



QUICK REFERENCE

- **WHAT:** Welcome to Staff Email Template
- **SENDER:** Weekend Leader
- **RECIPIENTS:** All Weekend Staff
- **TIMING:** 10 Weeks out
- **PURPOSE:** Please use this email template as a guide for making first contact with Staff women. 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:**
 - Staff Contact List
 - WATC Dinner Table Document
 - Inviting Women to the Weekend
 - TCMG Rock Work Documents
 - WATC Staff Manual

WELCOME TO STAFF EMAIL TEMPLATE

Hello beautiful women!

Welcome to the staff for WATC (STATE, MONTH, DATE, YEAR), which will be held at LOCATION (Their website is here [INSERT LINK TO WEBSITE.](#)) Thank you for your interest, support, and selfless contribution to Women at the Cross!

We are 10 weeks out from our weekend, so it is time to start planning, praying, and inviting. It is a deep honor to serve alongside you! Staffing is a great opportunity for your own personal growth and to lovingly serve women attending the weekend. This is Kingdom work, and your participation is so appreciated! There is *a lot of important information* in this email, so please read to the bottom and **save this email for reference**.

IN THIS EMAIL, YOU WILL FIND (IN THIS ORDER):

- Welcome Video (see top of email for link) [WEEKEND LEADER CAN MAKE THIS IF YOU WANT]
- Recruiting Goal and Scholarship Info
- Covid Safety Info
- Staff Fee Deadline and Link
- Job Request Link and Deadline
- Staff Meeting Date
- Rock Work Training Date
- Arrival and Departure Information
- Leadership Team Contact Information
- Staff Agreements

- Dinner Table Expectations
- Instructions on Finding Rock Work Videos
- **Attachments:**
 - Staff Contact List
 - WATC Dinner Table Document
 - Inviting Women to the Weekend
 - TCMG Rock Work Documents
 - WATC Staff Manual

RECRUITING GOAL AND SCHOLARSHIP INFO: *“EACH ONE, BRING ONE! START ASKING NOW. DON’T WAIT.”* ***Our goal is for each staff woman to bring at least ONE woman to the Weekend.*** Please begin to pray and get the word out to women in your life. Please see the attached document called "Inviting Women to the Weekend."

We also have a limited number of partial scholarships available for those with financial hardships. We do not want finances to keep a woman from the weekend, however, we also recognize that it is important to own the experience and have skin in the game. If a person would like to apply for a scholarship, ask them to note this in their registration and the Event Coordinator will send them a financial assistance application.

COVID SAFETY INFO: Given current conditions regarding Covid-19, and for the health and safety of all, to attend the weekend we ask that you have proof of a negative COVID test the week of the weekend, regardless of vaccination status. Additionally, we encourage you to come only if you are 100% healthy. If we all come healthy, we will leave healthy. Please bear with us as things change, but this is the current Covid policy.

STAFF FEE DEADLINE AND LINK: The Staff Fee is due by the first Staff Meeting on DATE. Here is the link to the website to pay your Staff Fee: <https://crossministrygroup.org/staff-payment/>

JOB REQUEST LINK AND DEADLINE: [8 WEEKS BEFORE WEEKEND]: Job Descriptions can be found in the Staff Manual. **Click here to request jobs:** (GET JOB LINK FROM EVENT COORDINATOR)

STAFF MEETING DATE

First Staff Meeting:

- ***In person:*** DATE, TIME, LOCATION
- ***Zoom*** [For Out-of-Town staff or those unable to make the in-person meeting]: DATE
ZOOM LINK

Second Staff Meeting (TBD): Color Team Meeting Via Zoom

ROCK WORK TRAINING DATE (if applicable)

DATE / TIME / LOCATION (Zoom Link [if applicable])

ARRIVAL AND DEPARTURE INFORMATION

Weekend Arrival

Either Thursday, DATE, after 4pm (must pay for additional night) or Friday, DATE, by 8:30am for Staff Meeting

Weekend Departure AFTER Cleaning Duties

Around 4pm on Sunday, [DATE]

LEADERSHIP TEAM CONTACT INFORMATION

<i>Weekend Leader</i>	Name	Email
<i>Assistant Weekend Leader</i>	Name	Email
<i>Staff Coordinator</i>	Name	Email
<i>WATC Regional Coordinator</i>	Name	Email
<i>Blue Team Leader</i>	Name	Email
<i>Blue Team Elder</i>	Name	Email
<i>Green Team Leader</i>	Name	Email
<i>Green Team Elder</i>	Name	Email
<i>Orange Team Leader</i>	Name	Email
<i>Orange Team Elder</i>	Name	Email
<i>Yellow Team Leader</i>	Name	Email
<i>Yellow Team Elder</i>	Name	Email
<i>Speaker Coordinator</i>	Name	Email
<i>Speaker Coordinator</i>	Name	Email
<i>Speaker Coordinator</i>	Name	Email

STAFF AGREEMENTS

- I will be fully present at the Staff meetings and on the Weekend.
- I agree to be present for the entire Weekend. [Staff cannot arrive late or leave early.]
- I agree to stay clear with other staff women throughout the Weekend.
- I will refrain from consuming recreational drugs (alcohol, marijuana in any form) and tobacco on the entire weekend. [This is based on site requirements and safety within the container.]
- I will be on time for all pre-Weekend Staff meetings.
- I will attend two Staff meetings [Please check in with the Weekend Leader if unable to attend].
Out-of-town Staff will attend pre-Weekend teleconference Staff meetings.
- I will prepare for my assigned jobs before the Weekend.

- I will commit to responding to a weekly email check-in by 11:59pm on Thursdays beginning six weeks prior to the weekend.
- I will maintain the confidentiality of weekly check-ins and will use a private email address to ensure privacy.
- I will familiarize myself with the Staff Manual, especially those parts related to my jobs.
- I will practice the Dinner Table exercise with at least one person before the Weekend. If you've staffed more than 5 times, you are exempt from this. [Watch this video to familiarize yourself with how to lead the Dinner Table Exercise: <https://vimeo.com/617271493/5b54177a50>]
- I will actively invite women to attend the Weekend. This is critical and needs to begin NOW. Inviting women is not the job of a few, but of everyone.
- I will arrive at the site BEFORE 8:30 am on Friday of the Weekend.
- I will pay the Staff Fee by the first Staff meeting and understand the Staff Fee is non-refundable.

DINNER TABLE EXPECTATIONS

All Staff will participate in the Dinner Table exercise (*attached*). The process is committed to memory. First time staffers must prepare for the Dinner Table exercise even though they will not be leading a process. Senior staffers will provide guidance, backing up each leader with prompts, stepping in to facilitate if necessary.

INSTRUCTIONS ON FINDING ROCK WORK VIDEOS

In addition to reading the attached Rock Work document, we recommend **all staff watch the videos** on the website. These will equip you in helping to set up processes on the Weekend. New staffers will not be expected to lead any processes. *If this is your first or second time staffing*, please focus on the Basics videos. You are welcome to watch the Power Processes and Connection Processes to become more familiar with them, but you will not be responsible for setting them up. Here's the link to the website: <https://crossministrygroup.org/rock-work-videos/>. PASSWORD: Beloved

Your time, dedication, and hard work are seen and appreciated! Please let me or other leaders know **if you need support** or have any questions. Extravagant support is on tap for staff in addition to attendees! Support could be a listening ear, a word of encouragement, assistance in understanding a task or role—There are many forms of support. Please love yourself well and use your voice to ask for support (she said to herself as much as to anyone else!).

I am looking forward to seeing God work in the lives of His precious women on the Weekend and to linking arms with you in serving! I'm so thankful for you!

Blessings,

(NAME)

WATC Weekend Leader (REGION Month Year)

(PHONE)