

SECTION 3 JESUS FILM TRAINING MANUAL

Topic 7: Job Description

A. FILM TEAM LEADER



1. Get all Team Members together, and make sure that they get to know each other.
2. Ensure that the team knows what to do, and make sure that they have the necessary material and training. Motivate them for their tasks.
3. Ascertain the venue of the film showing and that the necessary approval is required.
4. Make travelling arrangements for your team to and from the site.
5. Together with the equipment coordinator, decide on the best position to set up the equipment.
6. Coordinate manpower so that all tasks are adequately done.
7. It is very important that every Team Member knows exactly what to do when the invitation comes at the end of the film. Brief your Team.
8. Handle all problems that may occur.
9. Attend all the orientation sessions for the church, Team Leaders.
10. Appoint someone as Team Leader in your absence.

REPORT TO: PROJECT COORDINATOR



B. FILM TEAM PRAYER COORDINATOR

(Make use of lectures: (S6, T1-5))

1. Encourage your team to cover all aspects of the film show with prayer.
2. Involve each member in prayer:
 - By praying as you travel to the film site.
 - By praying as you arrive at the film site before you begin to set up



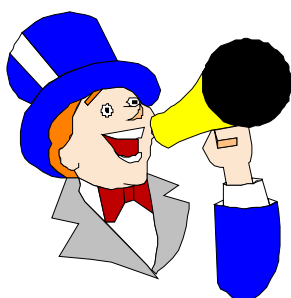
- equipment, distribute flyers and announce through the loud-haler.
 - By organising groups of people to pray while the film is showing (i.e. some during reel 1, others during reel 2, and so on. Also while testimonies are being shared etc.)
 - By praising God as a group before you leave the film site.
3. Attend the orientation sessions for prayer coordinators.
 4. Appoint someone from your team as prayer coordinator in your absence.

REPORT TO: YOUR FILM TEAM LEADER



C. FILM TEAM PUBLICITY COORDINATOR

1. Secure enough promotional pamphlets to promote the film showing adequately.



2. Secure a megaphone to further promote the film showing.
3. Determine the address of the film site(s) through your film team leader and the key pastor in whose area the film will be shown.
4. Recruit all available team members to write address of film site on pamphlets beforehand.
5. Recruit all available team members to hand out as many as possible flyers in the area, where the film will be shown.
6. Ensure that each available member of your team goes together with one or more workers from the local churches to hand out pamphlets.
7. Secure a driver and local announcer to advertise the film show with megaphone.
8. Attend orientation sessions for publicity coordinators.
9. Appoint someone from your team as publicity coordinator in your absence.

REPORT TO: YOUR FILM LEADER



D. FILM TEAM EQUIPMENT COORDINATOR

1. Ensure that you have all the equipment for the film showings.
2. Inspect and ensure that the equipment is in working order as is needed.
3. Recruit available members of your team to assist in carrying, setting up and taking down of equipment.
4. Assure that all equipment is operated properly, (re: focus of picture, sound, etc.) at film site, fifteen minutes before scheduled showing.
5. Assign someone to act as security both at film site and in transit.
6. Be sure that all the equipment is returned after each showing and stored at the designated location.
7. Attend orientation time for equipment coordinators.
8. Appoint someone else from your team as equipment coordinator in your absence.
9. Report daily to Coordinator if any equipment is faulty, broken or missing. THIS IS IMPORTANT.
10. Ensure film is rewound onto correct reels, especially after the last show.
11. Meet with overall film equipment coordinator on Saturday morning together with all your equipment, intact.
12. After each show, complete the inventory.



WORK WITH: OTHER EQUIPMENT COORDINATORS

REPORT TO:

FILM EQUIPMENT LEADER as it relates to equipment
FILM TEAM LEADERS as it relates to film shows



E. FILM TEAM FOLLOW-UP COORDINATOR

1. Remind the person who gives the invitation after the film show to instruct the people to complete the comment cards. Ensure that he invites them back the



next afternoon to receive a booklet.

2. Receive all completed comment cards after the evening's activities are completed.
3. Sort comment cards into three categories of church connection:
 - People from the participating church(es) with whom you are working.
 - People with no apparent recognised Christian church affiliation.
 - People from other recognised Christian churches:
 - This category of cards are kept until the last day of field ministry after which it will be given to the general follow-up coordinator who will then distribute them to the appropriate church ministers at the Saturday morning ministers' breakfast.
4. Give the sorted cards to the ministers at the end of the outreach:
 - The appropriate participating church(es).
 - Cards with no recognised church contact will be distributed proportionately to the number of workers each church has involved.
5. Confirm with the participating churches that they will have workers there who will assist you with the follow-up.
6. Take the team to do the follow-up every evening after the next film show.
7. Go in groups of 2 or 3 to visit the homes in the immediate area of persons who had completed comment cards. Ladies should go in groups of 3 with at least one male accompanying them.
8. If untrained church workers arrive to help with the follow-up, you should train them on the job.
9. Complete a comment card for persons followed up and mark it 'FU' in top right corner of card.
10. Rotate members on the team so that all will have the opportunity to do follow-up.
11. Counsellors stick to the members of their initial follow-up group, in order to start building a relationship for further involvement.
12. Inform the statistics coordinator of how many people were followed up.
13. Appoint someone from your team as follow-up coordinator in your absence.

REPORT TO: YOUR FILM TEAM LEADER



F. FILM TEAM TESTIMONY COORDINATOR

1. Ensure that each person will have prepared his/her three minute testimony on your team.
2. Arrange that every person will share his/her testimony during the Large Group Sessions.
3. Involve as many team members as possible to share their testimonies through a translator during the film showings over the three evenings.
4. Encourage team members especially to pray for each member while he or she presents his/her testimony.
5. Attend the orientation session for testimony coordinators.
6. Appoint someone from your team as testimony coordinator in your absence.



REPORT TO: YOUR FILM TEAM LEADER



G. FILM TEAM STATISTICS COORDINATOR

1. Obtain enough comment cards and pencils to adequately cover each Film Showing invitation.
2. Recruit all available team members to distribute comment cards and pencils during the break before the last reel is shown.
3. Have team members assist persons where necessary to complete their comment cards showing care and sensitivity.
4. Collect all pencils and completed cards and have them returned to you.
5. Count and record on a statistics sheet:
 - Estimated attendance at Film Showing
 - Comment cards complete
 - Number of new or renewed commitments to Christ
6. Provide completed comment cards to follow-up coordinator as soon as possible.



7. Receive from the follow-up coordinator the following information:
 - Numbers of team members involved
 - Numbers of local church workers involved
 - Number of persons followed up
 - New or renewed commitments to Christ.



8. Be sure to provide General Statistics Coordinator with your record sheets information for the night.
9. Attend the orientation session for statistical coordinators.
10. Appoint someone from your team as Statistical Coordinator in your absence.

REPORT TO: YOUR FILM TEAM LEADER

