

## WEEKEND LEADER 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.

## WEEKEND LEADER 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 Weekend Leader.

As Weekend Leader, maintaining **SAFETY** is one of your primary responsibilities. The physical, emotional, mental, and spiritual safety and well-being of the Staff and Attendees is the top concern of the Weekend Leader. It is also your job to convey the importance of safety to the Staff. In addition to maintaining safety, your role as Weekend Leader includes the following broad responsibilities, which are spelled out further in this document.

- Overseeing the Weekend and preparation for the Weekend.
- Creating a safe and sacred container for the Attendees and Staff while teaching and emphasizing the principles and core values of the ministry.
- Recruiting, inspiring, and leading the Leadership Team.
- Overseeing the Staff, ensuring their development and execution of their responsibilities.
- Overseeing the Attendees' experience as well as their safety.

## OVERSEE THE WEEKEND

The Weekend Leader is responsible to oversee all parts of the Weekend, including pre-Weekend preparation and the Weekend itself. The Weekend Leader must be familiar with all of the details of the Weekend. The Weekend Leader role is a "Sovereign" role and thus is always asking the question, "What needs to happen for everyone to thrive in this moment?" The Weekend Leader maintains a priority of growth for Staff rather than ensuring that they feel okay. The Weekend Leader works closely with the Assistant Weekend Leader (AWL) and the Staff Coordinator.

- Maintain integrity of Weekend schedule and processes.
- Ensures that the leaders and Staff follow the Staff Manual as written and not make any changes to content, the order of processes or to the time allotted.
- Maintain awareness of and address common issues among the Staff, such as integrity, performance/people-pleasing, judgmental attitudes, gossiping, failing to own one's own thoughts and emotions, etc.
- Invest in the personal spiritual growth of the Staff.
- Sets the tone for Staff in openness, risk, and faith.
- Monitors what the Staff needs pre-Weekend, during the Weekend and post-Weekend. "What do they need to thrive right now?"
- Considers energy, spiritual direction, accountability, information, coaching, and mentoring.
- Backs up other leaders and Staff during processes and talks.
- Gives feedback pre-Weekend and during the Weekend. "What did you like about what Jane did? What do you think could have been done differently?"
- Announce (or delegate) all break transitions throughout the Weekend.
  - An approximate time of how long they have for this break
  - If they need to stay close to the meeting room or can go back to the cabins

- What they should take with them out of the room
- Whether they need to bring anything when they come back
- Where they should go when they hear the drum
- Works with AWL and Green Team Lead to determine small groups.

### **CREATE A SAFE AND SACRED CONTAINER**

The Weekend Leader sets the tone for the entire Weekend from its inception through the debrief post-Weekend. In every interaction, the Weekend Leader is focused on the physical, emotional, and spiritual safety of leadership, Staff, and Attendees.

- Initiates weekly check-ins and updates the Staff weekly as the Weekend approaches.
- Models and implements TCMG Philosophy and Core Values with the Staff and on the Weekend, including ownership, maintaining a clear and clean heart, developing maturity in the four quadrants, and living from the True Self.
- Encourages openness, risk, and faith.
- Points Staff to awareness of what is coming up for them leading up to and during the Weekend.
- Encourages the Staff.

### **RECRUIT AND LEAD LEADERSHIP TEAM**

The Weekend Leader (in conjunction with the WATC Regional Coordinator) develops a Leadership Team to work in collaboration to execute all pre-Weekend duties and the Weekend itself. Your role is not only to ensure completion of the details but also to check in on how they are doing in regard to stressors, how they are handling their responsibilities, and any awareness around spiritual, emotional, and mental needs. The Weekend Leader works closely with the AWL and Staff Coordinator.

- Creates Leadership Team along with AWL and Staff Coordinator and is responsible for all Leadership meetings.
- Sends out meeting schedule and details, including the link to zoom calls
- Lead Leadership Team Zoom Calls
  - These calls are about building the leadership container, not all the details. Check-in around stressors, the load of responsibilities, spiritual, emotional, and mental wellbeing. This is an opportunity to support and encourage one another.
  - Schedule 2 or 3 (max) leadership Zoom calls for 45 minutes (unless a Leadership Assessment Tool is employed in the first meeting, then this meeting may be as long as 90 min. Communicate length of meeting to participants in advance). The first should be approximately 8 weeks before the weekend. The Event Coordinator will schedule these on Zoom--check with Event Coordinator before sending them to the leadership team. Each meeting will have its own Zoom link.
  - The focus of these calls is to build the leadership container. Do not deal in depth with one leader at a time while everyone else is just listening and otherwise inactive. Focus

on the issues that require the involvement or input of everyone on the leadership team.

- Determine 3 times on the weekend for Leadership Team to meet with a focus on checking-in and supporting one another.
- Administer one, or multiple, Leadership Assessment Tool(s) during the first Leadership Team meeting, to be done. The appropriate tool is to be determined in conjunction with the Regional Coordinator based on your judgment of what will most help the team.
- Mentors the AWL and Staff Coordinator without taking on their responsibilities.
- Mentor Sacred Space leaders.
  - Go over energy and pacing with them. To lead someone into sacred space requires the person to be centered. This is a calm, confident energy. Instruct them to slow down.
- Debriefs with Leadership after Staff meetings using the following tools for feedback:
  - For each item ask: “What did you like about ... (how John /Jane led the Clearing)?” Give opportunity for whoever wants to give feedback about what they liked.
  - Then ask: “What do you think could have been done differently?” Give opportunity for whoever wants to give feedback about what they think could have been done differently.
  - This is a key opportunity for continuing to grow as leaders. Do not sell one another short by hesitating to speak honestly and openly to one another.
  - Do not let people get long-winded with their feedback or go on tangents.

## **OVERSEE THE STAFF**

The Weekend Leader leads the effort to create a safe and sacred container for the Staff and models and teaches core principles during pre-Weekend check-ins and during the Weekend itself.

- Makes calls to Staff who will be placed on waiting list once full (when applicable)
  - Thank them for their support and interest in Staffing. Because we try to create balance (1/3 each) between rookies, junior, and senior Staff as well as age and experience and in-town and out-of-town Staff, they are on a waitlist and will be notified in the next two weeks if they are going to be added to Staff. They will have a guaranteed spot on the next Weekend. Instruct Event Coordinator to add this person to potential Staff List for the next weekend (on following weekend Spreadsheet).
  - If someone on the waiting list has someone sign up to attend the Weekend, we will make room for them to Staff the Weekend. Let them know that their jobs may be limited, particularly if they signed up to Staff late.
- Our goal is minimum of 1 to 1 Staff to Attendee for each weekend.
- Schedules and leads one in-town and one out-of-town Staff meetings and debriefs with Leadership Team afterwards (Schedule no earlier than eight weeks out, preferably week six).
- Assigns each Leadership Team member a role for the Staff Meeting agendas.

- Assigns and recruits for jobs with AWL and Staff Coordinator and creates the Weekend at a Glance document.
- Oversee Registration Coordinator and encourage Staff to recruit and prepare thoroughly.
- Works with the Elders pre-Weekend to address prayer needs and expectations for the Weekend.
- Checks in with the Elders during the Weekend around what is coming up for them and to alert them to any needs.

### **OVERSEE THE ATTENDEES' EXPERIENCE**

The Weekend Leader is familiar with the intent and energy of each piece of the Weekend and ensures that key teaching points are covered and that processes are executed as intended. The Weekend Leader is aware of special circumstances related to Attendees and maintains awareness of these issues throughout the Weekend. The Weekend Leader is the first point of contact in the event of any physical, emotional, or spiritual emergency.

- Monitors registration numbers with Registration Coordinator
- Monitors any special issues related to Attendees

## WEEKEND LEADER CHECKLIST

### PRE-WEEKEND

#### 16 WEEKS OUT - Weekend Leader

- Confirm with the Event Coordinator that the invitation to Staff has been sent.
- Develop a list of potential leaders for the Leadership Team. Work with the Regional Coordinator, AWL, and Staff Coordinator to develop this list.
- Schedule the 1st Staff Meetings and Leadership Team Meetings and communicate those to the Event Coordinator for any Zoom scheduling:
  - Set the 1st Staff Meeting time and location. Both the In-person and out-of-town Zoom Staff Meetings should be scheduled 7 weeks out.
  - Set pre-weekend Leadership Team Meetings.
  - Set the post-weekend Leadership Team Debrief Meeting.

#### 15 WEEKS OUT - Weekend Leader

- If not already determined, work with Regional Coordinator to determine who will serve as AWL and Staff Coordinator.
- Meet with the AWL and Staff Coordinator to discuss their job descriptions and timeline for Weekend preparations in person or via conference call.

#### 14 WEEKS OUT - Weekend Leader

- Determine who will serve in the Color Team Lead roles. Discuss potential speakers and small group leaders with the AWL, Staff Coordinator, and Regional Coordinator.
- Send out the "Welcome to the Leadership" email using the template in the Weekend Leader folder.
- Send an email to the Event Coordinator with your entire Leadership Team and request access to the Google Drive for Leadership Team based on role.
- With the AWL and Staff Coordinator, review the demographics of the women who have signed up to Staff. (Remember goals for number of rookies, junior, and senior Staff =  $\frac{1}{3}$  each.)
- Schedule a time for completing the Leadership Team assessment with the Leadership Team.
- Schedule 2 or 3 Leadership Team Zoom calls for 30-45 minutes each. Coordinate these times with the Event Coordinator.
- Obtain Job Request Form link from the Event Coordinator.
- Find out the dates for Rock Work training from the Regional Coordinator.

#### 10 WEEKS OUT - Weekend Leader

- Work with the AWL and Staff Coordinator to finalize the Staff.
- Personally call everyone on the Staff waiting list.
- Send out the "Welcome to the Staff" e-mail using the template in the Weekend Leader folder.
- Send "Elder Role" Document to Weekend Elders.
- Share Registration Spreadsheet with the Elders (View Only)

- ❑ Contact Green Team Lead to initiate recruiting for 8 week R-Group facilitators.
- ❑ Schedule a time to Check in with the Speaker Coordinator; review Job Description with her prior to Week 8

### **9 WEEKS OUT - Weekend Leader**

- ❑ Use this week to prepare your heart, soul, mind, and strength for leading the Weekend.
- ❑ Read through the Philosophy and Core Values.
- ❑ Assign roles for the pre-Weekend Staff meetings to the leaders. See “Pre-Weekend Staff Meetings” document.

### **8 WEEKS OUT - Weekend Leader**

- ❑ Work with the AWL and Staff Coordinator to assign Staff jobs.. See the “Assigning Jobs” document in your Google Drive folder.
- ❑ Make a copy of the “Weekend at a Glance” (WAAG) template for your weekend.
- ❑ Send WAAG Rough Draft to Regional Coordinator for final approval.
- ❑ Staff Meetings: In conjunction with Staff Coordinator, decide who will lead the five Staff meetings on the Weekend.
- ❑ Confirm with Leadership Team that everyone is prepared for the first pre-Weekend Staff meeting. See “Pre-Weekend Staff Meetings” document.
- ❑ Check in with AWL, Staff Coordinator, and Speaker Coordinator to support them in their roles.
- ❑ Check in with the Elders during the Weekend around what is coming up for them and to alert them to any needs.

### **7 WEEKS OUT - Weekend Leader**

- ❑ Continue refining Job Assignments with the AWL and Staff Coordinator.
- ❑ Send email to Staff by end of the week (Ideally before the first Staff Meeting):
  - ❑ Communicate Job Assignments using the WAAG (if completed)
  - ❑ Use the email template to communicate and identify the Color Team Leads and Leadership contact person based on Weekend Leader, AWL, Staff Coordinator, and Color Team Lead roles.
- ❑ With the rest of the Leadership Team, lead the 1<sup>st</sup> In-town Staff meeting.
  - ❑ Debrief this meeting with the Leadership Team.
- ❑ With the AWL and Staff Coordinator, lead the out-of-town 1<sup>st</sup> Staff Meeting.
- ❑ Meet with the Registration Coordinator to go over their responsibilities.
- ❑ Check in with the Speaker Coordinator and Elders as needed.

### **6 WEEKS OUT - Weekend Leader**

- ❑ Assign roles for the “Weekend Details” section on Sunday (Weekend Leader/AWL/Staff Coordinator). Occasionally, you might assign a certain detail to someone not on the Leadership Team. For example, the “Funny Story” or talking about donations.
- ❑ Start the weekly email check-ins. Send these out on Friday mornings. The Title of the first Staff check-in should be “WATC CO/KY/EC 6 WEEKS OUT Check-In.” See the “Sample



Check-Ins” document in your Google Drive folder. Include a recruiting/registration update and inspiration to invite women. [Weekend Leader sends weeks 6,5, and 1 check-ins. Color Team Leads send weeks 4, 3, & 2 Check-Ins”]

- Share Registration Spreadsheet with Registration Coordinator and Call Team [Editor Setting]
- Check in with the Speaker Coordinator and Elders as needed.

### **5 WEEKS OUT - Weekend Leader**

- Check in with the AWL, confirming that she has talked with each Team Leader about their roles and gone through their job descriptions with them.
- Send “WATC CO/KY/EC 5 WEEKS OUT Check-In” Friday morning.
- Email Staff a reminder about Rock Work Training details.
- Email Rock Work Carpet Leader Notes to all Rock Work Leaders.
- Send the Color Team Leads, 4 weeks out check-In.” [They may use yours or write their own.]
- Begin monitoring the Registration Spreadsheet.

### **4 WEEKS OUT - Weekend Leader**

- Check in with Color Team Leads regarding their preparation for their Color Team Zoom call [2<sup>nd</sup> pre-Weekend Staff meeting.]
- Check in with the AWL regarding their check in with the Color Team Leads. Is everyone on schedule?
- Send the Color Team Leads, “3 weeks out check-In.” [They may use yours or write their own.]
- Work with the AWL and Staff Coordinator to assign one of you to participate in Color Team Zoom calls as a representative of the Leadership Team.
- Check in with Speaker Coordinator and Elders as needed.
- Check in with the Registration Coordinator to make sure she has sent list of Attendees to Elders for Color Team Zoom calls.

### **3 WEEKS OUT - Weekend Leader**

- Check in with the Staff Coordinator regarding her checklist.
- Check in with the AWL regarding her checklist and the Color Team Leads’ checklists. Is everyone on schedule? Any assistance needed?
- Schedule a post-weekend leadership debrief meeting or conference call. Email the details to all Leadership. Weekend Leader, AWL, Staff Coordinator, and DOWATC and/or Regional Coordinator need to be there. All other leadership and Elders are invited but can submit their thoughts via email if they cannot make the call or meeting.
- Send the Color Team Leads, “2 weeks out check-in” [They may use yours or write their own.]
- Check in with the Registration Coordinator to make sure she has sent the transportation form to Attendees.
- Join in and help lead your assigned Color Team Zoom call.
- Monitor the Registration Spreadsheet to familiarize yourself with the Attendees and their needs and to check the progress of the Registration Call Team.

## **2 WEEKS OUT - Weekend Leader**

- Check in with the AWL and Staff Coordinator and go over their checklists with them. Is everyone on schedule?
- Work with the AWL, Staff Coordinator, and Green Team Lead to form the Attendee small groups for the Weekend.
- Check in with Green Team Lead around R-Groups and direct her to send R-Group Document to the Document Coordinator.
- Check in with the Document Coordinator around prep and printing of all documents.
- Check in with the Registration Coordinator to make sure she has sent the Weekend Details and Carpool Info to Attendees.
- Continue to monitor the Registration Spreadsheet..
- Check in with the Speaker Coordinator and Elders as needed.

## **1 WEEK OUT - Weekend Leader**

- Friday morning, send “WATC CO/KY/EC 1 WEEK OUT Check-In.”
- If any Staff has dropped, re-assign their jobs with the AWL and Staff Coordinator.
- Check in with the AWL and Staff Coordinator and go over their checklists with them. Is everyone on schedule?
- Work with the AWL and Staff Coordinator to develop Staff Dinner Table and Rock Work groups; make sure these groups are shown on WAAG.

## WEEKEND CHECKLIST

- Oversee all parts of the Weekend, asking yourself “What needs to happen for everyone to thrive in this moment?” Focus on building and maintaining a safe and sacred container for all of the Attendees and Staff.
- Work with AWL and Blue Team Lead to solidify paths for the Opening Ritual.
- Facilitate the Leadership Team meeting on Thursday night or Friday morning at 8am.
- Oversee the Friday Staff meeting and preparations.
- Cast vision during Friday Staff meeting
- Set safety expectations during Friday Staff meeting
- Work with AWL and Green Team Lead to form the Attendee small groups for the Weekend (if not already done, make any changes necessary).
- Lead meetings for the Leadership Team throughout the Weekend.
- Work with the AWL to stay aware of time and keep the Weekend running on time.
- Throughout the Weekend, debrief with other leaders. “What did you like about when Jane did \_\_\_\_\_? What do you think could have been done differently?”
- Throughout the Weekend, if an Attendee wants to leave or becomes “toxic,” remove them from the group and talk with them one-on-one.
- Lead Weekend Details with AWL and Staff Coordinator
- Throughout the Weekend, mentor staff, especially the AWL and Staff Coordinator.
- Lead the Staff Check-Out at 3pm on Sunday.

## POST-WEEKEND CHECKLIST

- Send an email to the Staff thanking them for serving the Attendees.
- After the Weekend debrief with the Leadership Team: What went well? What could have been done better? What did they learn about themselves through serving as a leader? What does their growth from here look like?