



## 1ST STAFF MEETING – IN PERSON (2 HOURS)

	<p><b>Leadership Team:</b> The weekend leader should plan the times for each element of the meeting with the intent of keeping the meeting to 2 hours max., while still accomplishing all the elements. The leadership team should meet prior to the meeting to cover any final details, to connect, to cover the leadership assessment, and to enter into sacred space together.</p>
	<p><b>Outside Check-in</b> (7 minutes)</p>
	<p><b>Sacred Space</b> (12 minutes)</p>
	<p><b>Inside Check-in</b> (1<sup>st</sup> name and predominant emotion, motivation to staff)</p>
	<p><b>Clearing:</b> Brief description calling attention to documents. Clearing round will be held on weekend (see document)</p>
	<p><b>Agreements:</b> Read agreements. Introduce Integrity Round for next Staff meeting and on weekend (See Staff Manual and Integrity Document)</p>
	<p><b>Introduce Leadership Team</b> (Done by the Elders)</p>
	<p><b>Inviting women to the Weekend</b> (See “Inviting Women to the Weekend” in the Staff Manual)</p> <ul style="list-style-type: none"> <li>▪ Goal: 35 in CO, 20 to 30 in KY and East Coast</li> <li>▪ Current number registered: _____</li> <li>▪ Get an idea of how many have said they are going to sign up (Emphasize that getting women to the weekend is one of their responsibilities)</li> </ul>
	<p><b>Prayer</b> (Break into groups of three and pray for the weekend.)</p>
	<p><b>Weekend Schedule and Jobs</b></p> <ul style="list-style-type: none"> <li>▪ Assign Pre-Weekend Jobs <ul style="list-style-type: none"> <li>o Food Pick Up _____</li> <li>o Materials _____</li> <li>o Carpool Coordinator _____</li> <li>o R Group Facilitators (Get Idea of who is interested in facilitating:</li> </ul> </li> </ul>
	<p><b>2nd Staff Meeting Reminder:</b> Color Team Zoom</p>
	<p><b>“Email 101” Guidelines:</b> If you have received instructions through an email and you are unclear regarding the instructions, identify your question, then RE-READ the email looking for your answer BEFORE emailing anyone about your question. Most of the time the answer is in the email and you may have missed it.</p>

	<b>Staff Fee:</b> Pay to the staff coordinator (or online) by the end of the first staff meeting. Invoices go out from the director of operations about a week before the staff meeting from our invoicing software, and don't always make it to email inboxes. If you did not receive it, please email the director of operations for an invoice if you wish to pay online.
	<b>Rock Work Training:</b> Announce any scheduled times
	<b>Questions</b>
	<b>Group Building Process</b> (see document for guidance)
	<b>Check Out</b> (Last name and predominant emotion)
	<b>Leadership Team: Post staff meeting debrief (</b>

## 1ST STAFF MEETING – OUT OF TOWN (90 MINUTES MAX)

	<b>Presencing &amp; Check-in</b> (1 <sup>st</sup> name and predominant emotion, motivation to staff)
	<b>Clearing:</b> Brief description calling attention to documents. Clearing round will be held on weekend (see document)
	<b>Agreements:</b> Read agreements. Introduce Integrity Round for next Staff meeting and on weekend (See Staff Manual and Integrity Document)
	<b>Introduce Leadership Team - explain role and who they are to contact with questions</b> (Done by the Elders)
	<p><b>Inviting women to the Weekend</b> (See “Inviting Women to the Weekend” in the Staff Manual)</p> <ul style="list-style-type: none"> <li>▪ Goal: 35 in CO, 20 to 30 in KY and East Coast</li> <li>▪ Current number registered: _____</li> <li>▪ Get an idea of how many have said they are going to sign up (Emphasize that getting women to the weekend is one of their responsibilities)</li> </ul>
	<b>Prayer</b> (Break into groups of three and pray for the weekend.)
	<b>Weekend Schedule and Jobs</b>
	<b>2nd Staff Meeting Reminder:</b> Color Team Zoom
	<b>“Email 101” Guidelines:</b> If you have received instructions through an email and you are unclear regarding the instructions, identify your question, then RE-READ the email looking for your answer BEFORE emailing anyone about your question. Most of the time the answer is in the email and you may have missed it.
	<b>Staff Fee:</b> Pay to the staff coordinator (or online) by the end of the first staff meeting. Invoices go out from the director of operations about a week before the staff meeting from our invoicing software, and don’t always make it to email inboxes. If you did not receive it, please email the director of operations for an invoice if you wish to pay online.
	<b>Rock Work Training:</b> Tell them where to find resources on the Staff Portal
	<b>Questions</b>
	<p><b>Staff Needs</b></p> <ul style="list-style-type: none"> <li>▪ Travel – does anyone need airport pickup or transportation to/from the weekend?</li> <li>▪ Bedding Needs – local staff will provide if they are flying</li> <li>▪ Lodging before or after the weekend?</li> </ul>
	<b>Check Out</b> (Last name and predominant emotion)

