

EXPECTATIONS/RESPONSIBILITIES FOR CLASS FACILITATORS

Caring for Self:

Facilitators are expected to have a signed Statement of Faith document on file with the Adult Education Leadership Team and to complete the four HUMC Core Classes.

Facilitators are expected to practice the spiritual disciplines of regular worship, tithing, Bible reading/study, and prayer.

Facilitators are expected to participate in the ongoing ministry and mission of the church.

Facilitators are expected to plan lessons prayerfully.

Caring for Class Members:

All facilitators are expected to pray with and for their class members, to listen to the needs of their class members, to be willing to entertain questions of class members without judgment or censure, to encourage class members in the spiritual disciplines, and to alert the pastor or an Adult Education Leadership Team member of any special concerns regarding an individual class member. Facilitators are also expected to maintain confidentiality of comments shared by the participants and to address the need for confidentiality among the class members.

Management of Materials and Facility:

Facilitators should contact the pastor or a member of the Adult Education Leadership Team with questions or concerns about class materials or the need for additional resources.

*Facilitators should take attendance at each class session and turn the attendance in to the Adult Education Leadership Team when the class ends.

*Facilitators should have the class complete the Class Evaluation form at the final class meeting and turn these evaluations in to the Adult Education Leadership Team.

Facilitators should arrive early and set up the room as needed, make sure the room is clean and put back as it was found at the end of class, make sure the lights are turned off, and make sure the building is locked following proper procedures. (Contact the office manager or one of the trustees as needed.)

Facilitators should return HUMC materials to the Adult Education mailbox in the church workroom or to a member of the Team.

Please sign and date below to indicate your willingness to accept these responsibilities.

Sign name: _____ Date: _____

Print name: _____