



QUICK REFERENCE

- **WHAT:** Introduction to Green Color Team
 - **SENDER:** Green Team Leader
 - **RECIPIENTS:** Green Team Members
 - **TIMING:** 6 Weeks out (after Job Assignments are made)
 - **PURPOSE:** Please use this email template as a guide for making first contact with the women on your team. Copy and paste the information below into an email and edit it there.
 - **ATTACHMENTS:**
 - WATC Green Team Responsibilities
 - Small Group Leader (SGL) Manual
 - WATC Inside Setup Guide
 - WATC Truth on the Bags Materials
 - WATC SGL Leader Note Cards
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Hello Women!

Thank you for being part of WATC CO April 2018 [Change for each weekend]! I am excited to serve alongside you as we experience the amazing work God is going to do! There is a lot of information in this email, so please read to the end.

My name is [NAME] and I am the Green Team Leader, aka the Small Group Team Leader. Here are the women on our team.

GREEN TEAM LEADER [INSERT NAME] [INSERT PHONE NUMBER]
GREEN TEAM ELDER [INSERT NAME] **An Elder may not be assigned to this team.

SMALL GROUP LEADERS

[INSERT NAME]
[INSERT NAME]
[INSERT NAME]
[INSERT NAME]
[INSERT NAME]
[INSERT NAME]
[INSERT NAME]
[INSERT NAME]

In addition to the First Staff Meetings, we will have two Team Meetings:

1. Green Team Meeting
2. Meeting to review the SGL Manual [Meet face to face if everyone is local; otherwise schedule a Zoom call.]

Please let me know which of the following meeting options works best for you.

- [Insert date and time]
- [Insert date and time]

- [Insert date and time]

[ELDER IF ASSIGNED] and I will be guiding you and supporting you throughout the Weekend. I want you to know that I am available for you if you have any questions about our team's duties or in your role as Small Group Leader. The best time to get in touch with me is [day(s)/time] via [email/text/phone call].

I have attached the following documents that you will need to become familiar with prior to the Weekend:

- WATC Green Team Responsibilities
- Small Group Leader (SGL) Manual
- WATC Inside Setup Guide
- WATC Truth on the Bags Materials
- WATC SGL Leader Note Cards

The third, fourth, and fifth email check-ins will be done within our teams rather than with the entire staff. I will be the one to send that out when the time comes. [INSERT NAME OF WEEKEND LEADER], our Weekend Leader will initiate all of the other check-ins. Please remember that your check-in is due on Thursday, no later than 11:59pm. I'm looking forward to getting to know each of you better and standing shoulder to shoulder with you as we serve the Attendees!

Please let me know how I can support you.

Be strong!

[INSERT NAME]
Green Team Lead