

# The Moderator's Role



DAVE WILLIAMS

MINISTRIES  
www.davewilliams.com

1. Decide the format of your class: 4 week blocks, 8 week blocks, 16 weeks straight through, 16 evenings straight through, etc.
2. Make your expectations to students clear: Starting time, ending time, cohort participation.
3. Assign cohort group leaders (4 or 5 students per cohort group is best). Cohort groups will take 30 minutes to discuss the session and find ways to implement the principles they've learned. The best time is immediately following the session video. Visit [www.davewilliams.com/PLD](http://www.davewilliams.com/PLD) for cohort discussion questions.
4. Try to keep entire evening to 90 minutes and quit on time so students know when they will be released. Sessions are usually around 45-50 minutes. This gives time for instructions, session video, and cohort group discussion.
5. Pray at the beginning and the end of your time together. (Do not "call on" someone else to pray, as this may make newcomers uncomfortable and afraid to come back).
6. Help students by encouraging and believing in them. Try to be sensitive to their needs.
7. Remember, this course is not only helping the student's future, but your ministry as well.
8. Go over mid-term exam with the students.
9. After five or ten minutes of preliminaries and prayer, start the DVD session. Go in order as the course is designed to build "line-upon-line," "brick-upon- brick."
10. Assist a student who needs to make up a session. You have an Mp3 copy of all sessions. You may want to burn a CD for them to listen to when they can.
11. Hold a graduation Ceremony for those who complete the course successfully\*. Make it fun. Honor the graduates in some creative way. Sign their certificates. (\*see Criteria for Graduation)
12. Lay hands on each graduate and pray over them, imparting a special blessing and anointing on their lives, in Jesus' Name! Make it really special!
13. Send us the names and contact information of each student to [dave@davewilliams.com](mailto:dave@davewilliams.com) if you would like for Dave Williams to send a personal note of congratulations to them.
14. Please send us feedback forms, pictures of your group, and anything we can use to encourage our partners who provided this course and to help us encourage our partners to provide this course for other campus ministries, Teen Challenges, and Home Missions Churches. Thank you! Write or e-mail: Dave Williams | P.O. Box 80825 | Lansing, MI 48908-0825 | 517.731.0000 | [info@davewilliams.com](mailto:info@davewilliams.com).