DUNAMIS TRACK | EVENT DIRECTOR DUTIES

You've been appointed by the DFC Board to lead a Dunamis Track or event—congratulations! Please review the Guidelines for Track Directors (TDs). A typical Track includes 6 projects over 2–3 years. Ideally, you've completed a full Track, attended an Exousia event, and are a current DFI member (the membership form only takes a few minutes to read and complete). You'll collaborate closely with the Dean of Events & Leadership, especially for the first event. Know that we—and the Board—are praying for you.

Six Months Before (ideally)

Build Your Team: If you haven't already, begin praying and assembling your Leadership Team (see Section 4 in the TD Guidelines). Add names as roles are filled and gather contact details for each member.

- ☐ Event Administrator (can include the Hospitality role) _____
- ☐ Lead Intercessor (needs a team of intercessors) _____
- ☐ Worship Lead (may have a team) _____
- ☐ Hospitality Lead (can be part of Administrators role) _____
- ☐ Prayer Ministry Lead (needs a team of prayer ministers) _____
- ☐ Technology Lead (a team is helpful) _____
- ☐ Teachers (Lead and Co & possibly apprentice) _____ _____

Extra People Needed:

- ☐ Morning Prayer Person for Thursday/Friday/Saturday am _____
- ☐ Story of One–Vision Giver (they need time to prepare) _____
- ☐ Donation Counters x 2 _____ _____

3-6 Months Before:

- ☐ Venue or location for the event – Event Administrator to book. (Guidelines for TDs Section 5)
- ☐ Teachers for the event – Dean to contact following consultation with you
- ☐ Read Guidelines for TDs
- ☐ How often and when/where you will meet as a team – this depends on the needs & experience of the team members. Consider having a monthly meeting at the beginning.

1st Leadership Meeting (See Sections 6, 7 & 8 in Guidelines for TDs):

- ☐ Everyone has filled out DFI Online Membership – https://www.dfcanada.org/dfi
- ☐ Understanding the Dunamis Culture (section in Exousia – the 6 tenets)
- ☐ Review of how we Implement these Distinctive Characteristics (section in Exousia)
- ☐ Create/Provide a Tentative Schedule, in cooperation with Lead Teacher
- ☐ Provide each team member with the details about their role:
  - ☐ Event Admin: Guidelines Section 4.1/4.9
  - ☐ Intercessor: Section of Exousia manual and Guidelines Section 4.2 /4.7
  - ☐ Worship: Section of Exousia manual and Guidelines Section 4.5
  - ☐ Hospitality: Guidelines Section 4.4
  - ☐ Prayer Ministry: Guidelines Section 4.6 & other resources
  - ☐ Technology: Guidelines Section 4.8 & other sources
  - ☐ Lead Teacher: Guidelines Section 4.3

Ongoing Regular Meetings leading up to event:

- ☐ Work on Team Building
- ☐ Pray
- ☐ Check up on how everyone is doing personally
- ☐ Request reports on how the teams are coming together or other details of their assigned tasks, particularly looking to see if help & support may be required
- ☐ Review the Event Schedule and any possible changes
- ☐ Remind of timelines; Encourage; Exalt Jesus.
- ☐ Have someone takes notes, documenting any actions agreed upon and follow-up at next meeting.

2-3 Months Before

- ☐ Discern with Intercessory Lead about organizing a broader Prayer Event/Prayer Mountain
- ☐ Ensure there is a leader for Morning Prayer.
- ☐ Review Collecting of Donations and ensure people are in place to do Story of One–Vision Giver (Section 8 Guidelines for TDs)

Last Meeting

- ☐ Agree on a time and location for the Leadership team meeting on site, immediately prior to start time of event.
- ☐ Responsibilities you will have at the event that you need to prepare for:
  - ☐ Devotions and anointing of team members at leadership meeting just pre-event; bring oil.
  - ☐ Welcome and Announcement Checklist
  - ☐ Vision & Offering
  - ☐ PowerPoint slides sent to Tech
  - ☐ Who will present Story of One/Donation
  - ☐ Review Section from Exousia: Why and How to Debrief
  - ☐ Review and customize your 'Welcome & Announcements" document
  - ☐ Model teamwork, humility, transparency, and love

Personal Preparation items to consider:

- ☐ Your spiritual condition
- ☐ Will you have a "hospitality room" at the end of the day
- ☐ Packing your 'bags'
- ☐ Are there any 'special' events or needs you need to be aware of

Resources for TD

Collecting Donations at your DFC Event
Instruction Sheet for Vison Giver (Story of One)
Instruction Sheet for Donation Counters
Welcome and Announcement Checklist