



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
 - Hospitality: Guidelines Section 4.4
 - Intercessor: Section of Exousia manual and Guidelines Section 4.2 /4.7
 - Prayer Ministry: Guidelines Section 4.6 & other resources
 - Worship: Section of Exousia manual and Guidelines Section 4.5
 - 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](#)