

## STAFF 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.

## **STAFF COORDINATOR JOB DESCRIPTION**

Review this job description as you prepare for the Weekend. Go over it on the Weekend as well in order to be present to your goals as Staff Coordinator.

The primary goal of Staff Coordinator is to oversee the well-being of the staff, both during preparation for the Weekend and during the Weekend itself. This includes the well-being of the staff as a team and each staff member individually. It is the joint responsibility of the Weekend Leader and the Staff Coordinator together with the leadership team to work to create a safe, secure, and strong container for the Staff. This Staff container is the support for the safe, secure, and strong container for the Attendees. This is a pastoral role and involves helping the Staff maintain their focus and intensity throughout the Weekend. Your role as Staff Coordinator includes the following broad responsibilities, which are spelled out further in this document.

- Overseeing Staff and coordinating Staff needs
- Mentoring First Time Staffers and offering support throughout Weekend
- Calling each First Time Staffer to check in on how they are feeling leading up to the Weekend
- Distributing important Staff information
- Acting as site liaison during the Weekend (site specific)

### **OVERSEE STAFF NEEDS**

#### **OUT-OF-TOWN NEEDS**

- Check with Event Coordinator to see if there is an option for out-of-town staff (and Attendees) to stay at the Weekend location on Thursday night and Sunday night if necessary.
- Get from Event Coordinator the staff travel google questionnaire to send to out of town staff.

#### **THURSDAY STAFF ACCOMMODATIONS**

- If the Weekend location offers Thursday accommodations, print the list of staff who will be staying on Thursday night with the list of women who need gluten free breakfast on Friday. All payments are due at the same time as the Staff Fee and can be paid online. The price includes breakfast.

#### **STAFF TRAVEL ACCOMMODATIONS**

- Arrange for in-town staffer(s) to pick up out-of-town staffers at the airport. There will be only one pick-up time (Staff will be told to arrive no later than 4pm on Thursday.)

#### **WELL-BEING OF THE STAFF**

- Work with the Weekend Leader and Assistant Weekend Leader on all details involving the Staff leading up to the Weekend and during the Weekend.

- Work with the Weekend Leader and Assistant Weekend Leader to develop a balanced Staff, looking at age, experience, and gifting.
- Work with the Weekend Leader and Assistant Weekend Leader to assign jobs.
- Check in with First Time Staffers, invest in their development, serve as a point person for them.
- Call each First Time Staffer to make sure they are feeling supported.
- Look at the overall picture and at individual scenarios to ensure a safe container at all times.
- Eat with First Time Staffers during Friday dinner.
- Check in with Elders throughout the Weekend around intentionality, awareness of issues among the Staff, safety, and the container.
- Check in with Team Leaders to see if there are any women who need support.

#### WEEKEND STAFF MEETINGS

- Appoint Senior Staff, Leadership Team members, or Elders to lead Staff meetings during the Weekend. See the Weekend Staff Meeting Outline document in Staff Coordinator folder.
- Unless you have another job assignment (i.e. a talk) you need to be present at all staff meetings.
- First staff meeting time (group building on Friday) is led by you.

#### OTHER DUTIES

- Send email to Staff asking for Small Group conflicts and requests
- Distribute name tags to Staff at Friday morning Staff meeting and set expectation for wearing them throughout Weekend.
- Have name tags and Sharpies available at beginning of each day and check to see if anyone needs a name tag.
- Give the Emergency Phone Number to Staff.
- Hand out Staff Evaluations during the weekend details talk and deliver to Event Coordinator.
- Assign rooms if needed; print door signs for attendee and staff rooms.

#### MENTOR FIRST TIME STAFFERS

The Staff Coordinator is responsible for making sure that each First Time Staffer is familiar with how to go about preparing for the Weekend and what to expect on the Weekend. Additionally, you will be the point person prior to the Weekend and throughout the Weekend to address any questions or concerns.

- Call each First Time Staff woman to check in with her around her jobs, if she has questions, if she needs any support. Look at the WAAG and ask her specific questions about her preparations for certain jobs. Make sure that she knows where to get information that she might be missing.
- Eat with First Time Staffers during Friday dinner and facilitate discussion around what is coming up for them and to address any questions or concerns.
- Check in with individuals to see how they are doing and how they are experiencing the Weekend.

**ACT AS SITE LIAISON DURING THE WEEKEND (site specific: in Colorado, this is Regional Coordinator, event coordinator)**

- Check with the Event Coordinator for the following details:
  - Can Staff stay on-site on Thursday and/or Sunday night? What is the cost per night? Are meals included?
  - Can materials be dropped off early?
- Touch base with site employee upon arrival on Thursday or Friday to let him/her know that you are the contact person if any issues arise. Get a phone number to contact him/her in case a need arises.
- Ensure that all clean-up requirements are finished prior to leaving the site.
- **Do not contact the site employee prior to the Weekend.** If questions come up pre-weekend, please contact the Event Coordinator.

## STAFF COORDINATOR CHECKLIST

### PRE-WEEKEND

#### 16 WEEKS OUT - Staff Coordinator

- Work with the Weekend Leader, Assistant Weekend Leader, and Regional Coordinator to develop a list of potential leaders for the Leadership Team.
- If needed, work with the Weekend Leader and Staff Coordinator to set pre-weekend Staff meeting dates, times and locations.

#### 15 WEEKS OUT - Staff Coordinator

- Meet with the Weekend Leader and Assistant Weekend Leader to discuss roles and timeline for Weekend preparations.

#### 14 WEEKS OUT - Staff Coordinator

- With the Weekend Leader and Assistant Weekend Leader, review the demographics of the women who have signed up to Staff.
- Work with the Weekend Leader to recruit additional staff to fill gaps in the areas of age, personal maturity, enthusiasm, experience.

#### 10 WEEKS OUT - Staff Coordinator

- Work with Weekend Leader and Assistant Weekend Leader to finalize the Staff.

#### 9 WEEKS OUT - Staff Coordinator

- Use this week to prepare your heart, soul, mind, and strength for leading the Weekend.
- Read through the Philosophy and Core Values.
- Give Event Coordinator the number of First Time Staff so she knows how many Staff Beloved Pendants to order.

#### 8 WEEKS OUT - Staff Coordinator

- Assist the Weekend Leader and Assistant Weekend Leader in assigning jobs.
- Staff Meetings: In conjunction with Weekend Leader, decide who will lead the five Staff meetings on the Weekend.
- Check in with the Weekend Leader as needed re: any staff concerns.

## **7 WEEKS OUT - Staff Coordinator**

- Continue refining Job Assignments with Weekend Leader and Assistant Weekend Leader.
- With the rest of the Leadership Team, lead the 1st Staff meeting
- Keep list of women who will be staying on Thursday night. This is site specific and availability should be confirmed for each host location. Also note whether Thursday dinner or Friday breakfast is included with a Thursday night stay. Historically, Thursday night lodging has only been available for East Coast locations.
- Get staff travel google form from event coordinator and send out to all out of town staffers.
- With the Assistant Weekend Leader and Staff Coordinator, lead the out-of-town 1<sup>st</sup> staff meeting.

## **6 WEEKS OUT - Staff Coordinator**

- Check in with the Weekend Leader as needed re: any staff concerns.

## **5 WEEKS OUT - Staff Coordinator**

- Contact each Staff Meeting leader to go over content and expectations of meeting.
- Make phone contact with each First Time Staffer to ensure understanding of their jobs and to make sure they feel supported and seen.
- Create a staff contact list with Name/Phone/Email and send to the Staff along with Optional photo directory..
- OPTIONAL: Create a photo directory Organized by Color Team of the women. Collect photos from 6 WEEKS OUT check-in. Email this in addition to the contact list.

## **4 WEEKS OUT - Staff Coordinator**

- Follow up with Staff who have not completed the Google Travel Form to see when they will be flying in to see if they need transportation and/or bedding (if applicable)
- Find Staff volunteer(s) to provide transportation from/to airport if needed (One pick up after 4pm on Thursday and one drop off on Sunday after the Weekend).
- Send out Staff Broken and Beloved documents to Color Team Elders.
- Work with Weekend Leader and Assistant Weekend Leader to assign one of you to participate in Color Team Zoom calls as a representative of the Leadership Team.

## **3 WEEKS OUT - Staff Coordinator**

- Continue to make phone contact with each First Time Staffer to ensure understanding of their jobs and to make sure they feel supported and seen.
- Beginning of the week, send an email (BCC) to entire Staff asking for requests/feedback of who should or should not be together in a small group or on rock work carpets (this should include any staff requests). Assign a deadline of the end of week to reply.
- Join in and help lead your assigned Color Team Zoom call.

## **2 WEEKS OUT - Staff Coordinator**

- Continue to make phone contact with each First Time Staffer to ensure understanding of their jobs and to make sure they feel supported and seen.
- If needed, work with Weekend Leader and Assistant Weekend Leader to form Small Groups.
- Check in with Color Team Elders to verify they received the Broken and Beloved document and are aware they are leading the process.

### **1 WEEK OUT - Staff Coordinator**

- Email Staff the following information the weekend details email, see template.
- Assist the Weekend Leader and Assistant Weekend Leader to develop Staff Dinner Table and Rock Work groups.

### **WEEKEND CHECKLIST**

- Make sure each staff member has a name tag and set expectations for wearing them all Weekend.
- Lead Friday afternoon staff meeting (during group building).
- Oversee the Staff meetings.
- Be aware of Staff energy and engagement and address any issues that arise.
- Pay attention to any safety concerns - physical, spiritual and emotional.
- Check in with Elders throughout the Weekend around intentionality, awareness of issues among the staff, safety, etc.
- Hand out and collect Staff Evaluations on Sunday during “weekend details” talk.
- Be sure the attendee folders and tea bags are available before the “weekend details” talk.
- Get contact information for site employee.
- Address any facility needs or issues with the site employee.
- Lead Weekend Details with Weekend Leader and Assistant Weekend Leader.
- Lead debrief/check-in with remaining staff during Sunday’s Staff Meeting.
- Ensure that all clean up responsibilities are completed to the site’s requirement (Actually better. Leave the facility better than when we arrived.)

### **POST-WEEKEND CHECKLIST**

- Attend Post-Weekend debrief call.