

## **VGEC Training Advisor Job Description**

The Training Advisor performs the following duties:

- Serves as a member of the Training Committee
- Serves as an advisor to individuals currently enrolled in the VGEC Training Course
- Serves as a consultant to clergy mentors of individuals currently enrolled in the VGEC training course
- Serves as a resource for training questions from the guild membership
- Edits the VGEC training course for improved content
  - Routinely reviews the VGEC training course for potential content revisions
  - Reviews proposed edits to the VGEC training course provided by other individuals
  - Maintains current VGEC training course and proposed edits in Google Docs
  - Prepares VGEC training course revisions for training committee and board approval prior to publishing
- Develops a "Mentor" or "Clergy" handbook for the course
- Helps to introduce, coordinate, and advises Parish and Diocesan level group training efforts
- Works with the Training Course Committee as they explore the next generation verger.training, i.e. online, subcontracted, virtual, etc.
- Works with the Training Course Registrar to make sure all data for the Training Course students is maintained and is up to date

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