

Staff Coordinator

WATC Weekend Staff Meetings Outline & Instruction for Staff Meal Times

Follow the instructions below for the staff meetings on the weekend. Do not deviate from the intent and purpose of each staff meeting. Some leeway is allowed with regard to content, but look at the particular staff meeting instructions on this.

Staff Meeting 1 - Friday during Group Building (Led by Staff Coordinator or Elder)

The attendee's Group Building Process will last for approximately 30 minutes and the staff will need to be ready to shift back to the room immediately when the attendees take their break prior to the dinner table exercise. The break setup team will need to prep the snacks during this staff meeting.

This staff meeting is NOT a time to do a process. The purpose of this staff meeting is to bring the staff together for awareness, assessment, and prep for the rest of the evening.

- Check-In (Predominant Emotion)
- Cover some or all of the following:
 - Popcorn style check-in around what is coming up for anyone or what they are aware of (See end of document for "Awareness")
 - Feedback about how the greeting and first part of the weekend has gone
 - Cover what is coming up the rest of the evening and go over roles to see if everyone is prepared for their part

Staff Meeting 2 - Friday during False Self Exercise (Led by Senior Staffer or Elder)

The purpose of this staff meeting is to bring the staff together for awareness, assessment, and prep for Saturday morning (breakfast prep, waking the women). Do a quick check-in, allow women to ask questions, and ensure readiness for Saturday morning. Ending with a short process helping the women let go of the details and prepare for going to bed would be appropriate.

Saturday at Breakfast (Led by Staff Coordinator)

During breakfast, briefly go over the schedule for Saturday morning. Tell the women when they need to be in the main meeting room to begin worship and check for readiness of media team, Emotions Talk speaker, Anger Team, and Rock Work Coordinator. Also:

- Remind the staff to give the attendees space to stay in their work. They will have time to visit with the attendees after the Celebration Saturday night.
- Remind the staff to not be moving around, talking, or whispering while something is going on for the attendees (check ins, teachings, etc.). This is important because talking

and moving is distracting and not respectful of the ritual and space of the women in the room.

- Announce Rock Work preparation to take place during the Fear Exercise.
- Reminder: No clapping/shouting/laughing when we have the women get their rocks because they have forgotten their bags.
- Speak to the energy of the Staff that should accompany the upcoming processes (i.e. 3 Selves is sovereign/lover, connecting to sadness; Anger is warrior; Fear Exercise is sage etc... encourage the staff to be aware of their energy and to shift as we enter this space together.
- Questions from staff?

Staff Meeting During the Anger Exercise (Led by Senior Staffer or Elder)

The intent of this staff meeting is to give the staff an opportunity to grow personally. The meeting should address a core theme of the ministry utilizing a process that the leader of the meeting has prepared to share with the staff (see ideas below). This is not a “teaching” time per se in that a leader’s teaching is the main focus. There can be teaching, but there needs to be some practical/experiential element to the meeting that engages everyone. The Staff Coordinator AND Weekend Leader should be given a written version of this process at least one week before the weekend and mentor those leading these times. The time limit for this meeting is 40 minutes.

After the 1st pre-weekend staff meeting, discuss with the Weekend Leader who would be good candidate to plan a process for this staff meeting. See “Creating Processes for Sacred Space and Staff Times” located in “Meeting and Schedules” for guidelines for creating processes.

Click [here to link](#) to “Creating Processes” in the Staff Portal. If you are looking at a hard copy, go to [crossmg.org](#) > Staff Portal > Processes for Ongoing R Groups > Creating processes for R Groups. Here you will find support, and/or call a TCMG Coordinator or Director for support.

Saturday at Dinner (Led by Staff Coordinator)

During dinner, go over the schedule for Saturday evening. Check-in for readiness on the following: Shame Talk and Materials, Assistant Leader and Broken and Beloved Team, Broken and Beloved Materials Team. Have everyone connect to the appropriate person if they have questions. Also:

- Remind the staff of the importance of respecting and honoring the Shame Exercise and the Broken and Beloved ritual this evening. Encourage them to stay focused and to come ready tonight to connect to God’s grace and love as we proclaim these through ritual.
- Announce the staff meeting time, during the Shame Exercise for everyone not involved with Shame materials or small groups.

- Reminder the women that, during the celebration tonight, the purpose is to focus on celebrating our freedom in Christ. Encourage the women to be aware of making space for the attendees to do this.
- Check in with rookies and all around safety, focus, energy, staying “clear” and jobs.
- Have one of the elders re-center the staff in preparation for the evening.

Staff Meeting During the Shame Exercise (Led by Senior Staffer or Elder)

The purpose of this staff meeting is to **resource the staff** after a long day of Rock Work. “Resource” means filling the staff up in some way to where they feel refreshed spiritually and emotionally. The process could deal with “letting go” of all of the stories, burdens, etc. from the day, focusing on receiving from God and one another in some way, connecting to God’s power and love for the staff, etc. One idea is to use a visualization to accomplish some of the above.

This staff meeting is **NOT** a time to do process work around personal growth, but it is a time for RECEIVING from God and others. This is also not a “teaching” time. There needs to be some practical/experiential element to the meeting that engages everyone. The Staff Coordinator and Weekend Leader should be given a written version of the process for this meeting at least one week before the weekend and mentor those leading these times.

Time allotted: 40 minutes

Sunday Breakfast (Led by Staff Coordinator)

During breakfast, go over the schedule for Sunday morning. Check for readiness on the following: media person, “Taking the Weekend Home” talk, R-Group Coordinator, Footwashing Speakers and Materials Team.

This is a key time of the weekend where it is easy for the staff to let down and lose the intensity. Encourage them to stay focused and to be present to what is happening in the moment - to give it their full attention. Remind them that the attendees still need their full presence.

Remind staff to stay to themselves and give space to the attendees to do their work. Remind the staff to not be talking or whispering while something is going on for the attendees (check ins, teachings, etc.). Remind the staff to not get up and move around when something is going on. This is important because talking and moving is distracting and not respectful of the moment and of the women in the room. Announce that there is a staff meeting during the Footwashing ritual for everyone not involved in the Footwashing. Let the women on the on the materials team know that they can join the staff meeting when they finish.

Clean Up: Tell the staff that when the attendees pack up their stuff and take it to their cars, that is a great opportunity for them to do the same. Also, remind them of when cleanup will take place (typically during the Image of Christ process).

Staff Meeting During the Foot Washing Ritual or Image of Christ: The Weekend Leader and Staff Coordinator can choose at which time to have this staff meeting, either during the Foot

Washing Ritual or during the Image of Christ. Typically, during one of these processes the staff is beginning the work of packing up personal belongings and weekend materials. This staff meeting can occur during the other process time.

The purpose of this staff meeting is to offer some kind of process for personal growth.

Options: Focusing on blessing one another as staff. Example: The Image of Christ process.

Or, some short teaching (5-10 minutes) on an area of personal growth and an interactive process.

Time allotted: 35-40 minutes

See “Creating Processes for Sacred Space and Staff Times” located in “Meeting and Schedules” for guidelines for creating processes.

The Staff Coordinator AND Weekend Leader should be given a written version of this process at least one week before the weekend and mentor those leading these times.

Ideas For Major Staff Meetings: (During the Anger Exercise or the Foot washing Ritual)

- Creating and Maintaining Sacred Space
- Releasing the outcome/being present and not resisting our reality
- You have everything you need
- Teaching/Process on False, Broken and True Self
- Unpacking the Quadrants: Heart, Soul, Mind and Strength (Pick one quadrant and create a short teaching and process to help the staff connect to this part of their being.)
- See Core Values for more ideas. Consider what this team needs in order to be present, to lead well, and to grow personally as well as in their roles.
- There are sample processes under the “Meetings and Schedules” Tab
- See “Creating Processes for Sacred Space and Staff Times” located in “Meeting and Schedules” for guidelines for creating processes.

Awareness – During staff meetings we oftentimes ask: “What are you aware of?” These are good moments to help us focus on what is going on within us, in our bodies, emotions, minds, and spirits. The leader for these meetings may want to go through a brief review of what has been happening right before the meeting. This is not a teaching time, but a time for reflection. Depending on the time available, the leader may begin with a general check-in (first name and predominant emotion) then ask the “awareness” question in a variety of ways:

- 1) What emotions or thoughts are you aware of personally?
- 2) What are you aware of concerning the attendees?
- 3) What are you aware of surrounding the staff?
- 4) What’s coming up for you?