the Table Leaders in building community and making disciples within their group.

JOB DESCRIPTION:

- **Pray for your Table Leaders**
- **Do the Daily Offices weekly** so you can share out of your own struggles and learnings.
- **Identify and equip the Table Leaders** at least 4 weeks prior to the Course.
 - Meet with the Table Leaders the week before beginning for last minute details and prayer.
 - Make sure Table Leaders are calling, texting, emailing their people weekly.
 - Touch base with Table Leaders for 5-10 minutes after each session for feedback.
- **Determine the make-up of each group** (what Table Leader might be best for different people), praying and strategizing for the long-term building of the larger ministry.
- **Monitor each group for “extra-grace required” people** that may be adversely affecting a group, people in crisis beyond the 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).

ADMINISTRATOR

SUMMARY:

To oversee the support needed for the EH Course Leader, Table Leaders, and participants before and during the Course.

JOB DESCRIPTION:

- **Meet with the EH Course Point Leader and Table Leader Coordinator** 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
- **Materials:** Order the books from the EH Discipleship website 3 months before so people can purchase the participant books. Set up a scholarship fund if needed.
 - Set up people to run a book table with materials the first 2 weeks of the Course
 - Offer other materials (EH Relationships or EH Spirituality DVD's) for sale at a book table
- **Marketing:** initiate beginning 8 weeks before the Course
 - Website
 - Print
 - Videos
- **Hospitality:** Create a hospitable environment
 - Model snacks for Week 1 and then have each Table 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 name-tags for each table
- **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.
- **Make sure every Table Leader takes attendance**
- **Pass out Certificates of Completion** for EH Spirituality and EH Relationships at the end of the course to all who completed the course

Level 1 – Table Leader Training

GETTING YOUR TABLE LEADERS STARTED

Table Leaders are the “heart-beat” of the EH Discipleship Course as they foster an environment of safety and trust, gently leading participants through the course workbook. It is important that Table Leaders are well prepared to be involved in the life-on-life experience of how each person is interacting with the material and meeting God.

Here is an outline for leading a Level 1 Table Leader Training:

1. Welcome

2. Cast Vision of the EH Discipleship Course – deeply changed lives

3. Table Leader Preparation for the Course

a) Distribute participant Course materials (book, workbook, Day by Day)

- Encourage Table Leaders to begin reading through each resource NOW
- Have EHD Course Session DVD’s available for Table Leaders (streaming videos are available)
- Table Leaders begin using the Day by Day, meeting with Jesus through practicing Silence & Stillness

b) **Watch Introduction to Table Leader Training Video:**



c) **Watch Level 1 Table Leader Training Video:**

- Pause and answer questions



4. Review the Details

a) Launch Date/Participants

b) Clarify again expectations for Table Leaders and what they can expect from you

5. Pray

- Vision for the changed lives, yourselves and your people.