

QUICK REFERENCE

- **WHAT:** Job Assignment / Pre-1st Staff Meeting Email Template
- **SENDER:** Weekend Leader
- **RECIPIENTS:** All Weekend Staff
- **TIMING:** 7 Weeks out
- **PURPOSE:** Please use this email template as a guide to send job assignments and/or communicate re: the first staff meetings. Communicate Job Assignments using the WAAG (if completed) Identify the Color Team Leads and Leadership contact person based on Weekend Leader, Assistant Weekend Leader, Staff Coordinator, and Color Team Lead roles. 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:**
 - WAAG – Weekend at a Glance
 - WATC Leadership Structure Document
 - Staff Contact List

JOB ASSIGNMENTS EMAIL TEMPLATE

Beautiful Women,

Attached is the Weekend At A Glance (WAAG) which is the job list for the weekend. It is 4 pages long and has an overview of the weekend with assignments for different jobs. The first page has all the Color Team assignments along with several process assignments. Pages 2-4 are the weekend activities listed by the time they occur with two columns. The **left-hand column** is what is happening in the flow of the staff manual and with the attendees while the **right-hand column** lists helpful notes about which team may be running things or what staff may be doing. Read through the entire document and notice both the left and right-hand columns.

IMPORTANT THINGS TO REMEMBER:

- 1) The WAAG will probably change between now and the weekend, it may be wise to hold off printing a copy until just before you depart to attend the weekend. If there are changes that impact, the Leadership Team will contact you to confirm you are aware of the changes.
- 2) Your first point of contact for questions is either your Color Team Lead or the coordinator of a process. Please see the Staff Contact List for email and phone numbers.
- 3) Some of you may feel stretched OR disappointed in your job roles. Be curious about your response; invite God into your reaction. Know that the leadership team has prayed over this, but we are human. If after contemplation and prayer, you still feel a check in your spirit or concern about your role, please first reach out to me.

4) You will start receiving emails for various jobs. Your Color Team Lead or process coordinator WILL get you the information you need. Be patient as they are just seeing some of these assignments for the first time as well. Monitor your email for more information as needed.

Finally, be in prayer as we each prepare for our roles. Walk in patience and understanding with each other; no one ever shows up with a desire to sabotage the weekend, we all want to give it our best.

ATTENDEES:

We currently have ____ women signed up to attend. A full weekend is 35 women, keep inviting! We have ____ spaces... pray that God brings who He wants on the weekend.

May God grant favor and blessing to each one of you. I feel blessed to serve with all of you!

(NAME)

WATC Weekend Leader (REGION Month Year)

(PHONE)