

SPEAKER COORDINATOR JOB DESCRIPTION

PHILOSOPHY OF WOMEN AT THE CROSS

The Weekend has been designed to accomplish the following things:

- Create an opportunity for Attendees to discover and embrace their humanity
- Identify how we might be choosing to live falsely and thus learn to live from the true self
- Experience authentic community and support
- Create opportunities for risk
- Connect to God's Spirit, to healing, to freedom, to power, and to love

THEOLOGICAL PERSPECTIVE

The philosophy of the Weekend is rooted in core theological truths:

- We are human. We are fallen humans.
- God does not restore or redeem our old nature (the false self). He deals it death's blow through Christ crucified and resurrected.
- In Christ, we are redeemed. We are being sanctified. The teachings and experiences of the Weekend are designed to help Attendees integrate body, heart, soul, and mind in this reality that God IS sanctifying us and renewing us according to the Image of Christ.
- Christ comes in weakness in human form and presents his broken body as the portal through which we pass into God's presence.
- We come in weakness. We are Broken.
- We risk believing that we are at all times connected to God's love and power. We are Beloved.
- As we live from our true authentic selves we enter into and remain in community. We are wounded in relationship. We are healed in relationship.

CORE VALUES OF THE CROSS MINISTRY GROUP

1. We have been crucified with Christ and it is no longer we who live, but Christ who lives in us (Galatians 2:20). We are called to rest in the reality that Christ is our life and that all that is good in us flows from his life within us. We are on the path of growing in faith and applying this reality to our daily lives.
2. God has already given us everything thing we need to follow him. We create opportunities for God's people to step into the truth that we already have his power and love in our lives. We must step into it by faith. "By his divine power, God has given us everything we need for living a godly life. We have received all of this by coming to know him, the one who called us to himself by means of his marvelous glory and excellence." (2 Peter 1:3)
3. "Love the Lord your God with all of your heart, with all of your soul, with all of your mind and with all of your strength." (Mark 12:30) It is our intention to explore how to fulfill this command in our daily lives through study, teaching and risking obedience in practical ways in our lives.

4. We view the Bible as God's inspired word to us as his people. We look to him for creative and meaningful ways to proclaim his truth so that his people might experience the truth of the Gospel. We value exploring spiritual disciplines, which will aid us in being conformed into the image of God. As is seen throughout the Bible, the use of ritual and symbol is used to point to the truth about God and his people. Embracing both ritual and symbol are tangible ways for us to grow in our experience of God's grace and truth.
5. We embrace that we are human. We are not God. We are not in control. We submit to him and endeavor to surrender to his lordship. We accept that we are fallen and endeavor to come before Christ in humility at the foot of the cross. There we have fellowship with him and with others. We are all human. We are all weak. We are all equally in need of God's grace and mercy. And so, we let go of control of our own lives as well as our control over the lives of others.
6. It is our goal to live from the true self. This is our redeemed self, living from the Spirit of God within.
7. We are dedicated to becoming people who are conscious and aware of how we show up in the world. Unless we are aware of the nature of our soul before God and others we will live an illusion. We choose to uncover any ways that we are conforming to the ways and values of the world and then move toward confession and repentance.
8. We are committed to welcoming people where they are without judgment and calling them into the high and noble calling of God in their lives.
9. We must, each one, take responsibility for our own actions, thoughts, feelings and experiences in life. Without personal ownership we return to the fallen garden where blaming and victimhood rule. We are called to live in humility and to focus on our own sanctification before God. We are all fallen and the Image of God is broken within us. We are redeemed and being sanctified throughout the span of our lives.
10. Transformation takes place in the context of community. In the midst of relationship with trusted others we take risks to step out of our comfort zone and choose to be authentic and open. In this environment, fear and shame are overcome by the love, grace, and mercy of God. We are ushered into the reality of our beloved state before God.

SPEAKER COORDINATOR JOB DESCRIPTION

Review this job description often as you prepare for the weekend. Go over it again on the weekend in order to be intentional about being present to your goals as the Speaker Coordinator.

As one of two Speaker Coordinators, you will divide up the list of women with a speaking role and work closely with your assigned women to ensure that each knows the content of their speaking role and that they know how to deliver it appropriately. The Speaker Coordinator must have a good understanding of all of the speaking parts in the weekend and be trained as a Speaker Coordinator either through the Leadership in Training program or one-on-one mentoring. Your responsibilities are as follows:

- Maintaining integrity of weekend Talks and all speaking roles on the Opening Ritual by following the “Speaker Expectations” for each speaking piece while working with Staff
- Meeting two times (minimum) with each woman doing a Talk to offer guidance and to ensure they know their material and the energy required for delivery
- Meeting one time with each woman doing a check-in, transition, a speaking role in the Opening Ritual to ensure that they understand the content and the energy required for delivery (Use your discretion in foregoing meetings with experienced staff for these roles)
- Emailing Models/Scribes to give them a copy of the talks that outlines their modeling
- Meeting during Friday morning Staff Meeting with Dinner Table Speaker and Model, Shame Model/Shame Speaker/Black Cloth Model, Fear Speaker/Fear Model (Group Building and Anger models are under the teams’ job descriptions because they do not have talks associated with their modeling.)
- Touching base with each speaker on the Weekend prior to their speaking role to offer support and ensure they are prepared, going over the details for talks (walking in the light, lay rock down, reminder that as the speaker, they set the tone for each part of the talk and what the attendees will do.)
- Staying in the room to hear each speaking part
- Completing “Speaker Feedback” form for each speaker
- Touching base with each speaker to go over the “Speaker Feedback” form to offer genuine feedback

Speaking Roles Include (In Order of Occurrence)

Friday

_____ Incense -- Talks

_____ Elder -- Talks

_____ Threshold -- Talks

- _____ Opening Context Part I -- Talks
- _____ Opening context Part II -- Talks
- _____ Check in Round 1 -- Talks
- _____ Ground Rules check in -- Talks
- _____ What brings you here check in -- Talks
- _____ Group Building -- Yellow Team
- _____ Dinner Table -- Blue Team
- _____ False Self Talk -- Talks
- _____ More Rocks -- Talks (Transitions)
- _____ Three Selves -- Talks
- _____ Fear -- Talks

Saturday

- _____ Intro to Worship Saturday morning -- Talks (Transitions)
- _____ Saturday morning Check in -- Talks
- _____ Emotions recap/vessel -- talks
- _____ Anger -- Talks
- _____ Shame -- Talks
- _____ Transition after Shame to Journaling -- Talks
- _____ Refocus attendees/presencing outside -- Staff Manual
- _____ Staff Rock Work ready time -- Talks
- _____ Rock Work Ready -- Talks
- _____ Transition to Worship -- Talks (Transitions)
- _____ Transition to Shame exercise -- Staff Manual
- _____ Presencing -- Staff Manual
- _____ Surrender to Love -- Talks
- _____ Walking in the Light -- Talks

_____ Visualization -- Talks

_____ Body Movement -- Talks

Sunday

_____ Transition to Worship -- Talks (Transitions) (Transitions)

_____ Check In -- Talks

_____ Invitation to Receive -- Talks

_____ Footwashing -- Talks

_____ Broken -- Talks

_____ Beloved -- Talks

_____ Blessing/Image of Christ -- Talks

_____ Taking the Weekend Home -- Talks

_____ Weekend Details -- Talks

_____ Truth on Bags -- Talks (Transitions)

_____ I Am Ceremony -- Staff Manual

_____ Closing Context (Same person as Opening Context 1) -- Talks

_____ Final Check out -- Staff Manual

_____ Closing Ritual -- Staff Manual

SPEAKER COORDINATOR CHECKLIST

PRE-WEEKEND

10 WEEKS OUT - Speaker Coordinator

- Read through the Philosophy and Core Values
- Read through Speaker Coordinator Job Description

9 WEEKS OUT - Speaker Coordinator

- Use this week to prepare your heart, soul, mind, and strength for leading the weekend
- Read through the Philosophy and Core Values

8 WEEKS OUT - Speaker Coordinator

- Familiarize yourself with the audio and video files for talks on the website

7 WEEKS OUT - Speaker Coordinator

- With the rest of the Leadership Team, lead the first Staff meeting
- Debrief this meeting with the Leadership Team

6 WEEKS OUT - Speaker Coordinator

- Once the jobs list is finalized and sent out, meet with the other Speaker Coordinator to divvy up speaking roles

Friday

- _____ Incense -- Talks
- _____ Elder -- Talks
- _____ Threshold -- Talks
- _____ Opening Context Part I -- Talks
- _____ Opening context Part II -- Talks
- _____ Check in Round 1 -- Talks
- _____ Ground Rules check in -- Talks
- _____ What brings you here check in -- Talks
- _____ Group Building -- Yellow Team

- _____ Dinner Table -- Blue Team
- _____ False Self Talk -- Talks
- _____ More Rocks -- Talks (Transitions)
- _____ Three Selves -- Talks
- _____ Fear -- Talks

Saturday

- _____ Intro to Worship Saturday morning -- Talks (Transitions)
- _____ Saturday morning Check in -- Talks
- _____ Emotions recap/vessel -- talks
- _____ Anger -- Talks
- _____ Shame -- Talks
- _____ Transition after Shame to Journaling -- Talks
- _____ Refocus attendees/presencing outside -- Staff Manual
- _____ Staff Rock Work ready time -- Talks
- _____ Rock Work Ready -- Talks
- _____ Transition to Worship -- Talks (Transitions)
- _____ Transition to Shame exercise -- Staff Manual
- _____ Presencing -- Staff Manual
- _____ Surrender to Love -- Talks
- _____ Walking in the Light -- Talks
- _____ Visualization -- Talks
- _____ Body Movement -- Talks

Sunday

- _____ Transition to Worship -- Talks (Transitions) (Transitions)
- _____ Check In -- Talks
- _____ Transition to Receiving -- Talks

- _____ Footwashing -- Talks
 - _____ Broken -- Talks
 - _____ Beloved -- Talks
 - _____ Blessing/Image of Christ -- Talks
 - _____ Taking the Weekend Home -- Talks
 - _____ Weekend Details -- Talks
 - _____ Truth on Bags -- Talks (Transitions)
 - _____ I Am Ceremony -- Staff Manual
 - _____ Closing Context (Same person as Opening Context 1) -- Talks
 - _____ Final Check out -- Staff Manual
 - _____ Closing Ritual -- Staff Manual
- Email speaking documents to each woman who has a speaking role. Schedule a time (two or more times for Talks) to meet with each woman who has a speaking part (Give them time to familiarize themselves with their parts)
 - Email FS/BS/TS Model the talks (CC the speakers on this email). Let them know their parts are outlined in the talk and that they will have a time to practice during the Friday Staff Meeting.
 - Email black cloth model for shame
 - Email fear model the documents and CC the speakers and address who is prepping the model
 - Email shame model the documents and CC the speakers and address who is prepping the model

5 WEEKS OUT - Speaker Coordinator

- Continue to meet with speakers

4 WEEKS OUT - Speaker Coordinator

- Continue to meet with speakers

3 WEEKS OUT - Speaker Coordinator

- Continue to meet with speakers
- With the rest of the Leadership Team, lead the Second Staff meeting
- Debrief this meeting with the Leadership Team

2 WEEKS OUT - Speaker Coordinator

- Email all women assigned to you to see if they need any support
- Continue to meet with speakers if necessary

1 WEEK OUT - Speaker Coordinator

- Respond to any requests for support
- Follow up with any woman who needed more time to prepare
- Print “Speaker Feedback” form for each speaking role

WEEKEND CHECKLIST

- Friday Staff Meeting - During breakout time, pull the Black Cloth Model, Shame Model, and Shame Speaker out to rehearse; pull the FS/TS/BS Model and FS/TS/BS Speaker out to rehearse; pull the Fear Model and the Fear Speaker to rehearse
- Lead a session with the Opening Ritual Speakers to ensure they know the tone and energy of their lines during the first 10 minutes of the Opening Ritual run-through on Friday
- Check in with each woman prior to their speaking role to see if they have any questions and if they need any support
- Be available for any questions throughout the weekend
- Stay present in room during talks and give signals for volume, energy and timing as needed
- Fill out the “Speaker Feedback” form for each speaker
- Either offer feedback directly after their speaking if schedule allows or set time to follow up after the weekend; save any potentially negative conversations until after the weekend

POST-WEEKEND CHECKLIST

- Follow up with speakers who you weren’t able to connect with on the weekend to go through the “Speaker Feedback” form with each woman
- Meet with Leadership Team to debrief