



STAFF MANUAL

Sisters,

Thank you for staffing Women at the Cross! May God prepare our hearts to be used by Him as we serve together. It is our hope that we each rest in his power and love, knowing that at all times we have what we need. We serve as a team and as individuals bringing all we are to the Weekend. We come with our weakness, brokenness, strengths, gifts, and longings. We come as Beloved Daughters of God, enjoying the growing awareness of our identity in Him, and the increasing freedom of living as women wholly loved and accepted by God. Resting in God, we know that we are enough and that He is our sufficiency.

We pray that this experience will be used by God to further His work in your life and in the lives of the women who will attend.

Come, Lord Jesus. Bring the women.

For the Glory of God!

Gail Breidenstein, CO-Regional Coordinator
Kristyn Bray, Co-Executive Director
Rob Gibson, Co-Executive Director
Jessica Dennis, Event Coordinator

NOTE: You do not need to print a full copy of the Staff Manual. We recommend that you print the sections of the manual that pertain to your jobs.

TABLE OF CONTENTS

WELCOME.....	3
STAFF AGREEMENTS.....	6
STAFF FEE.....	6
WEEKLY EMAIL CHECK-INS.....	6
INVITING WOMEN TO THE WEEKEND.....	7
JOB ASSIGNMENTS.....	10
WEEKEND SCHEDULE.....	14
FRIDAY.....	14
SATURDAY.....	24
SUNDAY.....	30

WELCOME!

Welcome to Women at the Cross Staff!

This staff manual will prepare you for your staffing experience. Please take the time NOW to review the manual so that you are prepared to choose the jobs you would like to request prior to the first Staff meeting, which will be seven weeks before the Weekend. NOW is also the time to begin inviting women to the Weekend, so read on and find tips for how to make those invitations.

Remember, staffing is an opportunity to discover new areas of growth and continue to mature into the Christian woman that God has called you to be. Be aware of your own personal growth during this time and trust God for the outcome for the Attendees. No matter how many times you have staffed, God has something for you. So come as a learner, pray that God will meet each of us in the details, and bring the Attendees and each one of us a few steps closer to Him.

The Cross Ministry Group: Committed to Growth Together

Our goals: Pursuing God's Best for One Another, Stepping into One's Strength, Supporting One Another, A Culture of Supportive Feedback, Staying Clear

Being involved in any community has its blessings and challenges. Because we are all in the process of being transformed into the image of Christ there are times when we show up in our truest selves and at other times in our broken or false selves. When we are in our truest selves we show up with love, patience and hope for one another. This path leads to deep connection in God's love. When we live out of our broken and false selves we turn towards self-protection, judgments and division. This dynamic is true in every "community" – whether it is in a family, between friends, at church or in this community.

It is our intention to create an environment where we are conscious of the above dynamic and are committed to the practice of living in our truest selves with and for one another as we journey together. We all move in and out of our true, broken and false selves on a daily basis. It is our desire to join one another in this dance IN THE RIVER OF GRACE – TOGETHER.

What does this look like in practice in our daily lives? It involves engaging in the values of the ministry – extravagant support, non-judgmental spirit, avoiding gossip, staying "clear," using our voice and owning our brokenness and false ways of living. We are called to continue to grow in living out our true selves – the new creation. We acknowledge that this is a process, and that perfection is not expected or possible. We are on this journey together!

In this spirit, we welcome all the parts each of us bring to this community – the power, the beauty, the glory - as well as the broken, the imperfect, the character flaws and everything in between. In love – in kindness – we assist one another to step into our truest selves. "It is the kindness of God that leads us to repentance (transformation)."

As you are involved in staffing weekends and participating in R Groups, and in everyday life, we invite you to join in this vision:

- We are committed to growing in grace and truth together, accepting one another where we are at with a *non-judgmental spirit*.
- We are committed to creating an environment for *supportive feedback* with the goal of growing in awareness and maturity.
- The founder of the ministry, the Board of Directors, the Directors of Men and Women at the Cross and our staff leadership teams are committed to creating a safe environment for everyone to address their concerns, fears, needs and questions. We commit to do so without being defensive, but rather with an open heart and mind. In the ministry and in life we endeavor to approach each other as learners, in humility.

What are the consequences if we do not practice these commitments in our lives?

- An environment of distrust
- A divisive spirit
- The sacrifice of personal growth and maturity
- The community and individual relationships suffer

How do I know when I am out of sync with the above vision and when I might need support?

- When I have and hold judgments about another person and I am unwilling or choose not to address them within myself or with this person (unaddressed judgments).
- When I express judgments to others without the other person being present (gossip).
- When I feel a desire to and/or choose to avoid a person (avoidance).
- When I am afraid of a person (fear).
- When I hold onto a wound or hurt with regard to someone (victim/bitterness).
- When I see a pattern in someone's life that is hurtful to me or others and I have not taken steps to take action with grace and truth and speak with that person (passivity).
- When I have lost a connection to God's compassion and mercy for myself and others (loveless).

What are the steps I can take to engage my own strength and be supportive of myself and others?

- Ask for help from a senior leader, an elder or trusted mature friend to process your own thoughts, feelings and experiences (walk in the light).
- "Take a look in the mirror" – Ask yourself: "Is there something I am not seeing in my own life that I am seeing in this other person's life?" Take the board out of your own eye first. (compassionate self-awareness)
- Ask yourself: "What might this be bringing up for me and is it something I need to look at for myself or address with the other person?" (receptive to action)

- Use the Clearing Model – The goal is not to condemn but to open up a conversation that will be helpful to you and to the other person. (compassionate action)
- Consider what extravagant support for yourself and the other person looks like. (encouragement & hope)
- Continue in relationship even though it may be hard!!!! Because it is hard! (patience & perseverance in love)

What to do when I witness someone who is not clear (harboring hurts or judgments) with someone or who might need support?

1. Listen with care and empathy.
2. Ask if he/she has addressed these concerns with the person in question.
3. Engage in movement toward healing and maturity. It is not helpful to simply listen and/or affirm someone's judgments without moving toward some action that would lead to growth and a fulfillment of the above vision. Unattended judgments can devolve into gossip and complaining as opposed to transformative growth.
4. The next step is to encourage them to address the concern with the person and to offer support or to help find the support desired.
5. If a person continues to hold onto hurts or judgments without dealing with them recommend to the person that you both go to a trusted leader who can help navigate the situation.

When Receiving Feedback:

- Listen with the heart and mind of a learner.
- Be receptive to the possibility that this person's perception is their reality and may also have truth for you to look at in your own life.
- Empathize as appropriate: Recognize that what happened and what you said or did may have been hard on the other person.
- Own what you can in the moment. (If there is anything to own.)
- Do not defend by explaining, deflecting or dismissing the concerns of the one sharing. Saying, "I didn't mean to _____" can be a way of explaining or defending.
- Ask Questions: Are there any specific requests that you have of me?
- Express appreciation for their sharing.

POST Feedback (what you do on your own):

- Self-reflection - Humbly take a look at yourself with openness to discover points of growth in your own life.
- Get support for yourself to process what you have been made aware of around your own growth opportunities

STAFF AGREEMENTS

As a Staff it is important for us to stay in integrity in order to create and maintain a safe and sacred container for the Attendees. Preparing well for your jobs and committing to the following things is important for the success of the Weekend and for the safety of all staff women and the Attendees.

- I will be fully present at the Staff meetings and on the Weekend.
- I agree to be present for the entire Weekend. [Staff cannot arrive late or leave early.]
- I agree to stay clear with other staff women throughout the Weekend.
- I will refrain from consuming recreational drugs (alcohol, marijuana in any form) and tobacco on the entire weekend. [This is based on site requirements and safety within the container.]
- I will be on time for all pre-Weekend Staff meetings.
- I will attend two Staff meetings [Please check in with the Weekend Leader if unable to attend].
Out-of-town Staff will attend pre-Weekend teleconference Staff meetings.
- I will prepare for my assigned jobs before the Weekend.
- I will commit to responding to a weekly email check-in by 11:59pm on Thursdays beginning six weeks prior to the weekend.
- I will maintain the confidentiality of weekly check-ins and will use a private email address to ensure privacy.
- I will familiarize myself with the Staff Manual, especially those parts related to my jobs.
- I will practice the Dinner Table exercise with at least one person before the Weekend. If you've staffed more than 5 times, you are exempt from this. [Watch this video to familiarize yourself with how to lead the Dinner Table Exercise: <https://vimeo.com/617271493/5b54177a50>]
- I will actively invite women to attend the Weekend. This is critical and needs to begin NOW. Inviting women is not the job of a few, but of everyone.
- I will arrive at the site BEFORE 8:30 am on Friday of the Weekend.
- I will pay the Staff Fee by the first Staff meeting and understand the Staff Fee is non-refundable.

STAFF FEE

The Staff Fee varies by location due to varying costs of retreat centers. When you registered to staff, the amount was listed. To be in integrity, you must pay the Staff Fee prior to the first Staff meeting. You will find the staff payment link on the website. If you have any questions regarding paying your staff fee, please contact the Event Coordinator, Melissa Stillman, at melissa@crossmg.org prior to the first staff meeting.

WEEKLY EMAIL CHECK-INS

Each Friday beginning at six weeks before the weekend, the Weekend Leader or your Team Leader will initiate a check-in that will serve to give you information and to begin building a safe and sacred container. These check-ins are confidential, and you MUST use a private email address that no one else can access. Here are the guidelines.

- Follow the check-in prompt of the email.
- Check in by 11:59 pm on Thursday night.
- Read each woman's weekly check-in before the Weekend.
- Limit your check-in to one paragraph.
- Do not use the email list for non-WATC purposes.
- "Reply All" for the check-ins. NOTE: If you have to send an email to a specific person about a specific topic, please DO NOT "Reply All".
- Keep all check-ins confidential.

INVITING WOMEN TO THE WEEKEND

Inviting women to the Weekend is important for having a full Weekend. When signing up to staff, you are also committing to actively recruit women to come. *EACH ONE, BRING ONE! START ASKING NOW. DON'T WAIT.* If each staff member gets one woman to come, we will have a full Weekend. Here are some tips for inviting women and the frequently asked questions from the website (www.womenatthecross.com) that will help guide you. It is important to remember that what happens on the Weekend is NOT a secret, and we are giving more information than we have in the past. Please do not give away any of the specifics related to the processes, but share how God met you there and anything about your experience.

Helpful Wording about the Weekend

"Women at the Cross is an intensive women's experience where we look at what it means to live as women at the foot of the cross of Jesus Christ. The Weekend endeavors to help us as women identify how we might be creating barriers to be the women that God has called us to be – in our families, with our friends, and in the world. There are brief times of teaching, times spent in small groups, and opportunities to take a look at our own hearts before God and others. It's a time to receive strong support from women and to support other women."

Note: Feel free to talk about the content of the Weekend: False Self/True Self, taking a look at what might be covered up in our lives, living in freedom through Jesus' power and healing, etc.)

Share Your Testimony

"I personally experienced an encounter with God's love and acceptance that has impacted me greatly. It has freed me to be more open and honest with my family and friends. I have experienced more freedom in my relationship with God in ways that I had not known before. I discovered that I was carrying around things in my life that I was not aware of, things that hindered me from being the woman God has made me to be. And, for the things that I was aware of I discovered that God was always there for me to help me overcome difficult areas in my life. The support I received from other women was great. I was really blessed. It was great for me. Maybe it would be a good thing for you. Why don't you check it out? www.womenatthecross.com"

Come up with your own story about how the Weekend impacted you. It is not helpful or necessary to say there are things that we cannot say about the Weekend. It makes sense to tell people that we don't describe the Weekend in detail because it might diminish their own potential experience on the Weekend. There's nothing to hide, there are just things to be discovered.

- Tell your story about your experience.
- Be connected to your heart. If it helps, before you share, take yourself back to your Weekend and connect to your own experience.
- Pray and then be bold! It's great to say, "You should come to this Weekend!" (Especially if they have shared challenges that they are having that would fit with the Weekend content.)
- Trust God with the outcome. Pray and believe that He would give you at least ONE person to bring to the Weekend.
- If they say "no," ask them again next time. We have had people come after being asked over eight times before! God's timing is perfect, so keep asking!

Pastors are Great Resources

- Ask your Pastor or Women's Ministry Leader this question: "Do you know of a woman who could really use some encouragement from God right now? I am staffing an experiential women's Weekend, and it has really impacted my life." Give them a WATC brochure or your contact information and let them know you are available to answer any questions or connect with any woman who is interested.

**NOTE – Things NOT to Say: “It’s a secret.” “I can’t tell you about the Weekend.”
Give people the information above and most will be satisfied.**

Below is the FAQ list from the website. Feel free to look this over to help you describe the Weekend.

FAQs

What is the Weekend about?

Women at the Cross is an opportunity for women to explore their own hearts before God and other women. There are a few short teachings focused on identifying key issues that can hinder us from living fully in Christ. There are small and large group times. It is an opportunity to receive strong support from others. We endeavor to create a safe and sacred space for women to take risks in their relationship with God.

A core teaching on the Weekend addresses our identity in Christ. In Ephesians 4:22-24, Paul instructs us to put off the old self, which belongs to our former way of life and to put on the new self, created in the likeness of God. On the Weekend, we become aware of the old, false ways of living and have opportunities to address them and their root causes. It is a time to step into God’s love and power and make choices to live authentically before God and others.

While the Weekend is rooted in the Scripture, it is not a series of Bible teachings. We endeavor to create an environment where biblical knowledge and truth are experienced on the Weekend.

Who should go on the Weekend?

Our events are for anyone who wants to grow in maturity. Women bring all manner of issues and concerns to the Weekend. It could be a search for direction, growth in confidence, healthier relationships or to become more aware of how you show up in the world. It is also an opportunity for some to address fears, shame, anger and pains from the past or present. Whatever you bring is welcome.

If you want to know more of God’s grace in any area of your life, we invite you to come and join us at the foot of the cross as we risk stepping into the current of God’s grace.

Is the Weekend a secret?

No, it is not a secret. However, we do ask people who have attended to not share the details of the Weekend as the specific experiences and processes might not make sense out of context and it would ruin the experience for women who plan on coming. This Weekend isn’t a secret to be hidden, it’s a treasure to be discovered.

What can I expect when I arrive?

This is not the typical women’s retreat where there are several talks, a lot of free time, and recreational activities. The Weekend is carefully planned and structured. We are aware that you have just finished a long week at work and have been in traffic. You will notice when you arrive that it is our goal to help you transition from all that you left behind to shift to what you would like to have happen on the Weekend and to become aware of God’s presence in your life. We encourage you to be praying about what you would like to address in your life on the Weekend.

We value eliminating distractions for you on the Weekend. You will be asked to not use cell phones or any other electronics on the Weekend. Emergency phone access is of course available. You will be contacted before the Weekend and given the emergency contact number.

What about meals, lodging, arrival and departure times?

Lodging is provided. There are six meals, Friday evening dinner, three on Saturday and two on Sunday. There is no lunch on Friday. Please eat before arriving.

The Weekend begins at 1:30 pm on Friday afternoon. Starting on time is important. We ask you to arrive on time. Take into account Friday traffic and plan your day accordingly. We cannot receive you any earlier than 1:30pm, and the Weekend ends by 3 pm on Sunday.

Given the nature of the Weekend, it is important that you attend the entire Weekend. The Weekend does not allow for late arrivals or early departures. If you cannot be present the entire Weekend please plan on coming at a time when you are able to do so.

Out of town attendees should contact us before making airline reservations to ensure appropriate arrival and departure times at the airport.

What do I need to bring to the Weekend?

Please bring toiletries, a water bottle, comfortable clothing and a comfortable pair of shoes. Close toed shoes are required on Saturday. Bring a notebook and a pen. Also, in KY and NJ: bring your own bedding (Either a sleeping bag or sheets and blanket, pillow and towel. In CO -- bedding and towels are provided). Out-of-town attendees can request bedding to be provided if necessary.

Is there follow-up after the Weekend?

After each Weekend, there is an 8-week follow-up group designed to help anchor the Weekend experience for you. After the 8 weeks, there are opportunities to continue to meet with other women who have been through the Weekend and grow together personally. The cost for these follow-up groups is included in the registration price.

We also offer other events for alumni of Women at the Cross. These experiences are designed to give deeper teaching and more tools to aid you in continuing to live out the lessons learned on the Weekends.

Is there any financial assistance available?

We offer up to \$100 scholarships (which includes the Early Bird Discount) and payment plans. If you would like to get more information about scholarships, please fill out the [Application for financial assistance](#). Or contact jessica@crossmg.org

JOB ASSIGNMENTS

Each Staff woman will be assigned to a team that will accomplish certain jobs together. In addition to these team jobs, women will serve in assigned roles on the Weekend. We value personal growth for each woman and offer staffing as a means to serve the Attendees but also as a means to continue your own personal work. Please review the list of job descriptions below. You will have an opportunity to request the jobs you are interested in, but you must first become familiar with what those jobs are.

The Weekend Leader will send a link to an electronic form in the “Welcome to Staff” email where you will select the jobs you are requesting. Please make your selections by the deadline so that jobs can be assigned in a timely manner, keeping the following things in mind:

- Do not say, “Use me wherever you need me.”
- You may not get all of your requests. You may also be assigned a job that you did not sign up for. Be open to being stretched throughout the Weekend.
- Do NOT volunteer for a speaking part if you are not able to prepare adequately. Some of the speaking parts require full memorization and some require partial memorization.

Choose your jobs using the following categories:

- ALL - Appropriate for all Staff, including first and second time staffers
- JUNIOR - Appropriate for women who have staffed three or more times
- SENIOR - Appropriate for women who have staffed five or more times
- ELDER - Only available to the Weekend Elders
- TEAM - These jobs will be assigned to teams rather than individuals

NOTE: Some jobs may not apply in all locations depending on the site.

PRE/POST-WEEKEND JOBS	EXPERIENCE	# of STAFF NEEDED	BRIEF DESCRIPTION
Materials Transportation	ALL	3	Transports materials to and from Weekend (must have a truck or SUV)
Registration Call Team	JUNIOR	4	Calls Attendees, gives important details
Wash & Return Washcloths and Blindfolds	TEAM		Wash and return to materials storage
Materials Liaison - KY & NY	JUNIOR	1	Works with Event Manager to receive and replenish materials
ALL WEEKEND JOBS			
Materials Room Coordinator	JUNIOR	2	Oversees materials on Weekend
Snacks	TEAM		Works with Break Coordinator to provide snacks
Small Group Leader	SENIOR	8	Leads small group of Attendees through Weekend
Inside Set-Up	TEAM		Works with Inside Set up Coordinator to set the room
iPod Person	JUNIOR	1	Runs the iPod throughout the Weekend
PowerPoint Person	JUNIOR	1	Sets up computer & projector, runs lyrics for worship
Light Person	JUNIOR	1	Turns the lights on/off as prescribed by the Staff Manual

FRIDAY JOBS

FRIDAY PROCESS ROLES

Opening Ritual Guide Coord.	SENIOR	1	Trains and directs Guides
Opening Ritual Guide	ALL	10-12	Leads Attendees through Ritual
Opening Ritual Incense	JUNIOR	2-3	Stationed with incense, short speaking, prays
Opening Ritual Elder	ELDER	3-4	At station, prays for Attendee
Opening Ritual Threshold	JUNIOR	2-3	Stationed at door, short memorized speaking role
Opening Ritual Prayer	ALL	4	Silently prays in meeting room during Ritual
Opening Ritual Usher	JUNIOR	1	Directs Attendees to inner circle or to maintain silence
Group Building Facilitator	JUNIOR	3	Introduces model; debriefs given part (I hide from ____)
Group Building Model	ALL	3	Models a given part (I hide from women/God/intimacy)
Dinner Table Leader	SENIOR	1	Runs the modeling of the Dinner Table Exercise
Dinner Table Model	ALL	1	Models the Dinner Table Exercise
Three Selves Model	ALL	3	Models a role in this Talk
Fear Model	ALL	2	Prepares and models "My greatest fear is..." (6 times)

FRIDAY SPEAKING ROLES

Opening Context - Part 1	SENIOR	1	Memorizes and gives this Talk (fully memorized)
Opening Context - Part 2	SENIOR	1	Memorizes and gives this Talk (fully memorized)
Check-in - Emotion	JUNIOR	1	Leads the check-in (fully memorized)
Ground Rules	SENIOR	1	Goes through Ground Rules, commit to confidentiality
What Brings You Here?	JUNIOR	1	Leads the check-in (fully memorized)
False Self Talk	SENIOR	1	Memorizes and gives this Talk (may use notes)
More Rocks Transition	ELDER	1	Memorizes and gives this Talk (may use one notecard)
Three Selves Talk	SENIOR	1	Memorizes and gives this Talk (may use one notecard)
Fear Talk	JUNIOR	1	Memorizes and gives this Talk (may use notes)

FRIDAY SUPPORT ROLES

Car Greeter	TEAM		Warmly greets Attendees in parking lot, escorts to Registration Table
Bag Handler	TEAM		Escorts Attendees from Registration to cabins/rooms
Mingler	TEAM		Talks with women after during registration
Scribe (on whiteboard)	ALL	1	False Self & Three Selves; must have neat handwriting
False Self Materials	TEAM		Distributes and collects False Self materials
Friday Cabin Guide	TEAM		Guides Attendees to their rooms at the end of the night

SATURDAY JOBS

SATURDAY PROCESS ROLES

Anger Model	ALL	8-10	Models the Anger Exercise as a group
Shame Black Cloth Model	ALL	1	Works with Shame Speaker to model during Shame Talk
Shame Model	SENIOR	2	Gives examples of shame; must be willing to go deep
Body Movement Leader	JUNIOR	1	Directs women during Body Movement

SATURDAY SPEAKING ROLES

Worship Transition	ELDER	1	Leads this transition into a time of worship
Check-in	JUNIOR	1	Leads the check-in (fully memorized)
Emotions Recap	JUNIOR	1	Memorizes and gives this short Talk (fully memorized)
Anger Exercise Speaker	SENIOR	2	Runs the Anger Exercise and does a presencing piece
Transition to Rock Work	ELDER	1	Dismisses women to journal prior to Rock Work
Rock Work Ready	SENIOR	1	Memorizes and gives this short Talk (fully memorized)
Shame Talk	SENIOR	1	Memorizes and gives this Talk (may use notes)
Surrender to Love	JUNIOR	1	Memorizes and gives this Talk (may use one notecard)
Walking in the Light Talk	JUNIOR	1	Memorizes and gives this Talk (may use one notecard)
Visualization Speaker	JUNIOR	1	Reads this Speaking Piece (very rehearsed; not memorized)
Body Movement	JUNIOR	1	Reads this Speaking Piece to Encourage Risk (not memorized)

SATURDAY SUPPORT ROLES

Wake Up Attendees	TEAM		Gently wakes Attendees using the drum
Rock Work Line Leader	JUNIOR	2	Leads Attendees into Rock Work Ready circle
Shame Materials	TEAM		Distributes and collects Shame materials
Paint Tote Bags	TEAM		Collects and paints red cross on tote bags
Ice Cream Party	TEAM		Serves ice cream bars during dance party
Cabin Guide	TEAM		Guides Attendees to their rooms at the end of the night

SUNDAY JOBS

SUNDAY PROCESS ROLES

Staff Broken & Beloved Leader	SENIOR	6	Leads Staff in Broken and Beloved
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SUNDAY SPEAKING ROLES

Worship Transition	ELDER	1	Leads this transition into a time of worship
Check-in	JUNIOR	1	Leads the check-in (fully memorized)
Invitation to Receive	JUNIOR	1	Memorizes and gives this Talk (may use notes)
Foot Washing Talk	JUNIOR	2	Memorizes and gives this Talk (may use notes)
All You Have is Now Transition	ELDER	1	Memorizes and gives this Talk (may use one notecard)
Broken & Beloved Talk	JUNIOR	1	Memorizes and gives this Talk (may use one notecard)
Blessing Talk/Image of Christ	JUNIOR	1	Memorizes and gives this Talk (may use one notecard)
Taking the Weekend Home Talk	SENIOR	1	Memorizes and gives this Talk (may use notes)
Weekend Details	SENIOR	1	WL/AWL/Staff Coor. Delivers this Talk from notes
R Group Testimony	JUNIOR	1	Gives their R Group testimony
Staff Testimony	JUNIOR	2	Gives their Staffing testimony
CATC Testimony	JUNIOR	1	Gives testimony of Couples at the Cross experience
Truth on the Bags Transition	JUNIOR	1	Short memorized Talk
Sweetly Broken Transition	WL/ELDER	1	Leads transition into singing "Sweetly Broken"
Final Check-out	JUNIOR	1	Leads Check-out (fully memorized)

SUNDAY SUPPORT ROLES

Wake Up Attendees	TEAM		Gently wakes Attendees using the drum
Scribe	ALL	2	For Taking the Weekend Home; must have neat handwriting
Foot Washing Materials	TEAM		Distributes and collects materials
Broken & Beloved	TEAM		Distributes and collects materials
Image of Christ Materials	TEAM		Distributes and collects materials
Truth on the Bags Materials	TEAM		Distributes and collects materials
WATC Store	TEAM		Setup and run the store
Photographer	ALL	1	Takes group picture

WEEKEND SCHEDULE

FRIDAY

7:00 am **BREAKFAST (for those who stayed on Thursday night)**

8:00 am **LEADERSHIP MEETING**

8:30 am **STAFF ARRIVES ON SITE**

9:00 am **ALL STAFF MEETING**

12:00 pm **LUNCH**

12:45 pm **STAFF READY TO RECEIVE ATTENDEES**

1:00 pm **ATTENDEES ARRIVE**

Energy: warm and welcoming

- **ORANGE TEAM** Car Greeters warmly greet women in parking lot, carry their bags and escort them to the registration table. Leave them at table and go back to the parking lot.
- **YELLOW TEAM** is at the Registration Tables warmly and calmly greet the women, take payment if necessary, give name tags, collect Attendee Agreement, collect phone and watch. Tell them that _____ will take them down to their rooms where they will drop their bags and return immediately back to the dining hall or area where they will mingle with water bottle, pen, journal, and anything they'll need for the rest of the evening and introduce to Bag Handler.
- **BLUE TEAM** Bag Handlers take the women's bags to their cabins/rooms after they have checked in, making sure to point out the bathrooms. Tell them that they will have time later in the evening to make their beds and get situated, but for now they need to gather a water bottle, pen, journal, and anything they'll need for the rest of the evening. They will not go back to rooms until bedtime.
- **GREEN TEAM** will mingle with the Attendees after they come back to meeting room.

1:50 pm **OPENING RITUAL PARTICIPANTS IN PLACE AND READY TO BEGIN**

- Incense should be lit by this time. (This can take some time; start early.)
- All participants should be in place.
- All candles should be lit and meeting room lights off or dimmed as instructed.
- Music for Opening Ritual should be playing

2:00 pm **HARD START - WEEKEND LEADER GREETES ATTENDEES**

Purpose: Welcome Attendees/shift energy to weekend

Energy: warm, welcoming, and calm

- Begin right at 2:00 whether all Attendees have arrived or not.
- Take women to the waiting room if they are not already in it.
- **Weekend Leader** warmly addresses the women with the following,
“Ladies, we are now going to begin the Weekend. Does everyone have their notebook and pen with them? (pause) You are going to begin a time of preparing your heart, mind, and spirit to shift out of what you left behind and enter into what God has for you. At this time, we would like to ask you to enter into a time of silence. Someone will come and get you one at a time. She will ask for the “first women” to step forward and follow her. Then, it will be “next woman” after that. Are there any questions? (pause) Please maintain silence. Thank you.”

2:00 pm **OPENING RITUAL**

Purpose: to usher Attendees into sacred space

Energy: warm, caring, calm, peaceful

The Opening Ritual Guides: Staff women lead the attendees through the Opening Ritual and set the pace for this ritual, making sure to walk at a rate that allows for privacy at each station but also keeps the ritual moving along.

- Go into where Attendees are waiting and say, *“First woman”* or *“Next woman”* as appropriate.
- Say to the woman, *“Please follow me in silence.”*
- Take her to the Incense Station first and say, *“Please go to this woman.”* Wait about six feet away, past the station, with your back turned to the pair to give them privacy but close enough to hear when she is finished and ready to join you again. The Incense woman will direct her to follow you.
- Make warm eye contact but say nothing and walk on toward the Elder Station. Say, *“Please go to this woman.”* Wait about six feet away, past the station, with your back turned to the pair to give them privacy but close enough to hear when she is finished and ready to join you again. The Elder will direct her to follow you.
- Make warm eye contact but say nothing and walk on toward the Threshold. Say nothing, but open up your stance and your arm, directing the woman to go to the woman at the Threshold. Walk back discreetly but quickly to bring another Attendee through until all women are through the Ritual.
- If a woman tries to engage you in conversation, please gently say, *“Please maintain silence.”*

The Opening Ritual Incense Intercessor: Staff women stand with their lit censor in front of them.

- As each woman comes, say,
“This incense is a symbolic expression of the prayers of the saints, the women here today, their families, friends, loved ones and people unknown to you, that rise up to God before His throne. These prayers mingle with the very prayers of Jesus and the Holy Spirit who intercede before the Father without end.”
- Tell the woman you are going to pray for her.
- Invite her to face you with her arms opened to express her open heart, soul, body and spirit. Wave the incense in front of the woman as you pray. (No more than three sentences.)
- When done, direct the woman to follow the Guide who is waiting.

The Opening Ritual Elders: Staff women sit at their station with another chair facing them with a bowl of warm water and two white towels.

- As each woman comes, warmly say, *“Welcome. What brings you here this Weekend?”*
- After she responds, ask if you can take her hands in yours. While you hold her hands in one of your hands, cup water in your other hand and sprinkle it over her hands.
- Tell her that this symbolizes the cleansing and refreshing of God’s presence in her life.
- Then pray for her and why she is here. (No more than three sentences.)
- Pat her hands dry.
- When done, direct the woman to follow the Guide who is waiting.

The Opening Ritual Threshold: Staff woman waits at an assigned entrance of the meeting room.

- Once the woman gets to you, make warm eye contact with her and say, *“Welcome. This Weekend you will be given several opportunities to make discoveries about God and yourself. (Pause) I have a question for you: Are you willing to take the risk to grow this Weekend? (After response) If at any time on the Weekend we sense that you are holding back from risking, do we have your permission to remind you of what you just said? Thank you. I honor that.”*
- Instruct each woman to go inside, find a seat within the inner circle, and maintain silence. [Do not open the door for them.]
- If a woman says no, say, *“I honor that. Would you be willing to look at that this Weekend?”* If she still says no, then say, *“Whatever you bring here this Weekend is welcome.”*

Opening Ritual Prayers: Staff women stand in the four corners of the room, representing the four quadrants and praying in their assigned energy during the arrival of the women.

- **Sovereign:** Blessing the women, praying that they would thrive on the Weekend
- **Lover:** That they would connect to their hearts and God’s love
- **Warrior:** That they would have courage to act and take risks on the Weekend
- **Sage:** That God would break down strongholds in their minds and give clarity of thought to the women

The Opening Ritual Usher sits in the outer circle and directs Attendees to sit in the inner circle.

- Only direct if they accidentally sit in the outer circle.
- Warmly direct women to maintain silence if anyone begins to speak.

The Light Person

- Lights all the candles before the Opening Ritual begins
- Turns off all lights in the room or sets up mood lighting using floor lamps depending on the Weekend Leaders preference (SAFETY FIRST!)
- Turn on the lights when the Staff in unison says, *“...come walk in the light.”*

iPod Person turns on Opening Ritual music at 1:50 pm

- Ensure that volume is appropriate
- Make sure the playlist is on REPEAT

2:30 pm **OPENING CONTEXT PART I and II**

-Talk is fully committed to memory

Purpose: to set the stage for the Weekend and challenge the Attendees

Energy: powerful, challenging

Staff enters in two single file lines, fills in on the outer circle, and stands in front of their chairs, forming a container around them.

- Music turns off once the Staff is in place and not moving
- The Opening Context speaker says with strength, *"The Truth..."*
- **The entire Staff responds in unison saying,**
"You are not God. You are not in control. Lay down your illusions. Come, walk in the light."
- Staff stands until the Attendees are instructed to sit down after they have their rocks.

2:50 pm **CHECK-IN/GROUND RULES/CHECK-IN**

-Memorize essence of content

Purpose: to create a safe container

Energy: see below

Check-in Predominant Emotion [Attendees Only]

Energy: sovereign, focused, intentional, authoritative

The woman leading the Check-in says, *"Sisters, we are going to do what we call a 'check-in.' In this check-in we are asking you to check in with your first name and predominant emotion. There are hundreds of words that can express emotion. The main five are: Mad, Glad, Sad, Afraid, Ashamed. There are hundreds of variations of these emotions. Check-in with wherever you are. First Name, Predominant Emotion, and then say 'I'm in.' 'I'm in' is a way of expressing that you are present with us. I'll MODEL: "I'm Sharon, and I'm checking in with joy and anxiety. I'm in."*

Then instruct them to all say, *"Bless you."*

At the END of the check-in say, *"All of your feelings are welcome."*

Mention about 4 or 5 of the emotions that they just said. (For example: *"Sisters, whatever you bring to this circle tonight, your (whatever THEY say) fear, shame, sadness, skepticism... It is all welcome."*)

End with saying, *"Whatever you bring is welcome."*

Ground Rules [Attendees and Staff]

Energy: strong and centered

Before the Opening Ritual begins, write the underlined words on the whiteboard or on a large, printed document. Do not let them see prior to you talking.

The woman leading the Check-in says, *"We are now going to review the ground rules that you have already committed to on the Confidentiality Agreement. The intent is to create a safe environment without fear of being betrayed, judged, or becoming the subject of gossip."*

1. No advice giving. Do not give advice unless asked for.

2. Be on time. We have a very full weekend planned for you. It is important to stay on track. To call you together after breaks we will beat a drum. Once you hear the drum, come back to the meeting room immediately. We cannot begin until everyone is in the room.
3. Confidentiality. Do not repeat another woman's story to anyone. If it's spoken in a small group, you do not share it with any other women outside of that group. If it's spoken on this Weekend, you do not share it with anyone outside of this Weekend – husband, friends, pastor, no one. Any questions?
4. Getting your Attention. When we want your attention, we will raise our hands. When you see this, please raise your hand and stop talking.
5. Make this Weekend about you. You do not need to take care of anyone else other than yourself. You don't have to carry another woman's pain, hurt, etc. This Weekend is about YOU. Receive the gift of being able to focus on yourself this Weekend."

"Sometimes we will give you direction to stay present to the group, not talk, not engage at different points."

Say, "Now I am going to ask all of you along with the Staff to commit to confidentiality. If you agree to confidentiality, both Staff and Attendees, please raise your hand and say, 'I agree.'"

Check-in What Brings You Here? [Attendees Only]

Energy: confident and inquisitive

The woman leading the Check-in says, "Given that this is a Weekend entitled Women at the Cross, I assume that everyone here wants to grow closer to God, correct? We all want this. So apart from wanting to grow in our relationship with God, what do you want to have happen on this Weekend for you? What's going on that you have signed up for this Weekend? We are now going to check in with our first name, in a sentence or two state what brings you here, and then say 'I'm in.' We'll all respond with, "Bless you."

Say, "I'll Model: I'm _____, I am here because I want to " (Say something that has to do with how you want to grow this Weekend or what your own issues are that you want to keep looking at in your life. Go deep in your example, rather than talking about serving them, etc. No more than two sentences.) I'm in."

After all the women have checked in say, "Whatever brings you here is welcome."

DISMISS TO STAFF MEETING: Staff Coordinator dismisses all Staff to Staff Meeting by saying, "Staff, please stand if you are not part of this next piece and leave in silence."

3:20 pm **GROUP BUILDING**

During Transition to Group Building:

ORANGE TEAM - Inside Setup

BLUE TEAM - Snacks

Purpose: to build safe container/show we are all alike

Energy: focused and calm

Group Building Coordinator, Facilitators (3), Models (3)

- Using the Group Building Process document, the Coordinator and Facilitators will guide the attendees through four rounds:
 1. Eye-to-Eye Contact
 2. "I hide from women by..."
 3. "I hide from God by..."
 4. "I hide from intimacy by..."

3:50 pm **BREAK** - Instructions given and dismissed by Group Building Coordinator per the job description (Do not tell them how long the break is.)

4:05 pm **DINNER TABLE**

Energy: intentional, interested, compassionate

Purpose: To bring to awareness that the past can still impact the present and that there are messages, positive and negative, that we take into our adult lives from the past. The negative ones can be the foundation upon which we create false selves. This task also begins the process of building a group container. It serves to help the Staff identify where the women are in their journey.

Dinner Table Leader & Model will receive a job description from the Speaker Coordinator that outlines all they need to know for preparing for this role.

Dinner Table Leader calls the women back from break into the large circle.

- Dinner Table Leader explains to the Attendees,
*"We are now going to do an exercise that helps us to get to know one another. This exercise might also be helpful to you to learn how sometimes we are still impacted in the present by our experiences in the past. I will ask (**the model**) from the Staff to come and help me with this."*
- Leader and Model will have been rehearsed and adjusted wording prior to the Weekend, working with a Speaker Coordinator.
- Role players (using Attendees) will sit on the floor rather than pulling chairs around the imaginary table.

Dinner Table Leader begins the process.

Leader says to model, *"I invite you to close your eyes. Take a few deep breaths. Imagine your dinner table and who was around it when you were between the ages of eight and 12 years old. (pause) Imagine what the physical table looked like. (pause) Imagine the mood of the people sitting at the table. (pause) Imagine what you were like and how you felt as you sat at that table. (Pause for an extended time to allow them time to access these memories.)"*

"When you are present to this time in your life between the ages of eight and 12, go ahead and open your eyes."

1. Father

- Ask, *"Was your father at the dinner table?"*
- Say, *"Please choose an Attendee to be your father."*
- Ask, *"Where would your father have sat at the table?"* Move the chair to that position, and have the role player sit there. (Oftentimes, dad was absent. Ask the woman to place her father wherever she wants in the room to symbolize how dad was absent. For example, she could place dad at a distance from the table with her back to the table or off to the side. DO NOT place the role player so far away from the group that they can't hear.)
- Stand behind the father and motion for the Attendee to come stand beside you so that she is also behind the role player.
- Ask, *"What was your father's mood during this time of your life? How did he show up to the dinner table?"* (His mood is his temperament, attitude, a description of his personality. Be careful to lead the woman away from talking about what her father is like currently.)
- Ask the role player to remember what the Attendee says. Repeat back EVERYTHING she says so that everyone can hear and to help the role player remember.
- Ask, *"If your dad were a color, what color would he be?"* REPEAT back.
NOTE: Things to avoid: Do not say things like "good" or "that's great" when a woman describes her father, mother, siblings, etc. Stay away from making comments about what she says. Just keep moving.

2. Mom

- Ask, *"Was your mother at the dinner table?"*
- Repeat the above process for mom (Many times mom was busy serving and didn't sit at the table. The Attendee can choose to have her standing at the table or slightly away from the table to indicate this. Again, DO NOT place the role player so far away from the group that they can't hear.)

3. Siblings (2)

- Ask, *"Do you have any siblings?"*
- If they have more than two siblings, say, *"Please choose the two siblings who impacted your life or your experience most during this time of your life."*
- Repeat the above process for each sibling.

4. The Model

- Ask, *"Where did you sit at the table?"*
- Have her sit. Stand behind her as you repeat the above process, having her describe herself and choose a color for herself.
- Have another staff member help you remember what she says if necessary.

5. Summarize

- Say, *“Take a look at the people sitting around your table.”* (Give her time to look at each person.)
- Say, *“Now I’d like you to close your eyes.”* (Her eyes will **REMAIN CLOSED** for the rest of the process.)
- Say, *“Think back to that time when you were between the ages of 8 and 12. Imagine the people around your dinner table and become present to that time in your life.”* (Give her time to become present to this.)
- As the Attendee keeps her eyes closed, recap each family member’s mood and color in order (Dad, Mom, Sibling 1, Sibling 2, Attendee) by saying, *“Dad showed up to the table and he was (have role player repeat back what she said) and his color was (insert whatever she said)”*. The last one will be the Attendee. *“You showed up to the table and you were (have staff member help you repeat back what she said) and your color was (insert whatever color she said).”*

6. Messages

- **Keeping her eyes closed**, ask *“Based on this time in your life what messages did you receive, either spoken or unspoken, from the people in your life? What were the things you came to believe about yourself?”* (Say these two sentences together. They are not two separate questions. They are the same question asked differently.) The goal is to get two to three clear messages/beliefs about herself. They should refer to something about her BEING – IDENTITY – WORTH/VALUE, etc. For example, if the woman says, *“My dad was a jerk to me.”* Ask her, *“So what does that say about you?”* Don’t sell the woman short by settling for something shallow or something about the other person. Probe a bit more if necessary to get to the message she internalized.
- Repeat what the woman says, but change it to a “you” statement. For example, *“I am worthless.”* Say back to her, *“You are worthless.”*
- When you have two or three messages, thank her and say *“Good work.”* **(NO APPLAUSE)**

Dinner Table Leader gives instructions

- **Introduce Small Group Leaders (SGLs)**. Say, *“We are now going to give you an opportunity to do this process with a small group. These are the groups you will be meeting with throughout the weekend. The Small Group Leaders are going to now come up and introduce themselves and tell you who is in their group. We will give you further instructions once they have read off who is in their group and where they are meeting.”*
- **Have the Small Group Leaders come up in front of everyone.**
Each Small Group Leader will read off the names of the women in her group and tell them what part of the room their group will be meeting in throughout the whole weekend.
- **Dinner Table Leader dismisses the women to their Small Groups**
Say, *“Please grab all of your things and go now to the area where your group is meeting.”*

4:15 pm	DINNER TABLE IN SMALL GROUPS	<p style="text-align: right;"><i>-Staff Dinner Table/Rock Work groups</i> <i>-First time staffers do not lead a process</i></p>
4:50 pm	SHORT BREAK TO RESET ROOM	– All staff help reset room
5:00 pm	FALSE SELF TALK	<p style="text-align: right;"><i>-May use notes but must be very familiar with content so as not to rely on notes</i></p>
<i>Purpose: to instruct on the concept of the False Self</i>		<i>Energy: teaching, intentional, lighthearted at times</i>

5:30 pm	FALSE SELF EXERCISE	-Speaker explains exercise YELLOW TEAM – False Selves Materials
5:45 pm	FALSE SELF SHARING	-In small groups/2 minutes per attendee (may be done after dinner)
6:00 pm	DINNER	-1 st time staff eat with Staff Coordinator/Elders
6:55 pm	ALL STAFF IN SEATS IN OUTER CIRCLE	YELLOW TEAM – More Rocks – Inside Setup
7:05 pm	MORE ROCKS TRANSITION	-Transition is fully committed to memory

Purpose: bring more awareness to “Rocks” in our lives

Energy: lighthearted yet teaching

The woman doing the Transition calls the women to attention by raising her hand, thanks them once they have quieted down and says, “Have you noticed the different reactions women are having so far on the Weekend? Some are excited, anticipating, _____. And some are anxious, maybe even skeptical and _____. What could this mean? Be aware that each of us brings to the same situation our own story, personality and filters. There is a lesson for each of us here if we pay attention.

Now, how many of you are aware that you have forgotten to carry your bag and rock at some point since last night? When you were walking across the room, going to the bathroom, whenever? Come on up and get another rock.”

Once they come up and get their rocks ask, “How is this like your life? We are so used to carrying our baggage that we are not even conscious that we have baggage. We ignore and even try to leave it behind. This is simply an exercise in raising your awareness that there is stuff “in the bag” and we need to become aware of it and look at it openly. Any time you forget your bag this Weekend, come up and get another rock. As you carry your rocks be aware of what these rocks mean for you.”

7:10 pm	THREE SELVES TALK	-May use notes but must be very familiar with content so as not to rely on notes
7:45 pm	BREAK	
7:55 pm	TEACHING ON EMOTIONS	-May use notes but must be very familiar with content so as not to rely on notes

8:10 pm FEAR TALK / MODELS

-May use notes but must be very familiar with content so as not to rely on notes

Purpose: to discover that they are not alone

Energy: teaching, intentional

After the talk, the Fear Speaker and Fear Models(2) will use the Fear Exercise Document to model the Exercise:

- Leader to 1st Model: *“Tell me your greatest fear.”*
- Model: *“My greatest fear is...”* (Faces the Attendees while sharing)
- Leader to Model: *“Thank you.”*
- Repeat six or seven times.
- Repeat with 2nd Model

Following the Fear Models, Staff Coordinator dismisses all Staff to Staff Meeting by saying, *“Staff, please stand if you are not part of this next piece and leave in silence.”*

8:20 pm FEAR EXERCISE

-Attendees are dismissed to their small groups for this exercise

Purpose: To model authenticity. To reveal that we are not alone. To continue building group container.

Energy: reflective, sober, aware

9:00 pm FINAL INSTRUCTIONS / DISMISSAL TO BED

-Given by Small Group Leaders

After completing the Fear Exercise and debrief, Small Group Leaders deliver final instructions and guide them to their cabin/room

- Communicate that tomorrow is a big day, do not stay up talking, and try to get as much rest as possible
- Pray a brief prayer for them and for the rest of the Weekend

9:15 pm

GREEN TEAM – Small Group Leaders lead their group back to the cabins/rooms. They should have flashlights and remember that SAFETY is our primary concern.

After guiding attendees to bed, SGLs will meet at Team Lead’s discretion.

BLUE TEAM – breaks down snacks

YELLOW TEAM – resets room

ORANGE TEAM – sets up for Saturday morning worship

LEADERSHIP TEAM DEBRIEF

SATURDAY

6:15 am **ORANGE TEAM** – WAKE ATTENDEES UP

Energy: calm, warm and friendly

Beat the drum in the Attendees' rooms to gently wake them up

- Let them know that they have about one hour to get ready and should come to the dining hall when they are ready.
- Go back and beat the drum at 7:00 am to indicate it is time for them to come to the dining hall.

7:00 am **ORANGE TEAM** – confirm setup for morning worship **BLUE TEAM** – set up snacks; stage water/cough drops for Anger

7:15 am **BREAKFAST: Eat with your Color Teams**

8:15 am **ALL STAFF IN SEATS IN OUTER CIRCLE**

8:20 am **TRANSITION TO WORSHIP**

Energy: warm and in your Sovereign

Once all the Attendees are seated, the Transition to Worship speaker asks them to stand.

- Pray a brief prayer related to a recent topic of the Weekend.
- Then say, "Let's worship together."

8:45 am **CHECK-IN - STATE OF MY HEART**

Energy: sovereign, focused, intentional

The woman leading the Check-in says, "Good Morning. We are going to check in. You will say your first name and share one or two words about the state of your heart right now, and then say 'I'm in.' I'll begin. I am _____ and the state my heart is ____ I'm in. Then we all say "bless you." After the last Attendee checks in, say, "Thank you. All is welcome."

9:00 am **EMOTIONS TRANSITION**

-May use notes but must be very familiar with content so as not to rely on notes

Purpose: to bring awareness to what expressing emotions maturely can accomplish and to remind them that today is a day to take a risk

Energy: teaching, intentional

9:10 am **ANGER EXERCISE**

-May use notes but must be very familiar with content so as not to rely on notes

Purpose: To increase awareness about anger, how we do it, avoid it, express it. To give women experience, maybe for the first time, expressing anger, which sets the stage for Rock Work.

Energy: authoritative, instructive, interested, intentional and direct

DISMISS STAFF: Staff Coordinator dismisses all Staff for a break by saying, "Staff, clear the room of all chairs. If you are not part of this next piece, please leave in silence."

-All staff help clear room

BLUE TEAM: set up snacks, water and cough drops prior to anger exercise

Anger Speaker leads Anger Team Models and Attendees through Exercise which is outlined in more detail in the Anger Exercise document:

- Round 1 – Speak out things you are angry about [all go together]
- Round 2 – Voice and body without words [Staff models first]
- Round 3 – Voice with words along with your body [Staff models first]
- Anger Debrief staff woman debriefs the Exercise with the Attendees and Models
- Anger Debrief staff woman leads Attendees and Models through a presencing piece
- Anger Models meet with Lead Elder to debrief and get support if needed

9:55 am BREAK

**-All available staff help reset room
YELLOW TEAM – Shame Talk Materials**

10:10 am SHAME TALK

May use notes but must be very familiar with content so as not to rely on notes

Purpose: to teach about the destructive nature of holding onto shame

Energy: instructive, interactive, supportive

Shame Model – At the end of the Shame Talk, the speaker will lead the Model through answering the following statements:

1. The 3 most shameful things done to me
2. The 3 most shameful things I have done
3. The 3 most shameful things about me are...
4. The way I cover my shame is.... (False Selves.)]

DISMISS TO STAFF MEETING: After the Shame Model, the Staff Coordinator dismisses all Staff to Staff Meeting by saying, “Staff, please stand if you are not part of this next piece and leave in silence.”

10:40 am SHAME JOURNALING/SHARING OF SHAME

Purpose: to continue to build a container of acceptance and freedom, to model taking risks to be known and loved

Energy: sovereign, caring, interested

**11:20 pm RW JOURNALING TRANSITION /
ROCK WORK SETUP**

ORANGE TEAM – documents to speaker
-WATC Rock Work Journaling Questions
-TCMG Three Selves Handout

This morning we are going to give you an opportunity to reflect on how your life is impacted by the False Self and the Broken Self beneath it, as well as your True Self. All three - the Broken Self, False Self and True Self – are present within you. Feel free to use and refer to the handouts during your reflection time.

Each Rock Work Team will meet in the area where their “Carpet” will be

1. Each team gets a carpet (if necessary) for their area
2. Each team gets Rock Work Materials from the Materials Room and sets up a table and covers the materials with a blanket
3. Carpet Leaders go through the Facilitation Notes, determines an order for who will lead, and assigns roles (scribe, sovereign chair, safety, etc.)
4. Return to meeting room once your Carpet area is set up and the team is briefed
5. **BLUE TEAM – deliver snacks to each Carpet**

11:50 pm **ORANGE TEAM – DRUMS ATTENDEES FOR LUNCH**

12:00 pm **LUNCH: EAT WITH YOUR ROCK WORK TEAM**

12:45 pm **PRESENCING IN DINING HALL/TIME OF REFLECTION**

“Ladies, as you leave, we are asking you to do so in silence as preparation for the afternoon. We want you to take these next several minutes to walk around outside, refresh yourself and take a bathroom break. Use this time to reflect again on your journaling questions. Please do not go further than your dorm or where you can see our main building. We will drum you again to line up in 15-20 minutes. Do not enter the main building or meeting spaces. Thank you. Again, as you leave, please maintain silence.”

1:05 pm **ROCK WORK READY – STAFF PRESENCING**

Purpose: to inform Staff of the Rock Work Ready process for the Attendees and to become present to the day ahead

Energy: This is a time to connect to your Sovereign, Lover, and your Warrior as we prepare to fight for our sisters. This may be the first time anyone has fought for them.

Rock Work Ready Leader will have the staff circle up and give the following instructions:

- This is a time to connect to your Sovereign, Lover, and most importantly your Warrior as we prepare to fight for our sisters. This may be the first time anyone has ever fought for them.
- This is a time to be present, not to focus on any jobs or talks that you might be worried about or anything yet to come. Your sisters need your presence.
- The Staff will stand in an open and receptive position, hands down by side, palms forward in a circle. Any extra staff will create a circle spread around the outside of the main circle and be in the same open position.
- “Fight Song” will be playing in the meeting room. The Line Leaders will lead Attendees single file around the inside of the circle until the first Attendee in line reaches the last staff woman, and each staff woman is eye to eye with an Attendee. Make eye contact with the woman in front of you and hold their gaze.
- “Fight Song” will fade out, and “The Unmaking” will play.
- Stay present and open; no singing along with the music. Be still with a warm, steady warrior/lover energy; hold their gaze the entire time.
- Once “The Unmaking” song ends, the speaker will address the attendees.
- After asking them for the third time, “Are you ready,” all staff will cheer and clap wildly until told to stop. It may feel like a long time – keep going – show them extravagant support.
- Speaker will pray a short prayer for the day, and then the assigned person will dismiss them into groups.

After Staff instructions, the Rock Work Ready Leader then goes through the presencing piece. Staff is now ready to receive Attendees.

1:05 pm ROCK WORK – ATTENDEE LINE PRESENCING

-Line Leaders begin to line up women

*“Ladies, I invite to close your eyes for a moment, and allow yourselves to drop into that space that longs to be filled by God. As we enter the building for this next piece, we invite you, once again, to take the risk to go to that edge, and allow yourself to experience what God has for you in a fresh and new way.
Come Holy Spirit.
Enter now in silence.”*

1:10 pm ROCK WORK READY - ATTENDEES

Purpose: to continue to build a safe container of support from the Staff, to guide the Attendees to their hearts and to their warrior strength in preparation to battle

Energy: Warrior/Lover

See above instructions for Staff

- Instrumental “Fight Song” begins right before the Attendees are brought into the meeting room.
- Line Leaders ready the Attendees by having them form a single file line outside of the room and make sure they maintain silence. Someone will let Line Leaders know when it’s time to enter the meeting room.
- Line Leaders lead the women single file around the inside of the circle until the first Attendee in line reaches the last staff woman, and each woman is eye to eye with an Attendee.
- Line leaders join the outer circle along with the other staff who are not lined up with an Attendee.
- Rock Work Ready Leader signals the iPod person to fade out “Fight Song” music when Attendees are set in place eye-to-eye with a staff woman.
- The Unmaking song plays. Staff maintains eye contact for the duration of the song.
- The Rock Work Ready Leader asks the Attendees to turn and face the center of the circle.
- Rock Work Ready Leader does her speaking piece [Rock Work Ready – Staff document].
- Weekend Leader dismisses Small Groups to their assigned Carpet.

1:20 pm ROCK WORK BEGINS

-The goal is 30 - 40 minutes per woman; don’t sell a woman short for the sake of time.

Purpose: to give each woman an opportunity to look in her bag and work on one of the Rocks - one issue in her life

Energy: At the core, this is warrior energy. This is a battle. However, while facilitating you will need to be conscious of when you will need Sovereign, Warrior, Lover, and Sage energy as well

5:00 pm ROCK WORK ENDS / FREE TIME

-all staff cleans up from Rock Work and resets meeting room

BLUE TEAM – breaks down RW snacks/setup PM snacks

Purpose: to give each woman space to rest in their experience and to physically rest

- Encourage them to stay deep during this time—to give themselves space to soak in what God showed them.
- Tell them we will drum them back when it is time for dinner. They will go directly to the dining hall.
- Staff may rest as well. Please maintain quiet so as not to disrupt the space that the Attendees have been asked to stay in.

5:50 pm **ORANGE TEAM** – DRUMS ATTENDEES FOR DINNER
YELLOW TEAM – SETS UP STORE

6:00 pm **DINNER** *-Leadership Team eats together*
*- **Small Group Leaders** run through Shame*

6:55 pm **ALL STAFF IN SEATS IN OUTER CIRCLE**

7:00 pm **TRANSITION TO WORSHIP** *-Simply say, "Let's worship together."*

7:05 pm **TRANSITION TO SHAME**

7:10 pm **BURNING OF SHAME / SHAME EXERCISE** **ORANGE TEAM** – Burning of Shame Materials

DISMISS TO STAFF MEETING: Staff Coordinator dismisses all Staff to Staff Meeting by saying, "Staff, please stand if you are not part of this next piece and leave in silence."

7:50 pm **BREAK TO RESET ROOM** **BLUE TEAM** – cross on ground; votives + 1
YELLOW TEAM – resets chairs
ORANGE TEAM – get plastic bags and 1 blank tote for speaker

8:05 pm **PRESENCING** *-Given by an Elder*

Purpose: to shift the energy to be more receptive to what is to follow.

Energy: centered place, speak slowly and deliberate

[Raise your hand to get everyone's attention before you begin this piece.]

"Let's take a moment to shift our focus inward. Please close your eyes, and begin to take a deep breath in...hold...and exhale. Let's do that again... One more time..."

[Prayer-from your heart...]

"Holy Father,

Remembering that you give us our very breath, we invite you into our awareness more fully in this moment, here and now...Amen."

[Can be modified, but keep brief]

8:10 pm **SURRENDER TO LOVE** *-Talk is fully committed to memory*

Purpose: to prepare ourselves to lay down our False Selves and to consecrate ourselves to God

Energy: strong, exhortation, sacred tone

At the end of the talk, the Attendees come up and lay their tote bags around the cross and spend time praying or contemplating laying their False Selves down. Pause the music after one time through the song. When all Attendees have laid their bags at the Cross, **the Weekend Leader stands and says,**

"Just as the Staff has supported you all Weekend, would you please now stand and support the Staff as they come up to lay their false selves at the foot of the cross."

iPod person plays “At the Foot of the Cross”. **All Staff** come around the Cross and stays for the entire song; return to your seat when it’s over.

8:25 pm WALKING IN THE LIGHT

-Talk is fully committed to memory but may have one notecard if necessary

Purpose: to celebrate that each has chosen to bring one of their Rocks into the light today

Energy: from the heart with strength and authority

At the end of the talk, the women lay their rock(s) at the foot of the Cross, pick up a votive candle, and proclaim, “I choose to walk in the light.”

8:40 pm BREAK TO RESET ROOM

-All Available Staff - Inside Setup

- Send Attendees to one side of room while staff quickly clears room
- **ORANGE TEAM** – offer plastic bags and collects tote bags for cross painting before bed

8:50 pm VISUALIZATION

-All staff present

Purpose: to allow them to rid themselves of their sisters’ burdens, to point out that each woman can choose to open their hearts

Energy: calm, warm, meditative yet strong

- **YELLOW TEAM** – hand out blindfolds to Attendees
- Attendees place their belongings along the edge of the room and then spread out around the room and put their blindfolds on
- All Staff stands around the edges of the room and maintains silence as Visualization speaker leads Attendees through the process

9:05 pm BODY MOVEMENT

-All staff must be present during this

Purpose: to allow the women to engage their hearts and bodies in worship or (for some) to risk being vulnerable

Energy: varies by song

- As Visualization ends, Staff stands in and around the Attendees who are still blindfolded
- Keep them safe from bumping into one another by gently guiding them by their hips (from the back) to a safe place.
- Body Movement Leader invites them to risk moving to the music
- Staff participates in the Body Movement piece but remains aware of the Attendees’ safety
- After the first two songs, the Body Movement Leader instructs Attendees to remove their blindfolds and continue to risk moving
- Staff models this risk and helps create a container of safety, joy, and celebration
- Staff collects blindfolds and gets them back to the **YELLOW TEAM**

9:20 pm ICE CREAM PARTY

BLUE TEAM

- Bring boxes of ice cream bars into the celebration after fourth or fifth song
- Serve all Staff and Attendees by walking through dance floor and offering ice cream bars
- Leave bars on a table in back and rejoin celebration
- Clean up afterwards

10:00 pm FINAL INSTRUCTIONS / DISMISSAL TO BED

YELLOW TEAM – preps Foot Washing.

BLUE TEAM – cleans up snacks and gets drum.

ORANGE TEAM

- Cabin guides --use flashlights and remember that SAFETY is our primary concern.
- Set up for Sunday morning worship.

GREEN TEAM and **LEADERSHIP RESET ROOM** – See Inside Setup Guide

GREEN TEAM and **LEADERSHIP ONLY MEET IF NECESSARY**

SUNDAY

6:15 am BLUE TEAM – WAKES ATTENDEES UP

Energy: calm, warm and friendly

Beat the drum in the Attendees' rooms to gently wake them up

- Let them know that they have about an hour to get ready and should come to the dining hall when they are ready.
- Go back and beat the drum at 7:10 am to indicate it is time for them to come to the dining hall.

6:45 am YELLOW TEAM – Sets up WATC Store (if not already done so)

7:00 am BLUE TEAM – Drums Attendees / Sets up snacks

ORANGE TEAM – Confirms media is ready for worship

7:15 am BREAKFAST: Eat with your Color Teams

8:15 am ALL STAFF IN SEATS IN OUTER CIRCLE

8:20 am TRANSITION TO WORSHIP

Energy: warm and in your Sovereign

Once all the Attendees are seated, the Transition to Worship speaker asks them to stand.

- Pray a brief prayer.
- Then say, "Let's worship together."

8:30 am CHECK-IN - STATE OF MY HEART

Energy: sovereign, focused, intentional

The woman leading the Check-in says,
"Sisters, we are going to do a check-in. We are asking you to check in with your first name and the state of your heart, and then say 'I'm in.' I'll MODEL: I'm _____, and the state of my heart is _____. I'm in." After the last Attendee checks in, say, "Thank you. All is welcome."

8:45 am INVITATION TO RECEIVE

Purpose: To recap, affirm and challenge the attendees

Energy: From a centered place, with intentionality

DISMISS TO STAFF MEETING: Staff Coordinator dismisses all Staff to pack by saying, "Staff, please stand if you are not part of this next piece and leave in silence."

8:55 am FOOT WASHING RITUAL

YELLOW TEAM – Foot Washing Materials

Purpose: to connect the women to God's love and to one another's love. Gives women an opportunity to risk believing that they are indeed loved and a vessel of the love of Christ

Energy: Reflective, inspiring, Lover energy

9:40 am BREAK TO WASH HANDS

9:50 am BROKEN & BELOVED RITUAL

-Talks are fully committed to memory

ORANGE TEAM – Broken & Beloved Materials

Purpose: to speak the truth that we are human - simultaneously broken in our fallenness and beloved by God

Energy: Sovereign, Lover, Reverent, Blessing

- After each speaking part, the ceremony is modeled by the speaker and one of the Shame Models
- Attendees go through the ritual with their Small Groups.
- Color Teams are led through the ritual with the Team Elder; Green Team Lead/Elder join Leadership Team.

10:25 am BLESSING TALK/IMAGE OF CHRIST

BLUE TEAM – Image of Christ Materials

Purpose: to use our voices to bless and encourage our sisters

Energy: sovereign and lover

DISMISS TO STAFF MEETING: Staff Coordinator dismisses all Staff to Staff Meeting after the Blessing Talk. by saying, "Staff, please stand if you are not part of this next piece and leave in silence."

11:05 am BREAK

-All Available Staff - See Inside Setup Guide

11:15 am TAKING THE WEEKEND HOME

-May use notes but must be very familiar with content so as not to rely on notes

Purpose: to outline the key principles of the Weekend

Energy: enthusiastic, engaging, passionate

11:45 pm DISMISS TO LUNCH & PRAYER

11:50 pm GROUP PHOTO

-all Staff must be present

12:00 pm LUNCH -Staff and Attendees eat together
-Remind to say goodbye now

12:40 pm ALL STAFF IN OUTER CIRCLE

12:45 pm WEEKEND DETAILS -all Staff must be in the room

Purpose: to inform about ministry, R-Groups, to recommit to confidentiality, to honor the Staff

Energy: upbeat and informational

1:10 pm PUTTING TRUTH ON THE BAGS **GREEN TEAM – TRUTH ON BAGS MATERIALS**

Purpose: to anchor the truth & celebrate God's power over our False Selves

Energy: playful, energetic, celebratory

- Small Group Leaders enter dancing to the music and joyously placing each bag one-by-one around the cross. All other Staff may dance and clap in celebration as well.
- Once the music is lowered, the Truth on the Bags Transition speaker says, "What do you notice that is different? The Cross! The Staff has served you by reminding you of the power of the Cross over your false selves. We are now going to give you an opportunity to put the truth about yourself on your bag. You can put things you have heard during the Talks, or something from the Blessing time in your Small Group, or anything that God has been communicating to you this Weekend that is true about you – the glorious Truth! The Staff is passing out some markers for you to use. Go ahead and pick up your bag, turn it right-side out, and find a space on the floor to work."

1:30 pm I AM CEREMONY -**GREEN TEAM** Lead has the introduction memorized

Purpose: to celebrate each woman's work, to show each woman extravagant support

Energy: strong, celebratory; not funny or cute

- Introduction by Green Team Lead
- Small Group Leaders have the "I Am" cards from Rock Work with their Attendees' names and statements written legibly
- Small Group Leader line up at the front, and one at a time, they call their group members to join them up front.
 - SGL stands behind each woman; with enthusiasm says, "(Name), YOU ARE ---, YOU ARE ---, YOU ARE --."
 - Attendees and Staff will shout, "Yes you are!"
 - Give Attendee the "I AM" 3x5 card and a hug if appropriate.
 - After applause dies down, move to the next woman and repeat.

2:00 pm **TRANSITION TO SWEETLY BROKEN** -Weekend Leader introduces

Weekend Leader says, *“We have been singing this next song since the beginning of WATC in 2007. It has become our anthem, as we recognize that connecting to our brokenness is a necessary part of experiencing His sweet mercy toward us. Please stand and join us as we sing together...Sweetly Broken.”*

2:05 pm **CLOSING CONTEXT** -Talk is fully committed to memory

Purpose: to wrap up the Weekend and remind them that the only way to come to Jesus is through weakness and humility *Energy: strong, straightforward, loving*

2:15 pm **FINAL CHECK-OUT** -Attendees only

Purpose: to end the Weekend *Energy: enthusiastic, grateful*

The woman leading the Check-out says, *“Sisters, all Weekend long we have been doing check-ins. Now, we are going to end our Women at the Cross Weekend with a Check-out. You will check out by stating your last name, one brief sentence about what you are taking away from the Weekend AND one of the truths about you that you put on your bag. Hold up your bag as you share. You will then say, ‘I am out’ and the whole group will respond, ‘Be strong.’ I will go first.”*

2:30 pm **CLOSING RITUAL** -Led by Weekend Leader

Purpose: to promote a sense of belonging, to praise God for what He’s done this Weekend *Energy: enthusiastic, Lover energy*

Ask Attendees and Staff to put everything in their chairs and have them move their chairs back by about six feet. Make sure the Cross is in the middle of the room.

- Have the Attendees stand shoulder to shoulder in a circle. Staff stands equidistant in a circle around the Attendees.
- **Weekend Leader has them repeat three times,**
“We are Broken, We are Beloved.”
- **Weekend Leader says,**
“Sisters, turn and face the Staff. This Weekend the Staff has stood behind you and around you. We have journeyed with you. We have guided you, modeled for you, and cared for you. Our work this Weekend is now done. We now ask you to join us in the outside circle.”
- **Once they have joined the Staff circle, Weekend Leader says,**
“Tighten up the circle. Eyes up and look around. You are Daughters of God. You are the Bride of Christ. You are filled with the Holy Spirit. Sisters, you now stand among us as Women at the Cross. Welcome to the Sisterhood of The Women at the Cross. You are not alone. You have what it takes. We are at all times connected to God’s power and love and to one another.”
- **Weekend Leader prays,**
“Father, anchor this moment, this reality in our hearts, mind, soul and strength, by the power of your Holy Spirit. We stand united as women, as sisters, in Jesus’ name.”
- **Weekend Leader instructs the women to step in close and put their right hand in and says,**
“On three we are going to raise up our hands to heaven, bring them down, and shout, “For the Glory of God! One, two, three... For the Glory of God!”

2:40 pm SILENT GOODBYE

“Sisters, our time together has come to an end. You will be going now, but the staff has tasks to complete before leaving. We want to connect one last time and say goodbye to you as you go.

At this time, we ask that you collect all your belongings and form a single line at the far end of the room (or space). Staff, please form a line (or semi-circle) around the perimeter of the room.

As we say goodbye, we ask that you pause briefly before each staff woman, make eye contact, and using no words or touch, communicate your appreciation for each woman who has served you this weekend. Your phones may be picked up as you exit this space. Blessings to you all.”

2:50 pm STAFF FINAL CHECK-OUT

3:00 pm ALL STAFF CLEANS AND LOADS MATERIALS (See WAAG for Team assignments)

4:00 pm STAFF LEAVES SITE