

## Job Description: Local LPM Coordinator

*Note: The job description of a local LPM coordinator may vary from location to location.*

### **Training**

- Maintain current certification as coordinator, including recertification
- Recruit others for coordinator training

### **Local LPM Committee**

*Since the coordinator assembles a committee to run the local program, the coordinator's leadership style may determine which of these responsibilities are shared among the committee. Refer to the Skills*

*Assessment Tool\* for a list of skills you may want your local committee to possess.*

- Recruit members and assign responsibilities
- Schedule and moderate meetings of local LPM Committee
- Coordinate a timeline for launching local LPM program, including course sequencing (*See Timeline for Local LPM Program Development\**)
- Develop recruitment of students, advertising and publicity strategies
- Coordinate site management and needs for sessions
- Secure venues for local program

### **Communication**

- Liaison with National LPM Board
  - Remains up-to-date with curriculum revisions
  - Reviews LPM website on a weekly basis
  - Sends local program info to National LPM Board for posting on LPM website
- Actively participate in LPM network with other LPM coordinators using the LPM Page on Facebook
- Introduce LPM to groups who might be interested in participating with particular attention to ecumenical ties. This may include:
  - Regional denominational gatherings
  - Local and/or regional musicians' organizations
  - Local and/or regional clergy groups

### **Faculty**

- Provide instruction and opportunity to practice delivery, activity and evaluation strategies

### **Finance**

- Develop yearly budget
- Purchase curriculum as needed
- Secure funding through grants, scholarships, and contributions
- Oversee disbursement of funds
- Set faculty salaries and payment schedule

## **Marketing**

- Develop a marketing plan for local LPM program
- Develop list with contact info (addresses, phone numbers and e-mails) of groups who might be interested in participating with particular attention to ecumenical ties.

This may include:

- Regional denominational committees and meetings
- Local and/or regional musicians' organizations
- Clergy retreats and conferences
- Use PowerPoint "Introduction to LPM"
- Develop recruitment display for exhibit at jurisdiction-wide events
- Develop single-page brochure that attracts attention and interest
- Write and distribute press releases and newsletter articles to local newspapers, journals, and e-newsletters