



ELDER CHECKLIST

PRE-WEEKEND

10 WEEKS OUT - Elder

- Use this week to prepare your heart, soul, mind, and strength for leading the Weekend
- Read through the Philosophy and Core Values
- Pray for the Leaders, Staff, and Attendees
- Check the Registration Spreadsheet weekly to see the updated list of Attendees
 - Check the “What do you hope to get out of this retreat” column
 - Check the “Specific Prayer Requests” column (This won’t be completed until Registration Coordinators have called and reached each Attendee beginning this week)

7 WEEKS OUT - Elder

- Participate in the 1st pre-Weekend Staff meeting with the rest of the Leadership team
- Debrief this meeting with the Leadership Team
- One Elder participate in the out-of-town conference call with the Weekend Leader, Assistant Weekend Leader and Staff Coordinator

6 WEEKS OUT - Elder

- Beginning this week Registration Coordinators will be calling the Attendees who have already signed up and as they register, continue to pray for the Attendees by checking two columns on the Registration Spreadsheet
 - Check the “Specific Prayer Requests” column
 - Check the “What do you hope to get out of this retreat” column
- As you read weekly email check-ins, pray specifically for any Staff prayer requests (Check-ins begin this week)
- Continue praying for Leadership team. Reach out to any individuals that God places on your heart to check in with

4 WEEKS OUT - Elder

- Check in with your assigned Leaders to see if they have any specific prayer requests
- Continue praying for Leadership team. Reach out to any individuals that God places on your heart to check in with

3 WEEKS OUT - Elder

- Participate in the 2nd pre-Weekend Staff meeting with the rest of the Leadership team
- One Elder participates in the out-of-town conference call with the Weekend Leader, Assistant Weekend Leader and Staff Coordinator
- Continue praying for the Leadership team. Reach out to any individuals that God places on your heart to check in with

1 WEEK OUT - Elder

- Check in with your assigned Team Leaders to see if they have any specific prayer requests
- Continue praying for the Leadership team. Reach out to any individuals that God places on your heart to check in with

WEEKEND CHECKLIST

- Execute all responsibilities as outlined in job description
- Lead Broken and Beloved Process for Color Team on Sunday morning

POST-WEEKEND CHECKLIST

- 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?