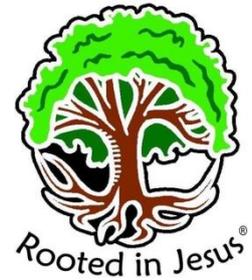


The Rooted in Jesus Coordinator: Role and responsibilities



Each diocese should appoint an overall *Rooted in Jesus* Coordinator who can oversee the programme. We have found from experience that where the group leaders are actively supported, *Rooted in Jesus* brings spiritual and numerical growth both to the local church and to the diocese itself. If group leaders are not supported, they are likely to give up when they meet difficulties, and the programme will not reach its full potential. As part of its strategy for growth, the diocese should set aside a small budget to cover the Coordinator's travel expenses.

Some dioceses may wish to appoint additional local coordinators who will assist the Diocesan Coordinator – for example, one for each archdeaconry or deanery. In this case it should be clear what is expected of the local coordinator and how often he should report to the centre. It is important that the Bishop should know how the programme is developing in all parts of the diocese, so the Diocesan Coordinator should keep in regular touch with the Bishop.

The task of the *Rooted in Jesus* Coordinator is to provide encouragement and support to the clergy and lay leaders who are leading *Rooted in Jesus* groups. We suggest that he should do this in the following ways:

1. By keeping in touch

The Coordinator may meet with group leaders three times a year. This could be done in a number of ways; the Coordinator should choose the way which he thinks will work best in his area. Possible methods are:

- The Coordinator can travel to meet with each leader individually
- The Coordinator can travel to meet with the leaders in a particular parish or deanery/archdeaconry
- The Coordinator can invite all the group leaders come together for a training day

Sometimes there is an existing pattern of meetings which can be adapted or extended to include *Rooted in Jesus*. If there is no existing pattern, and if distance or finance prevent the coordinator from travelling in this way, he should at least keep in regular touch by cell phone or through local coordinators, and link what visits he can make with regular events like confirmations.

2. By writing reports

The Coordinator will keep in touch with the development of the groups. He can do this most easily by keeping a register listing the names of group leaders, with location and number of group members. Once a month he should check how the groups are progressing and make a note in the register of the date and the lesson reached. A Visit Evaluation form can be downloaded from the *Rooted in Jesus* [website](#).

The Coordinator will write regular reports for the Bishop. We in the UK would appreciate an overall progress report at least once a year, so that we can pray for the groups and know how best to support the diocese as the programme develops. An Annual Report Form can be downloaded from the *Rooted in Jesus* [website](#) or obtained from the *Rooted in Jesus* office.

3. By providing training and support

The Coordinator should support the group leaders by providing them with help and advice concerning the running of their group. In particular he should ensure that:

- Each group leader owns a Bible

- The group members are committed to the group and serious in their desire to grow in faith & discipleship
- The group is moving through the book at a rate of 1 lesson each 2 weeks (even if some members have missed meetings or have not yet learnt the memory verse)
- All members of the group are participating in the meetings by asking questions, praying and sharing their experiences
- The practical demonstrations are being done thoroughly (they are there to be acted out, not merely discussed)
- The leader is able to make sure that the group sticks to the topic of the lesson when the group meets
- The memory verse is learnt each week
- There is time for prayer and worship in each meeting as well as the material written down in the lesson.

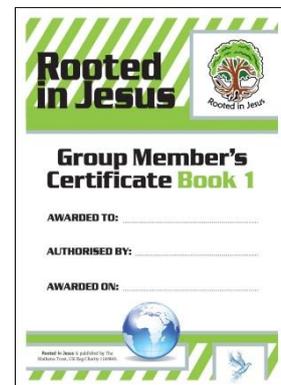
Group leaders should be encouraged to share their experiences and where possible pray together for their groups.

4. By awarding certificates

The Coordinator should inform the group leaders that there will be certificates to congratulate group members and leaders on their achievements. When a group is getting near to the end of a book, the Coordinator should make arrangements for certificates to be presented and the next book to be given to the group leader. It is important that there should not be a long delay between finishing one book and starting the next – delays are discouraging for group members.

A certificate may be given:

- To each individual group member who has completed a book and can recite all the memory verses
- To each group leader who has taken his/her group through a book of the course



Certificates may be presented by the Coordinator, by the Bishop, or by some other person designated by him. Often there will be an occasion for the Bishop to visit (eg confirmation) and the certificates can be presented then.

5. By looking ahead

The Coordinator should consider whether the books need to be translated into any more local languages. He should also make sure that the translations of the remaining books are completed and sent to the *Rooted in Jesus* office for formatting. This will ensure that groups do not have to stop while they wait for the next book.

We normally send a return team one year after our first visit to run a follow-up conference, and again after 3 years to help train new group leaders or to introduce the *Rooted in Jesus Juniori* programme.. It is best to begin planning for the second conference about 3 months after the team have gone home.

Finally, the Coordinator should pray for the groups and group leaders. If there are any particular prayer requests these may be sent to the Rooted in Jesus office so that we may include them in our regular prayer bulletins.

We wish you every blessing as you undertake this role.

