



WELCOME TO LEADERSHIP EMAIL TEMPLATE

QUICK REFERENCE

- **WHAT:** 1st Email to Leadership Team
 - **SENDER:** Weekend Leader
 - **RECIPIENTS:** AWL, Staff Coordinator, Color Team Leads, Elders, Speaker Coordinators, Regional Coordinator
 - **TIMING:** 10 Weeks out
 - **PURPOSE:** This is first communication with entire leadership communicate dates. Please copy and paste the information below into an email and edit it there. Feel free to edit this to use your own voice in the introduction.
 - **ATTACHMENTS:** WATC Leadership Structure, Zoom agenda
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Sisters,

Thank you all for agreeing to help lead the (Month date, year WATC state) weekend! I am excited about this team and excited about what God is preparing for the staff and attendees. It is my prayer for you as leaders that you would feel fully supported, and be able to support the rest of the staff out of that place of strength, in reliance on the Holy Spirit, and sitting in that wonderful river of grace.

There is a lot of information in this email, please read to the end and look at the attachments.

OUR LEADERSHIP TEAM

Weekend Leader:

Assistant Weekend Leader:

Staff Coordinator:

Yellow Team Leader:

Yellow Team Elder:

Orange Team Leader:

Orange Team Elder:

Blue Team Leader:

Blue Team Elder:

Green Team Leader:

Green Team Elder:

Speaker Coordinators:

Please put the following dates in your calendars for leadership calls and staff meetings:

LEADERSHIP MEETINGS

IN-TOWN STAFF MEETING



OUT OF TOWN STAFF MEETING (ZOOM)

Depending on your leadership role, you will receive either view or edit privileges for folders and files on the WATC Google Drive. Team Leaders access the Color Team folders to access, view, and download appropriate files for your team's responsibilities.

Documents are distributed as follows:

- Google Drive WATC Leadership Documents access with editing privileges - WL, AWL, Staff Coordinator (StCo)
- Google Drive Access with view only privileges - Speaker Coordinator (SpCo), Team Leaders, Elders
- Registration Spreadsheet access with editing privileges - WL, AWL, StCo, Registration Call Team
- Registration Spreadsheet access with view only privileges - Elders (for prayer purposes)

All other staff will receive PDFs of the documents needed for their roles from the woman who is over them. This means that Team Leaders will have to download each of their team documents as PDFs and attach them to the email they send as outlined on the job description. Likewise, the Speaker Coordinators must download the talks and modeling documents and email those to the women who are responsible for those talks and modeling.

If you are unfamiliar with Google Drive, please watch this tutorial: <https://youtu.be/LW9gh2myDhA>

Here is a link that shows you how to download a document as a PDF:

<https://www.youtube.com/watch?v=zxnBu8PFW2s>

If you need help, please let me know, and I'll be happy to help. You now have access to the Leadership Binder, so feel free to download your job descriptions.

My cell phone number is xxx-xxx-xxxx Call or text me if you need anything. Looking forward to leading with you!

Be strong!

(NAME)

WATC Weekend Leader (REGION Month Year)

(PHONE)

