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Life-Discipleship Ministry (1) -Discipleship Ministry (1)

POSITION: Life-Discipleship Instructors

REPORT TO: ACTION Philippine Director

PLACE OF SERVICE: Manila, Philippines

DATE Revised: September 2009

BRIEF DESCRIPTION OF THE MINISTRY:

The focus of Life-Discipleship is to teach training courses, which may include essential tools for discipling/counseling in biblical solutions to common personal issues and relationship problems in the Christian life. The targeted trainees under this ministry are pastors and Christian workers from indigenous churches and para-church organizations in Metro Manila and other provinces in the Philippines.

PURPOSE OF THIS POSITION:

The purpose of qualified individuals for this position is to train and equip pastors and lay Christian leaders from local indigenous church and para-church organizations of Metro Manila and provinces of the Philippines by teaching in-depth discipleship and other practical related training courses such as biblical principles of financial management, and responsibilities of biblical stewardship including healthy care of one's physical body, etc.

LIST OF RESPONSIBILITIES:

1. To arrange for the availability of low cost course training material for local church pastors and Christian workers.
2. To meet with and plan with volunteer workers from local churches and para-church organizations who will assist in arranging for the training sessions.
 - 2.1. Arrangements for venue setting.
 - 2.2. Arrangements for invitations/promotions and confirmation for attendance.
 - 2.3. Arrangements for preparing all training material.
 - 2.4. Setting the seminar scheduling.
 - 2.5. Arrangements for registration and attendance recording of seminar delegates.
 - 2.6. Meals and snack planning for the delegates.
 - 2.7. Arrangements for overnight accommodations for the seminar delegates as needed.
 - 2.8. Determining responsibility and accounting procedures for the seminar budget.
 - 2.9. Setting the over-all low-cost budget for each series of seminars.
3. Prepare and teach approved training course instruction and training activities.
 - 3.1. Prepare and teach the approved course-training format.



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- 3.2. (OPTIONAL) Provide encouraging incentives and follow-up for the participants in doing the training course activities and homework assignments, which may include some test items for the final exam.
4. Plan and implement a follow-up program with volunteer representatives from local church and para-church organizations to benefit those who have taken the training course.
 - 4.1. Prepare a response form for seminar delegate evaluation and suggestions for the training course.
 - 4.2. Visit and encourage selected alumni who are active in teaching this course in their organizations and/or who are providing basic group counseling services to people under their spiritual care.
5. Promote the training course program to prospective funding organizations and keep actual funding organizations updated with progress reports and newsletters.
6. Oversee the budget and accounting for this training ministry and submit all such accounting to ACTION's Philippine Business Office.
7. Be in contact with organizations that have teaching or training materials providing resources for this type of ministry.
8. Must annually prepare a proposal and accompanying budget of the ministry for review and approval by ACTION's Philippine Council.

PRE-FIELD QUALIFICATIONS:

1. Must have had Bible course training in old/new testament survey and personal evangelism and have a good working knowledge of the Word. Completion of the BCF concentrated courses is also highly recommended.
2. The person(s) filling this position must fully understand and support the total sufficiency of Scripture for all issues of life and must be able to discern biblical truth from error as supported by unbiblical psychological philosophies, and other influential trends which are apposed to the principles of Scripture.
3. The holder of this position must be adapt to the Philippine people, their culture, and contrasting environmental conditions that may be foreign to the ideals of Western values and culture.

ON-FIELD PRE-MINISTRY PREPARATIONS:

1. Complete on-field orientation requirements.
2. Must be able to raise funds through funding projects in order to finance on-going training materials and other costs involved for the seminars of this ministry.

ACTION Philippines 2009-2010 Personnel Needs List
Updated September 2009