

## **Dover Connections Church Team Training Coordinator**

### **Training Team Coordinator Job Description**

The team member who serves as **Training Coordinator** has the duty to lead the team to promote church readiness to connect people to Christ and to connect the church with people in the community. The Training Coordinator will help identify church leaders to be trained. Schedule training events, and otherwise help connect church leaders with the resources they need for connecting new people with Christ and the church, conducting a new ministry(s), and reporting the results.

---

### **Promoting Church Readiness**

1. First, identify what the church has selected as the Dover Connections Ministry Project.
2. Identify the key leader(s) that initiated the idea for the project and interview that person. What that person can share about the project and what it will take to accomplish the project? This person may be able to help you answer questions needed to develop a training menu. Often there are published resources available that can contain this information. If your church doesn't have information, check with your Dover office.
3. List the skills and abilities needed to accomplish the task. Again the initiator may have information that will answer your questions. You may need to interview others such as church leaders from other congregations who have previously been involved in similar projects or denominational leaders. The Dover Connections team contact for you is your Dover office or the Dover Connections Association Team Training Coordinator. Your church team can be a source for information. Meet together and discuss what it will take to complete the project successfully and effectively.
4. Identify and list the church volunteers who will be participating in the ministry project. You will need to know names and contact information. Your team should have this information.
5. You will need to determine what skills or abilities the volunteers possess in order to determine what training is needed. If it is not obvious, this can be done through questionnaires, individual, group interviews or a team meeting.
6. The next question to address is, what skills and abilities do the volunteers feel they are missing or are inadequate to make the project a success? As in number 5, this information can be gained through questionnaires, individual or group interviews. What do members of the team say about the project? What do published resources indicate as training needs? Consider the Dover Connections contact as your life-line.

7. Once training needs are identified, research available training resources. Your starting point should be your Dover Connections Training Team Leader. There may plans to offer training. Or Dover can help you facilitate your training.
8. If this is customized training, determine the desired outcome for the training experiences. What do you expect to happen once the training is completed?
9. Determine who is going to be responsible for the training event in your church. In most cases you will be the person who is in contact with the Dover Connections Training Team Leader.
10. Schedule the training in cooperation with the Dover Connections Team. This will avoid schedule conflicts and duplication of training efforts. Make sure there are no conflicts with the church calendar. Clear all training schedules through your team.
11. Work with your Dover association Connections Team to enlist training leadership and/or gather training resources. Other churches may have similar training needs.
12. Enlist participation. This requires personal contacts. Use face-to-face, e-mails, mail and published reminders. Never rely on public announcements. It takes personal and repeated invitations to ensure participation in events. An invitation by the pastor is best if possible.
13. Conduct and/or participate in the training.
14. Follow up after the event. Did the training provide you with the desired outcome? If not, what were the reasons? What can you do differently to improve the next training experience? You can find out some of this information by asking your participants. Communicate your findings to the Dover Team so that the Team can follow up.
15. Discuss what the next steps will be for your church. This should be done with the Dover Connections Team Training Leader.

Dover Connections Team contacts:

- The Association office
- Dean Frazier, Dover Connections Team Training Leader, [dean.frazier@gmail.com](mailto:dean.frazier@gmail.com) (This is your first point of contact)
- Bill Alphin, VBMB and special consultant to Dover, [bill.aphin@vbmb.org](mailto:bill.aphin@vbmb.org)