

DUNAMIS EVENT DIRECTOR DUTIES



The DFC Board has approved and appointed you to lead a Dunamis Track or event. Pull out the Guidelines for Track Directors (TDs).

A Dunamis Track is usually 6 projects spread out over 2-3 years. Ideally you will have done a full Dunamis Track and possibly attended an Exousia event and are a current member of Dunamis Fellowship International. It takes a few minutes to read through the DFI membership form. Please complete it and send to dfc@dfcanada.org. You will work closely with the Dean of Events & Leadership at least for the first event. We and the DFC board are praying for you.

Six months Before (ideally)

You need a team: hopefully you have already been praying in preparation for putting on an event, but if not, now is the time to start praying and pull together a team. See Section 4 in the Guidelines for TDs. Team Members form the Leadership team for this event. Add names as you fill positions. Collect their contact information.

- | | | |
|---|--------------------------------------|-------|
| <input type="checkbox"/> Event Administrator | (can include the Hospitality role) | _____ |
| <input type="checkbox"/> Lead Intercessor | (needs a team of intercessors) | _____ |
| <input type="checkbox"/> Worship Lead | (may have a team) | _____ |
| <input type="checkbox"/> Hospitality Lead | (can be part of Administrators role) | _____ |
| <input type="checkbox"/> Prayer Ministry Lead | (needs a team of prayer ministers) | _____ |
| <input type="checkbox"/> Technology Lead | (a team is helpful) | _____ |
| <input type="checkbox"/> Teachers | (Lead and Co & possibly apprentice) | _____ |

Extra People Needed:

- | | |
|--|-------|
| <input type="checkbox"/> Morning Prayer Person for Thursday/Friday/Saturday am | _____ |
| <input type="checkbox"/> Story of One–Vision Giver (they need time to prepare) | _____ |
| <input type="checkbox"/> 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 – the link is attached to every Duty Checklist.
- 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:

<input type="checkbox"/> Event Admin: Guidelines Section 4.1/4.9	<input type="checkbox"/> Hospitality: Guidelines Section 4.4
<input type="checkbox"/> Intercessor: Section of Exousia manual and Guidelines Section 4.2 /4.7	<input type="checkbox"/> Prayer Ministry: Guidelines Section 4.6 & other resources
<input type="checkbox"/> Worship: Section of Exousia manual and Guidelines Section 4.5	<input type="checkbox"/> Technology: Guidelines Section 4.8 & other sources
	<input type="checkbox"/> 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](#)