

## Project Co-ordinator's Role

- Maintain a close walk with the Lord, being especially prayerful and diligent during times of pressure.
- Work with the church leaders with regard to initial goal setting, overall timetable and selection of the area to be covered by the DVD distribution and budget/fund-raising.
- Work closely with the Project Administrator, clearly dividing the responsibilities and assisting each other as needed (both the Project Co-ordinator and the Administrator should have a copy of the Project Handbook for continual reference).
- Brief those taking the roles of Prayer Co-ordinator and Follow-Up Co-ordinator, providing them with copies of relevant pages from the handbook and assisting them in fulfilling their responsibilities.
- Call and chair meetings of the project leadership team, as well as pray together with them regularly.
- Take the lead (alongside the church leader) in promoting the project and recruiting church members for the visiting and other project responsibilities.
- Oversee the creation of customised project materials, like the *DVD offer covering letter* and *Putting feet to my faith leaflet*.
- Follow the Video Project Countdown Checklist closely... every week.
- Request assistance by emailing Agapé through the JVP Website page.
- Set up a display after all church services for the six weeks leading up to the DVD distribution, at which church members can ask for information and sign-up to be involved in specific ways.
- Agree with church leaders on any training in evangelism that may be deemed appropriate in addition to the visitors' training sessions. 'Mind the Gap' is a very useful resource.
- Ensure materials are ordered well before they are needed, especially items required for the pilot project and for promoting the project within the church.
- Lead the pilot project, as described in the handbook, in order to gain experience and confidence for the main project.
- Lead the church-wide project orientation (along with the church leader).
- Ensure that the visitors are adequately prepared for the offering the DVD and taking the questionnaire through Training Sessions I and II.
- Keep the Follow-Up Co-ordinator informed of people expressing interest in a 'discovery group', as well as other follow-up needs. Hand-over the responsibility for contact with the visiting pairs to him or her at the end of the week of the Questionnaire visits.
- Prepare the JVP Progress Report (form V) and send a copy to the Agapé national office.
- Decide whether to submit an article to the local newspaper in order to stimulate further spiritual interest in the community.