

Pre-Weekend Checklist



16 WEEKS OUT:

Weekend Leader

- Confirm with the Event Coordinator that the invitation to staff has been sent.
- Develop a list of potential leaders for the leadership team. Work with the director of Men at the Cross to develop this list.
- Set pre-weekend staff meeting dates, times, and locations. If in Colorado, contact the event coordinator for assistance with this. If out-of-state, once they are set, please give that information to the event coordinator. These should be held at 7 weeks out and 3 weeks out.
 - Get this information to the Event Coordinator NO LATER than 12 weeks out.*
- Set pre-weekend out-of-state conference calls. These should be held at 7 weeks out and 3 weeks out. Coordinate with the Event coordinator to ensure that zoom is available.
 - Get this information to the Event Coordinator NO LATER than 12 weeks out.*

15 WEEKS OUT:

Weekend Leader

- Determine who will serve as Assistant Leader (AL) and Staff Coordinator (SC).
- Meet with AL and SC to discuss job descriptions and timeline in person or by Zoom.

Assistant Leader

- Meet with the WL and SC to discuss your roles and timeline for weekend preparations.

Staff Coordinator

- Meet with the WL and AL to discuss your roles and timeline for weekend preparations.

14 WEEKS OUT:

Weekend Leader

- Determine who will serve in the team leader roles.
- Send an email to the Event Coordinator with your entire leadership team [info@crossmg.org]
- Send the “Welcome to Leadership” email to the leadership team
- Schedule the leadership team conference calls (see notes in WL Job Description)
- With the AL, determine who will serve in the team lead roles and as speaker coordinator.

Assistant Leader

- With the WL, determine who will serve in the team lead roles and as speaker coordinator.

Staff Coordinator

- Organize staff registrations into rookie, junior, and senior staff categories. Discuss the staff demographics with the WL. Target additional staff to fill gaps in the staff demographics (age, personal maturity, enthusiasm, number of times staffing).

10 WEEKS OUT:

Weekend Leader

- Work with the SC to finalize the staff.
- Personally call everyone on the staff waiting list, if there is one.
- Send out the "Welcome to Staff" e-mail. Introduce yourself as the WL and list the entire leadership team with their contact information. (template under "Weekend Leader" tab)
 - Attach the Staff Manual
 - Include the dates/time/location of the Staff Meetings (in-town and out of town Zoom)
 - Include the link to the Jobs Request Form (request link from Event Coordinator info@crossmg.org). Tell them to complete this form before the 1st Staff Meeting - the sooner the better.
- Assign roles for the pre-weekend staff meetings to the leaders. Ask ahead of time if there are any roles that they would or would not like to have.

Assistant Leader

- Go over each Team Leader's Job Description with them. Complete this by 8 weeks out.
- Send the Speaker Coordinator their job description and review it with them.
- Show the Speaker Coordinator where the videos of the talks are located on the website.

Staff Coordinator

- Finalize the staff with the WL.

Team Leader 1

- Read through your job description.
- Read through the job descriptions for the Registration Coordinator (RC), Carpool Coordinator (CC), and Food Coordinator (FC).
- Create a list of potential RC's, CC's, and FC's and discuss with the WL.
- Ask the Event Coordinator for access to the **scholarship request application**. Every attendee who asks for a scholarship must apply for it using the application.

Team Leader 2

- Read through your job description.
- Read through the job description for the Materials Coordinator, Media Coordinator, and Documents Coordinator.

Team Leader 3

- Read through your job description.
- Read the Small Group Leader Manual.
- Read the R-Group Coordinator job description.

Team Leader 4

- Read through your job description.
- Read through the job descriptions for Group Building, the Anger Exercise, the Inside Setup Guide, and the Greeting Coordinator.
- Watch the Rock Work Training Videos over the next 3 weeks.
- Schedule dates for Rock Work Training meetings. Coordinate these with the director of Men or Women at the Cross. Enlist the most senior experienced Rock Work Leaders to help lead this training.

9 WEEKS OUT:

Weekend Leader

- Use this week to prepare your heart, soul, mind, and strength for leading the weekend.
- Read through the Philosophy and Core Values.

Staff Coordinator

- Create and send a staff contact sheet to the entire staff (spreadsheet with names, city, state, email and phone #s).

Team Leader 1

- Continue reading through the job descriptions for TL 1, Registration Coordinator, Carpool Coordinator, and Food Coordinator.
- Prepare for your roles in the First Staff Meeting.
- Send an email to the staff encouraging them in their recruiting efforts. Ask the weekend leader to review your email before you send it.

Team Leader 2

- Continue reading through the job descriptions for TL 2, Materials Coordinator, Media Coordinator, and Document Coordinator.
- Prepare for your roles in the First Staff Meeting.

Team Leader 3

- Continue reading through the job description for TL 3, the Small Group Leader Manual, and the R-Group Coordinator Job Description.
- Prepare for your roles in the first Staff Meeting.

Team Leader 4

- Continue reading through the job descriptions for TL 4, Group Building, the Anger Exercise, and the Inside Setup Guide
- Continue watching the Rock Work Training videos.

- Prepare for your roles in the first Staff Meeting.

8 WEEKS OUT:

Weekend Leader

- Use this week to prepare your heart, soul, mind, and strength for leading the weekend.
- Read through the Philosophy and Core Values.
- Send out a reminder to all the staff to fill out the jobs request form, if they have not already done so (send link again)
- Confirm with the Leadership team that everyone is prepared for the first pre-weekend staff meeting.
- Check in with AL
- Check in with Staff coordinator

Assistant Leader

- Go over job descriptions with any Team Leaders you haven't connected with in the previous 2 weeks.
- Check-in with the WL.

Staff Coordinator

- Check-in with the WL.

Team Leader 1

- Check the registration spreadsheet on Google Drive to stay on top of registration numbers.
- Prepare for your roles in the First Staff Meeting.

Team Leader 2

- Prepare for your roles in the First Staff Meeting.

Team Leader 3

- Prepare for your roles in the First Staff Meeting.

Team Leader 4

- Prepare for your roles in the First Staff Meeting.

7 WEEKS OUT:

Weekend Leader

- Check-in with the AL, confirming that the AL has talked with each team leader about their roles and gone through their job description with them.
- Lead the first staff meeting with the Leadership Team. If possible, schedule a meeting with the leadership team that will start 1 hour prior to the staff meeting. Cover any last minute details, conduct the leadership assessment, and spend time entering sacred space. End this meeting 15 minutes prior to the whole staff meeting.
- Immediately after the staff meeting, debrief the meeting with the leadership team.
- Lead the Out-of-Town teleconference.

- Assign staff jobs with the assistance of the Assistant Leader and the Staff Coordinator.
- In conjunction with the Staff Coordinator, decide who will be asked to lead the three major staff meetings on the weekend: During the Anger Exercise, the Shame Exercise, and Footwashing. See “Weekend Staff Meetings Outline” for details.
- Assign roles for the “Weekend Details” section on Sunday. Choose from the entire leadership team who you deem would be appropriate to lead the specific details. Occasionally, you might assign a certain detail to someone not on the leadership team. For example, the “Funny Story” or talking about donations.

Assistant Leader

- At the first staff meeting, tell the staff which leader is over each area. These are the leaders they should contact with questions about their jobs.
- With the rest of the leadership team, lead the first staff meeting.
- Assist the WL and the SC in assigning jobs.

Staff Coordinator

- With the rest of the leadership team, lead the first staff meeting.
- Take attendance at the staff meeting(s).
- Communicate with any staff who did not participate in either Staff Meeting or Zoom. See SC job description for intention and details.
- Participate in the Out-of-Town staff Zoom.
- Meet with the WL and AL to assign jobs - complete the WAAG.
- In conjunction with the WL, decide who will lead the staff meetings on the weekend.

Team Leader 1

- Check the registration spreadsheet on Google Drive to stay on top of registration numbers. Send out an email to the staff encouraging them in their recruiting efforts.
- Contact potential RC, CC and FC to see if they are interested in those positions.
- Determine the emergency contact number for the weekend and give to Registration Coordinator, Carpool Coordinator and Director of Operations (so it can be put on confirmation emails).
- With the rest of the leadership team, lead the first staff meeting.

Team Leader 2

- With the rest of the leadership team, lead the first staff meeting.

Team Leader 3

- With the rest of the leadership team, lead the first staff meeting.
- Recruit follow-up R-Group Leaders at the first staff meeting (sooner if possible) - this is critical to help anchor and expand the work after the weekend AND important to building community.

Team Leader 4

- With the rest of the leadership team, lead the first staff meeting.
- At the first staff meeting, announce the date(s) and time(s) of the Rock Work Training.

- Direct the staff to the Rock Work Videos on the website under the Staff Portal tab which is password protected. Obtain the password from the Event Coordinator.

6 WEEKS OUT:

Weekend Leader

- Start the weekly email check-ins. Send these out on Friday mornings.
- Email the staff the job assignments by Friday of this week.
- In the email, identify the Team Leaders and who the staff are supposed to contact with questions based on WL, AL, SC, and Team Leader roles.

Assistant Leader

- Check in with each team leader regarding their jobs.
- Check-in with the WL concerning the status of the team leaders assignments. Do this each week until the weekend.

Staff Coordinator

- Collect any checks that staff bring for their staff fees at the first staff meeting &/or give them the link to pay online. Mail checks to the Event Coordinator.
- Continue to communicate with any staff who did not participate in either Staff Meeting. See SC job description for intention and details. If you have any you are unable to connect with, talk with the WL and Director of MATC.

Team Leader 1

- Talk with the RC and go over their job description with them in detail.
- Have the RC practice their phone script with you.
- Ensure that the RC begins making phone calls this week.
- Check in with FC and go over job description with them in detail.
- Give names and emails of RC's, CC's and FC's to the Event Coordinator so they can be given access to the Google Drive Spreadsheet.

Team Leader 2

- Send out the materials coordinator, media coordinator, and documents coordinator job descriptions.
- Schedule a time with the materials coordinator to do inventory (if you cannot be there for this, find another staff member to help). Coordinate with the Event Coordinator for access to materials in CO.
- Recruit staff to help with loading and unloading the materials on the weekend.

Team Leader 3

- With the WL, decide who will lead the 8 Week Follow-up R Groups.
- Send out the Small Group Leader Manual to the Small Group Leaders.
- Schedule the Small Group Leaders practice meeting. (should be 2-3 weeks before the weekend)

Team Leader 4

- Work with the WL and MATC Director to determine who will lead each Rock Work Carpet on the weekend. (These should be Rock Work Certified Leaders when possible.)
- Communicate to the Rock Work Carpet leaders the expectation that they will watch all of the Rock Work videos if they have not previously and that they will review as needed.

5 WEEKS OUT:

Weekend Leader

- Friday morning, send the check-in email template to the Color Team Leads
- Check in with AL
- Check in with SC

Assistant Leader

- Send out the “Broken and Beloved Ritual” document to the Broken and Beloved Talk Speakers.
- Send out the “Broken and Beloved Staff Small Group” document to staff who are leading the Staff Broken and Beloved Small Groups.
- Confirm that the Speaker Coordinator has sent all speaking documents to speakers.
- Confirm that the Speaker Coordinator has scheduled the speakers’ meeting.
- Confirm that the Speaker Coordinator has directed each speaker to the audio/video for their talk on the website.
- Check-in with each team leader.
- Check in with the WL

Staff Coordinator

- Go over expectations, content, and energy with the men who will lead the staff meetings on the weekend.
- Check in with WL

Team Leader 1

- Check-in with the Registration Coordinator concerning phone calls.
- Communicate the registration numbers to the leadership team and staff and encourage the staff in their recruiting efforts.

Team Leader 2

- Assign team leads to each materials team.
- Send Materials Team Leaders the prep sheets for their process.
- Send Media Coordinator “Media Coordinator Job Description” document.
- Send Media Coordinator all PowerPoint files for worship times.
- PowerPoint files to send to Media Coordinator (These are all located on the website):
 - MATC:
 - MATC PowerPoint Saturday Morning Worship
 - MATC PowerPoint Broken and Beloved
 - MATC PowerPoint Sunday Morning Worship

- MATC Sweetly Broken

- WATC:

- WATC PowerPoint Saturday Morning Worship
- WATC PowerPoint Saturday Night Worship
- WATC PowerPoint Sunday Morning Worship
- WATC Sweetly Broken

Team Leader 3

- Recruit follow-up R-Group Leaders, if this has not already been finalized.
- Direct the R-Group Leaders to the R-Group Leaders Section of the website to access the latest R Group Manual (Get password from Event Coordinator).

Team Leader 4

- Send the Inside Set-Up Coordinator job description to the Inside Set-up Coordinator.
- Send the Group Building & Anger Exercise documents to everyone on those teams.
- Schedule conference calls with the Group Building & Anger Teams for 2-3 weeks before the weekend.

4 WEEKS OUT:

Weekend Leader

- Check in with leaders concerning their preparation for the 2nd pre-weekend staff meeting.
- Check in with the AL regarding their check-ins with the team leaders. Go over their checklists with them. Is everyone on schedule?
- Friday morning, send out the weekly check-in email.
- Confirm with the SC that the three major staff meetings (Anger, Shame, and Footwashing) all have leaders assigned to them and that they are preparing for this role.

Assistant Leader

- Check-in with each team leader related to their preparations.
- Check in with the Broken and Beloved Talk speakers related to their preparation.
- Check in with the Broken and Beloved Small Group leaders related to their preparation.
- Check in with WL

Staff Coordinator

- Confirm with the WL that the three major staff meetings (Anger, Shame, and Footwashing) all have leaders assigned to them and that they are preparing for this role.
- Begin working on collecting out of town staff bedding needs.
- Check in with WL

Team Leader 1

- Check-in with the RC concerning phone calls.
- Communicate the registration numbers on Monday (how many attendees are registered) to the leadership team and staff by email. Encourage the staff in their recruiting efforts. Do this each week up to the weekend.

- Go over the Carpool Coordinator Job Description with the CCs.
- Check in with FC around numbers and dietary issues
- Recruit help with food purchasing/transportation.

Team Leader 2

- Check in with Materials Coordinator and Media Coordinator to see if they have any questions.
- Become familiar with the Materials Coordinator guide.

Team Leader 3

- Check-in with Small Group Leaders to make sure they have started reading their small group manuals and begun preparation.
- Follow-up with R-Group leaders in each area. The list of R-Groups and leaders/locations and times needs to be given to Documents Coordinator so a document can be printed for attendee folders on the weekend.

Team Leader 4

- Send “Rock Work Facilitation Notes” document to all Rock Work Team Leaders.

3 WEEKS OUT:

Weekend Leader

- Check in with the SC regarding their checklist.
- Check in with the AL regarding their checklist and the Team Leaders checklists. Is everyone on schedule? Any assistance needed?
- Friday morning, send the check-in email template to the Color Team Leads
- Lead the 2nd pre-weekend staff meeting with the rest of the Leadership team.
- By 2nd staff meeting, assign the Leadership team their roles during the Friday morning staff meeting. Spread out the jobs. The persons who led the clearing and integrity rounds at the pre-weekend staff meetings are to lead these processes on Friday of the weekend as well.
- Plan post-weekend leadership debrief meeting or phone call. WL, AL, SC, and director of Men/Women at the cross need to be there. All other leadership and elders are invited, but can submit their thoughts via email if they cannot make the call or meeting.
- Lead the out of town conference call with the SC.

Assistant Leader

- Check-in with each Team Leader.
- Check-in with the Dinner Table Leader and Model regarding their preparation.
- Check-in with the Speaker Coordinator regarding the speakers’ meeting.
- Lead the 2nd pre-weekend staff meeting with the rest of the Leadership team

Staff Coordinator

- Lead the Out of town conference call with WL.
- Lead the 2nd pre-weekend staff meeting with the rest of the Leadership team.
- Keep track of any staff who do not attend these staff meetings.

- If there are any staff who did not attend both meetings, communicate this information to the WL and Director MATC. See job description for more info.

Team Leader 1

- Check-in with RC about printing registration forms for the second staff meeting.
- Make sure RC has notified the food coordinator of any dietary concerns.
- Check in with RC about the waiting list if the weekend is almost full.
- Send weekly update to staff.
- Check with CC to make sure they have access to the Google Drive Spreadsheet.
- Lead the 2nd pre-weekend staff meeting with the rest of the Leadership team

Team Leader 2

- Lead the 2nd pre-weekend staff meeting with the rest of the Leadership team

Team Leader 3

- Have Small Group Leaders training meeting (2-3 weeks out).
- Review instructions for dealing with reporting abuse.
- Create a flyer for all the R Groups and send to the Document Coordinator.
- Communicate times for Small Group Leaders to meet during the weekend. You will need to set up one time a day to meet. Find out when the Leadership team is meeting and schedule during other times.
- Lead the 2nd pre-weekend staff meeting with the rest of the Leadership team

Team Leader 4

- Check-in with the Inside Set-Up Coordinator.
- Zoom video conference with Group Building and Anger Teams.
- Lead the 2nd pre-weekend staff meeting with the rest of the Leadership team
- Send out email to Greeting team reminding them to be working on their speaking parts.

2 WEEKS OUT:

Weekend Leader

- Check-in with AL and SC regarding their checklists. Go over their checklists with them. Is everyone on schedule?
- Friday morning, send out weekly check-in e-mail.

Assistant Leader

- Check-in with each team leader concerning what is happening in their areas.
- Check in with the Broken and Beloved Talk speakers to confirm their readiness.
- Check in with the Broken and Beloved Small Group Leaders to confirm their readiness.

Staff Coordinator

- Send out link for online reimbursement form. It is on the website under staff portal.
- Communicate with TL 2 about any out of town staff bedding needs.

Team Leader 1

- If the weekend is full or nearly full, go over the waiting list protocol with RC. This information is in the Registration Coordinator Job Description.
- Communicate with RC and CC about making phone calls if someone new registers. This week it shifts to CC.
- Communicate to TL 2 any out of town attendee bedding needs
- Check with CC concerning keeping records on carpool groups.
- Check with CC concerning bedding for anyone traveling from out of town.
- Check in with FC

Team Leader 2

- Check-in with the Materials Coordinator concerning preparedness for role. Ensure they understand it is their job to re-inventory all boxes and resupply as needed before loading up boxes.
- Communicate number of bedding sets with MC to add to their pick up list.
- Send all attendee documents to Document Coordinator for printing.

Team Leader 3

- Have Small Group Leaders training meeting (2-3 weeks out) (If not already done).
- Review instructions for dealing with reporting abuse.
- Create a flyer for all the R Groups and send to the Document Coordinator, if not already done.
- Check with staff regarding if any of the attendees are pastors, leaders, counselors, etc... and inform the WL before Attendee Small Groups are formed.
- Obtain any pertinent information around attendees. Are there any relatives, friends, people who should or should not be in the same group, etc... Inform WL before Attendee Small Groups are formed.

Team Leader 4

- Assign leaders for Rock Work Training times on Friday of the weekend (MATC).
- Zoom video conference with Group Building and Anger Teams (if this has not already taken place).

1 WEEK OUT:

Weekend Leader

- If any staff has dropped, re-assign their jobs (with Staff Coordinator).
- Check-in with AL and SC regarding their checklists. Go over their checklists with them. Is everyone on schedule?
- Friday morning, send the check-in email template to the Color Team Leads
- Work with the AL to develop Broken and Beloved staff small groups.
- Work with Team Lead 4 to assign staff to rock work carpets.

Assistant Leader

- Check-in with each team leader concerning what is happening in their areas.
- Check-in with Dinner Table Leader and Model regarding their readiness.

- Prepare for Dinner Table Training for Rookies on Friday morning of weekend.(MATC)
- Organize Dinner Table Staff Teams.
- Check-in with Speaker Coordinator to confirm that all speakers are prepared.
- Work with the WL to develop Broken and Beloved staff small groups.

Staff Coordinator

- If any staff has dropped, re-assign their jobs (with WL).
- Finalize the "Weekend at a Glance" document and send to Document Coordinator for printing.

Team Leader 1

- Check with RC that they know what documents to bring to the weekend.
- Check with CC that everyone has been contacted AND CONFIRMED that they are coming.
- Check with Food Coordinator that they have final numbers and allergen information.
- Send out daily reminder about registration numbers to entire staff (unless there is a waiting list of at least 3).

Team Leader 2

- Check-in with Materials Coordinator, Document Coordinator and Media Coordinator.

Team Leader 3

- Answer any questions that come up with Small Group Leaders.

Team Leader 4

- Prepare for Rock Work Training on the weekend (MATC).
- Work with the WL to assign staff to rock work carpets for the weekend.

Weekend Checklist

Weekend Leader

- Oversee all parts of the weekend, asking yourself “What needs to happen for everyone to thrive in this moment?” Focus on building and maintaining a safe and sacred container for all of the attendees and staff.
- Facilitate the leadership team meeting on Friday morning at 9am.
- Oversee the Friday staff meetings and preparations.
- Work with TL3 to form the attendee small groups for the weekend (if not already done, make any changes necessary).
- Lead meetings for the leadership team throughout the weekend.
- Work with the AL to stay aware of time and keep the weekend running on time.
- On Saturday morning, finalize the Rock Work carpets teams with TL4.
- Throughout the weekend, debrief with other leaders. “What did you like about when John/Jane did ____? What do you think could have been done differently?”
- Throughout the weekend, if an attendee wants to leave or becomes “toxic,” remove them from the group and talk with them one-on-one.
- Throughout the weekend, mentor staff, especially the Staff Coordinator and Assistant Leader.
- Lead the Staff Check-Out at 3pm on Sunday.

Assistant Leader

- Meet with the Broken and Beloved Talk speakers and go over the Broken and Beloved Ritual. Do this on Friday.
- Meet with the Taking the False Selves to the Cross and Walking in the Light speakers and go over the Broken and Beloved Ritual. (Their part in it. Confirm they know when to step up to speak.)
- Train the Broken and Beloved Staff Small Group Leaders for the Broken and Beloved Ritual on Friday morning, unless you have done this prior to Friday of the weekend.
- Assist WL with assigning Staff Small Groups for Broken and Beloved on Friday morning.
- Oversee the Dinner Table Preparation on Friday morning.
- Oversee Broken and Beloved Ceremony from beginning to end.
- Shadow the Weekend Leader for training throughout the weekend.
- Check-in with the Speaker Coordinator throughout the weekend to ensure that they are checking in with each speaker before their talk and offering feedback after each talk.

Staff Coordinator

- Oversee all staff meetings during the weekend (with the exception of Friday before the attendees arrive. The WL will lead those meetings). SC oversees and assigns leaders for staff meetings, but doesn't necessarily lead all the meetings. This can be an Elder role or Senior staffer.
- Address pertinent issues for staff during the weekend such as Safety, Energy, Focus, Staying Clear, jobs.

- Check in with elders throughout the weekend around intentionality, awareness of issues among the staff, safety, etc...
- Hand out and collect the Staff Evaluations Sunday.
- Collect receipts for all food and materials purchased and give to the Director of Operations or mail to The Cross Ministry Group, PO Box 11084 Denver, CO 80211. Refer anyone needing reimbursement to the online form.
- Organize site cleanup on Sunday.

Team Leader 1

- Collect the registration spreadsheet from RC and give to TCMG representative.
- Check in with FC throughout the weekend and offer support if needed.

Team Leader 2

- Oversee all the Materials Team Leaders. Confirm with each leader that they are on schedule and prepared as the weekend progresses.
- Confirm that each materials team is doing inventory at the conclusion of their process. All boxes should be organized directly after each process and not left until Sunday.
- Make sure Document Coordinator gets the attendee folders ready and all documents to the right people.

Team Leader 3

- Assist the WL in assigning attendees to small groups.
- Check with staff regarding if any of the attendees are pastors, leaders, counselors, etc... and inform the WL before Attendee Small Groups are formed.
- Obtain any pertinent information around attendees. Are there any relatives, friends, people who should or should not be in the same group, etc... Inform WL before Attendee Small Groups are formed.
- Remain in the room during all small group times to monitor the groups and give instructions to Small Group Leaders. Give mid-course corrections to small group leaders as needed.
- Mentor SG Leaders on time management and keep small groups on pace to finish at the same time. If any groups consistently go long, mentor the leader on how to manage this issue.
- On Sunday after the "Taking Home the Weekend" talk, have all Follow Up R Group leaders introduce themselves and be available during the break. See "R Group Announcement" under the "R Group Coordinator" Tab for instructions.

Team Leader 4

- As the Greeting Coordinator, determine with the WL the location for all stations used during the Greeting: parking lot organization, registration table, runners, incense, elders and thresholds.
- Mentor the registration table.
- Mentor runners, incense, elders and threshold staff around energy, tone and language.
- Work with WL on establishing Rock Work teams for Saturday of the Weekend.

- Oversee Rock Work training on Friday.
- Welcome the Rock Work Leaders and have them commit to confidentiality when they arrive (if they are not part of the staff for the entire weekend).
- Mentor the Inside Set Up Coordinator.
- Mentor/Oversee the Rock Work Materials teams.
- Lead RW Set-up on Saturday morning.

Post-Weekend Checklist

Weekend Leader

- After the Weekend debrief with the leadership team: What went well? What could have been done better? What did they learn about themselves through serving as a leader? What does their growth from here look like?

Staff Coordinator

- Let the Event Coordinator know ASAP if there are any staff who did not participate in the weekend. ****Do this by Tuesday following the weekend.

Team Leader 1

- Let the Event Coordinator know ASAP if there are any attendees who did not show up or left during the weekend. ****Do this by Tuesday following the Weekend.

Team Leader 2

- Ensure that all materials are returned and stored in an organized manner.
- All boxes should be inventoried and resupplied.
- Laundering of footwashing clothes and returning to storage.