

STAFF MEETING – FRIDAY MORNING



8:00 – 8:45 AM - LEADERSHIP TEAM MEETING (May be scheduled Thursday night if all are available)	
	Outside Check-in (5 Minutes) (See “Outside Check In” in Meetings Folder)
	Sacred Space (5 Minutes) (See “Sacred Space and Group Building Guide)
	Inside Check In
	SAFETY: Address with team their responsibility to have Safety on their minds at all times (both with the attendees and staff). This is the primary responsibility of the Weekend Leader. The physical, emotional, mental, and spiritual safety is the top concern of the Weekend Leader. It is her job to convey the importance of safety to the staff.
	Run through of Friday Schedule (5 minutes)
	Overview of Schedule for the Weekend (5 minutes)
	Special considerations / special circumstances (5 minutes)
	Questions
	Group Building Process (10 minutes) (See “Sacred Space and Group Building Guide)
	Prayer
8:45 AM - GREET STAFF AS THEY ARRIVE (have name tags and sharpies ready for staff)	
9:00 AM – 10:30 AM ALL STAFF MEETING & FRIDAY SCHEDULE:	
	Outside Check-in (See “Outside Check In” in the Appendix) Create staff small groups and use these to do the outside check in. These groups will also be used for the Broken and Beloved Staff Groups.
	Inside Check-in (First Name, Where from, Predominant Emotion, Number of staffings)
	CASTING VISION: (5 minutes) creatively cast a vision of why we are here. (Our purpose, motivation, calling, empowerment by God...)
	Clearing Round – Be conscious of time during this time, just go through the protocols
	Integrity Round (See notes: what to do when there are more than 3 out of integrity)
	Elders Bless/Commission Leadership Team (Blessing: See “Elder Role” Document)
	Leadership Team Roles – Remind staff of the Leadership Team roles and who they are to go to with questions. Have each member of leadership introduce themselves and a short description of what area they are the lead for.

	<p>Outline of the Day: Give clear instructions for the next few parts of the morning, on where staff should be during what time. Hand out Weekend at a Glance at this point. Reiterate that times are flexible and it is up to the staff member to be aware of what is going on in the room. If you have a speaking part or a materials part, you need to be in the room during the process before you should be in the room.</p>
	<p>Dinner Table/Rock Work Groups - Point out groups listed on the WAAG. Rock Work group they will be in. Reiterate that this will be their group for both processes. Broken & Beloved will be done in Color Teams and led by the Team Elder. .</p>
	<p>NOTE: <i>Assign the following three sections to three different leaders so as to have several voices and different energy when giving these details.</i></p> <p>General Information:</p> <ul style="list-style-type: none"> ● SAFETY: Communicate to the staff the importance of Safety on the weekend. It is their responsibility to look out for the safety of the attendees and each other. The physical, emotional, mental and spiritual safety is the top concern of the staff. It is the Weekend Leader’s job to convey the importance of safety to the staff. ● Let staff know that if something comes up around self-harm or harm to others, please let the weekend leader know first, and get guidance that way. Do not go directly to Stephanie or Sharon or anyone else, see the weekend leader first. ● Jobs Review: Make any necessary changes to jobs ● Discuss energy for the weekend: Supportive of staff and attendees, how to engage attendees, let senior staff deal with attendees and staff around expectations and “rules” of the weekend. ● Direct attendees to WL during Greeting if any concerns arise. Do not deal with this yourself. (Examples: not giving up phone, watch, etc. or any complaints. Be gracious and offer that the WL can help them. Please do not be defensive.) ● Instructions to staff on how to deal with “multiple instructions from leaders.” ● Staff Parking ● Staff Sleeping Arrangements
	<p>Staff Presence in the Meeting Room:</p> <ul style="list-style-type: none"> ● What doors to use when going in and out of meeting room ● Getting everyone’s attention: Introduce “raising the hand” approach to getting everyone to be quiet. This will be our method on the weekend for both staff and attendees ● No movement or talking during any check in, speaking time or process ● Staff Dismissal, you will be instructed to stand, and silently leave the room. Please be aware of this and be silent, even beyond when you leave the building. ● Do not talk to each other when seated behind the attendees (Be RESPECTFUL OF ATTENDEES. They are just a few feet in front of you and they can HEAR you!) This is one of the comments we get on the evaluations – that we ask attendees to maintain silence and the staff doesn’t or that the staff is distracting things by talking. There will be a few members of the leadership team that will need to make comments throughout the weekend.

	<ul style="list-style-type: none"> ● Pay attention to the energy required at different times throughout the weekend. See the staff manual on energy requirements for each process and match it. ● You can briefly greet attendees on Friday during the first break, but after that stay separate. Inform them that you won't be talking much to them for much of the weekend so that they can connect to the other attendees) You can connect with them on Saturday at the Celebration and on Sunday at lunch. ● Turn off all cell phones and electronics throughout the entire weekend. Stay present on the weekend. If you have a watch that you use for time, put it in your pocket. ● Location of Staff Meals ● Location of Staff Meetings
	<p>Prayer and Final Staff Details:</p> <ul style="list-style-type: none"> ● Pray for weekend and attendees. (Break the staff up into groups of three and have them pray for the attendees and staff.) (8 minutes) ● If you notice an attendee on the weekend who wants to leave immediately find the Weekend Leader who will address the attendee's concerns. ● Medical Issues: All issues need to be run through the Weekend leader first, it will be up to her to determine what needs to happen next. DO NOT IDENTIFY Medical Personnel or Mental Health Personnel. Ask if there is anyone on staff who is, and have them privately identify themselves to the Weekend leader, if this hasn't been done previously. ● Introduce the Materials Coordinator (for all questions on weekend about materials) ● Introduce the Kitchen Coordinator and Captains, have them state which meals they will be in charge of and that they are the ones to go to for questions about meals. ● Reminder: Have Registration and Carpool Coordinators check for any messages from attendees. ● Opening Context Speaker leads staff in practice for: "The Truth: You are not..."
10:30 AM – 11:00 AM SET UP: INSIDE AND OUTSIDE	
11-11:15 BIO BREAK	
	<p>Release the staff to do all inside and outside set up and kitchen/food prep. Everyone should have a task.</p>
11:15 AM – 11:40 AM - THE GREETING RUN THROUGH	
	<p>Greeting Coordinator (with the assistance of WL or AL as needed) leads the Outside Run through If not involved in greeting, please continue to help Materials Coordinator and Kitchen Captain with food set up, put away, lunch set up, etc.</p>
11:40 AM – 12:25 PM ROCK WORK TRAINING (if necessary)	
12:25 PM -12:55 PM – LUNCH	
12:55 PM - FINAL PREP	

	<ul style="list-style-type: none"> • Weekend Leader assesses what needs to be done and direct the staff. • Final Team Prep for: Broken and Beloved Team, Small Groups, Staff Small Groups (all as needed)
<p>1:20 PM – STAFF IS READY. SOMEONE SHOULD BE STATIONED OUTSIDE TO GREET THE WOMEN.</p>	
	<p>Reminder to staff: How to welcome the attendees: Warmly, carry their baggage, mingle with them while waiting for more women to arrive and help</p>
<p>2:00 PM - WEEKEND BEGINS</p>	

WATC Friday of the Weekend Schedule

8:00 AM Leadership Team Meeting

8:45 AM Greet Staff as they arrive

9:00 AM **All Staff Meeting**

_____ Welcome (5 minutes)

_____ Outside check in: all at the same time (2 minutes)

_____ Sacred Space (7 min)

_____ Inside check in: first name, where from, how many times staffed, predominant emotion (10 min)

_____ Integrity (10 min) (Done in teams led by RC, WL, AWL, SC, Elders and TLs)

_____ Clearing (5 min)

_____ Introduce leadership team and elders & commissioning (5 min)

_____ Prayer over staff/anointing (during SS) (5 min)

_____ Safety/holding container/presence/logistics (5 min)

_____ Opening Context practice (1min)

_____ Group Building/Vision (15 min)

_____ Break into Teams to pray for attendees (5 min)

10:30 – 10:45 Check in and/or ice breaker with teams

10:45 am – 11:45 am

Set Up in Teams / Anger/Group Building meetings Yellow

team: folders & registration table

Orange team: pendants & media set up & test

Blue team: tea bags

Green team: SGL meeting

Anger Team Meeting / Group Building Team Meeting Speakers
meet with SC:

_____ Dinner Table leader & model _____ Shame

Model & Shame Speaker _____ Fear Model & Fear

Speaker FS/BS/TS models meet with _____

11:45 - 12:15 Opening Ritual Run Through

12:15 - 12:30 Check in with teams / Arrival instructions

Yellow: Registration table: 4 women, others to parking lot to be bag handlers, and we need one volunteer to give back phones (won't be part of silent goodbye)

Orange: Car Greeter/ Bag Handlers from parking lot to registration table: have a pen with you

Blue team: Bag Handlers: From registration table to rooms.

Green team: Minglers in Dining Hall

(anyone not involved with these jobs help set up lunch)

12:30 - 1:10 Lunch with teams, TLs answer questions about weekend responsibilities

1:15 Staff Get Ready to Greet Attendees

1:30 Attendees arrive