

WEEKS OUT	Blue	Green	Orange	Yellow
10 weeks out	<ul style="list-style-type: none"> ● Use this week to prepare your heart, soul, mind, and strength for leading the Weekend. ● Read through the Philosophy and Core Values. 	<ul style="list-style-type: none"> ● Use this week to prepare your heart, soul, mind, and strength for leading the Weekend. ● Read through the Philosophy and Core Values. 	<ul style="list-style-type: none"> ● Use this week to prepare your heart, soul, mind, and strength for leading the Weekend. ● Read through the Philosophy and Core Values. 	<ul style="list-style-type: none"> ● Use this week to prepare your heart, soul, mind, and strength for leading the Weekend. ● Read through the Philosophy and Core Values.
9 weeks out	<ul style="list-style-type: none"> ● Use this week to prepare your heart, soul, mind, and strength for leading the Weekend. ● Read through the Philosophy and Core Values. ● Read through the Staff Manual, focusing on areas related to your Color Team 	<ul style="list-style-type: none"> ● Use this week to prepare your heart, soul, mind, and strength for leading the Weekend. ● Read through the Philosophy and Core Values. ● Read through the Staff Manual, focusing on areas related to your Color Team 	<ul style="list-style-type: none"> ● Use this week to prepare your heart, soul, mind, and strength for leading the Weekend. ● Read through the Philosophy and Core Values. ● Read through the Staff Manual, focusing on areas related to your Color Team 	<ul style="list-style-type: none"> ● Use this week to prepare your heart, soul, mind, and strength for leading the Weekend. ● Read through the Philosophy and Core Values. ● Read through the Staff Manual, focusing on areas related to your Color Team
8 weeks out	<ul style="list-style-type: none"> ● Review the areas of responsibility assigned to your Color Team. Be sure to familiarize yourself with those team jobs and when they come in the flow of the weekend. ● Prepare for your role in the first Staff Meeting. 	<ul style="list-style-type: none"> ● Read through the Small Group Leader Manual. ● Review the areas of responsibility assigned to your Color Team. Be sure to familiarize yourself with those team jobs and when they come in the flow of the weekend. ● Prepare for your role in the first Staff Meeting. 	<ul style="list-style-type: none"> ● Review the areas of responsibility assigned to your Color Team. Be sure to familiarize yourself with those team jobs and when they come in the flow of the weekend. ● Prepare for your role in the first Staff Meeting. 	<ul style="list-style-type: none"> ● Review the areas of responsibility assigned to your Color Team. Be sure to familiarize yourself with those team jobs and when they come in the flow of the weekend. ● Prepare for your role in the first Staff Meeting.
7 weeks out	<ul style="list-style-type: none"> ● With the rest of the Leadership Team, lead the first Staff meeting. 	<ul style="list-style-type: none"> ● With the rest of the Leadership Team, lead the first Staff meeting. ● Begin to recruit R-Group Leaders, locations, times. 	<ul style="list-style-type: none"> ● With the rest of the Leadership Team, lead the first Staff meeting. 	<ul style="list-style-type: none"> ● With the rest of the Leadership Team, lead the first Staff Meeting. ● Call or email the Event Coordinator to schedule a Zoom call for the Group Building Team 4 weeks out. ●

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6 weeks out	<p>Once jobs are assigned</p> <ul style="list-style-type: none"> ● Email your team to introduce yourself using the Blue Team Introduction Template as a guide for the information they need to have. Attach the listed documents for your team to review. ● Email the Blue Team Senior Staff Guide her job description and Team Responsibilities. ● Email the Opening Ritual Team to introduce yourself using the Opening Ritual Team Intro Template as a guide. As the Blue Team Lead, you are the Opening Ritual Coordinator [see document for details.] Note: there is NO pre-weekend meeting for Opening Ritual. ● Attach the listed documents to the intro email to the entire team: <ul style="list-style-type: none"> ○ Opening Ritual ○ Opening Ritual Prayer Quadrants ● Send a separate email to the Guide Lead, attaching the Opening Ritual Guide Coordinator doc. 	<p>Once jobs are assigned</p> <ul style="list-style-type: none"> ● Email your team to introduce yourself using the Green Team Introduction Template as a guide for the information they need to have. Attach the listed documents for your team to review. Give them options for dates to meet and ask them to respond with availability for Small Group Leader Training. ● Small Group Training Videos: Direct your small group leaders to watch the training videos for each of the processes in their preparation for the weekend. This is required for all Small Group Leaders who are leading for the 1st, 2nd, or 3rd time. The link is included in the Small Group Manual. ● Convey this requirement to the Small Group Leaders in your first communication with them pre-weekend. 	<p>Once jobs are assigned</p> <ul style="list-style-type: none"> ● Email your team to introduce yourself using the Orange Team Introduction Template as a guide for the information they need to have. Attach the listed documents for your team to review. ● Email the Orange Team Senior Staff Guide her job description and Team Responsibilities. ● Using the Anger Email Template as a guide, email the Anger Team and attach the Anger Exercise Document. ● NOTE: <ul style="list-style-type: none"> ○ There is NO pre-weekend meeting for Anger. ○ As the Anger Coordinator, there are NO on-weekend Anger responsibilities. 	<p>Once jobs are assigned:</p> <ul style="list-style-type: none"> ● Email your team to introduce yourself using the Yellow Team Introduction Template as a guide for the information they need to have. Attach the listed documents for your team to review. ● Email the Yellow Team Senior Staff Guide her job description and Team Responsibilities. ● Email the Group Building Team to introduce yourself using the Group Building Intro Template as a guide. Give them the Zoom call information. Attach the listed documents for the team.

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5 weeks out	<ul style="list-style-type: none"> ● Connect over the phone or in person with your team's Senior Staff Guide to talk through Weekend responsibilities, to see if they have any questions, and to offer support. ● Schedule your team's zoom meeting. Get link from Event Coordinator. 	<ul style="list-style-type: none"> ● If necessary, schedule a Zoom call to review the Small Group Leader Manual with leaders. Get a zoom link from the Event Coordinator and send information to the Small Group Leaders. ● Schedule the Green Team Zoom meeting (if separate from SGL manual call). Get link from Event Coordinator. ● Prepare for Small Group Leader Manual Zoom call if having one. 	<ul style="list-style-type: none"> ● Email the women who are assigned to transport materials and arrange a time for you to meet them to pick up the materials. (Your job is to make sure they load up all the right items. You do not have to transport any materials. This means you don't have to be a part of the materials being delivered after the weekend.) ● Connect over the phone or in person with your team's Senior Staff Guide to talk through Weekend responsibilities, to see if they have any questions, and to offer support. ● Schedule your team's zoom meeting. Get the link from the Event Coordinator. 	<ul style="list-style-type: none"> ● Connect over the phone or in person with your team's Senior Staff Guide to talk through Weekend responsibilities, to see if they have any questions, and to offer support. ● Schedule your team's zoom meeting. Get a zoom link from the Event Coordinator once you have the time scheduled.
4 weeks out	<ul style="list-style-type: none"> ● Send out the weekly check-in to your team. (This check-in will be given to you by the Weekend Leader.) ● Prepare for Color Team Zoom call. 	<ul style="list-style-type: none"> ● Send out the weekly check-in to your team. (This check-in will be given to you by the Weekend Leader.) ● Meet with the Small Group Leaders either in person or via Zoom to review the Small Group Manual. ● Prepare for Color Team Zoom call. 	<ul style="list-style-type: none"> ● Send out the weekly check-in to your team. (This check-in will be given to you by the Weekend Leader.) ● Send "WATC Sound System, iPod, & PowerPoint" document to staff assigned to Media Coordinator, iPod, and PowerPoint ● Work with Event Coordinator to find a laptop to use at the retreat. ● Send lights document to lights staff. ● Send materials documents to materials coordinators. ● Prepare for Color Team Zoom call. 	<ul style="list-style-type: none"> ● Send out the weekly check-in to your team. (This check-in will be given to you by the Weekend Leader.) ● Prepare for Color Team Zoom call ● Hold the Zoom call for the Group Building Team to go over the process.

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3 weeks out	<ul style="list-style-type: none"> ● Send out the weekly check-in to your team. (This check-in will be given to you by the Weekend Leader.) ● Lead your team's Zoom call. 	<ul style="list-style-type: none"> ● Send out the weekly check-in to your team. (This check-in will be given to you by the Weekend Leader.) ● If still needed, send reminder email to recruit R Group Facilitators. ● Lead your team's Zoom call. 	<ul style="list-style-type: none"> ● Send out the weekly check-in to your team. (This check-in will be given to you by the Weekend Leader.) ● Lead your team's Zoom call. 	<ul style="list-style-type: none"> ● Send out the weekly check-in to your team. (This check-in will be given to you by the Weekend Leader.) ● Lead your team's Zoom call.
2 weeks out	<ul style="list-style-type: none"> ● Send out the weekly check-in to your team. (This check-in will be given to you by the Weekend Leader.) ● Check-in with Team Elder to make sure they are prepared to lead the women on your team through the ritual on Sunday morning. 	<ul style="list-style-type: none"> ● Field any questions that your team might have about the Small Group processes. ● Send out the weekly check-in to your team. (This check-in will be given to you by the Weekend Leader.) ● Complete R-Group template and send to Documents Coordinator for printing for Weekend folders and to Dan Wegner, TCMG R-Group Coordinator (dan@crossmg.org) for post weekend follow-up. 	<ul style="list-style-type: none"> ● Send out the weekly check-in to your team. (This check-in will be given to you by the Weekend Leader.) ● Confirm laptop for weekend and make sure PowerPoint files are downloaded. ● Check-in with Team Elder to make sure they are prepared to lead the women on your team through the ritual on Sunday morning. 	<ul style="list-style-type: none"> ● Send out the weekly check-in to your team. (This check-in will be given to you by the Weekend Leader.) ● Check-in with Team Elder to make sure they are prepared to lead the women on your team through the ritual on Sunday morning.
1 week out	<ul style="list-style-type: none"> ● Field any questions that your team might have about the Weekend or their jobs. 	<ul style="list-style-type: none"> ● Field any questions that your team might have about the Small Group processes. 	<ul style="list-style-type: none"> ● Field any questions that your team might have about the Weekend or their jobs. 	<ul style="list-style-type: none"> ● Field any questions that your team might have about the Weekend or their jobs.