



EMPOWER

Empower Lives Stream Guidelines

2021-2022

What does it mean to be an Empower Live Stream site?

In addition to the Primary Host site for the Empower Program, regional live stream sites are available for simulcast of the Empower Program. The Empower Program is executed in the same manner as the host site at all live stream sites. All live stream students registered at a host site are required to attend the January Empower Retreat in their regional area and participate in monthly mentoring groups.

Starting a Live stream site:

1. Site Leadership Team (SLT)

A minimum group of 4 women from the proposed live stream site region who have completed the EmpowerOne program shall form the Site Leadership Team. The SLT is required to be composed of a diverse group of women from multiple churches in the region. The SLT has two primary leadership roles: Site Coordinator and Site Administrator. The Site Coordinator role includes leadership of the SLT and communication with the Empower Live Stream Coordinator (Valerie Nash). The Site Coordinator serves as spiritual and educational leadership of the live stream site. The Site Administrator reports directly to the Site Coordinator and handles location set-up, attendance reporting, class handouts, communications, and other responsibilities necessary for facilitating a site.

Additional Positions

There are significant elements of the Empower Program on each class day that must be administrated by the live stream site. Here are the responsibilities necessary:

Tech Coordinator - There must be a dedicated, qualified technician on site for the duration of every class. This person will need to set up and operate the live stream equipment, troubleshoot any technological issues and communicate with the host site if any problems arise.

Host/Emcee - Usually this person would be the Site Coordinator. This person will make pertinent announcements, welcome students, pray for the classes and introduce the professors that students will be viewing on live stream.

Mentor Coordinator (required for established sites)- A Mentor Coordinator shall be assigned for overseeing the mentors and mentor assistants. This person should be a highly qualified mentor who can answer questions and offer support to any mentors or assistants in need. On Empower class days the mentor coordinator will provide a connection point during the day to all mentors and assistants offering guidance and questions to consider for their mentoring session segment. The Mentor Coordinator will work closely with the Site Coordinator to establish mentor groups that foster safe spaces of transparency. Women interested in becoming on-site EmpowerOne mentors had to have completed EmpowerOne and EmpowerEngage as well as served as an assistant mentor. LS Mentor Training is offered yearly for those desiring to serve as a Mentor or Assistant Mentor.

Hospitality Coordinator - A hospitality coordinator shall cultivate a welcoming atmosphere while inviting women to participate on the hospitality team. Hospitality can encompass all areas of ambiance, decor, guest relations & refreshments.

2. Location Requirements

Live stream site locations shall have an adequate meeting space for a total of 50 people. To offer our Continuing Education courses (EmpowerEngage and EmpowerProclaim) a secondary meeting space would need to be considered. Ample parking should be available, whenever possible. There should be numerous locations within the facility for small mentoring groups to meet. The facility should meet the technology requirements on Appendix A. The facility must be available for each Empower Saturday from 7am – 7pm. The senior pastor must sign the “Space Agreement” and agree that the Empower event takes precedence and cannot be cancelled, relocated or rescheduled for any reason.

A regional live stream site should be no closer than 50 miles from any other regional live stream site, unless approved by the Empower Leadership Team.

3. Promotion & Publicity

All promotional materials are produced and supplied by the Empower Leadership Team Communications Coordinator to the live stream site for distribution. The live stream site will be promoted using the videos, website and brochures produced by the Empower Program. Live stream sites should not produce their own publications or promotional media. Live stream sites will be profiled on the Empower website and registration will be available through the website for students residing near a live stream site.

EmpowerOne offers an Open Class Experience once a year as a way to promote the Empower Program to potential students interested in the program. If interested in providing an open class, the SLT must contact the LS Team Coordinator (Valerie Nash) for planning and further instruction.

4. Hospitality

Live stream sites are expected to provide snacks, water, coffee / tea to students for the day. Hospitality may also include ambiance decorations, a pre-ordered Empower banner, door greeters, welcome gifts, set-up and cleanup teams.

5. Budget

The Empower Program provides resources necessary for executing Empower Classes. All printing, refreshments and paper products are the responsibility of the site to provide. Other expenses that may be incurred by the host site are the purchase of equipment to meet the Empower live stream site technology requirements (see Appendix A).

6. Administration

The Empower Program will oversee all EmpowerOne assignments and administration related to registration, enrollment, payments, assignments, and professors. Each live stream site will receive a copy of their registration list and be kept informed of all registration changes. Graduation confirmation will be provided to you May 15th,

A Celebration/Graduation is required at the end of the year in order to acknowledge all Empower graduates, via live stream or on-site at any location deemed fit for your region.

Contact the Empower Live Stream Coordinator, Valerie Nash (valerien@empowerww.org) with any questions about becoming an Empower Live Stream Site.