



## Speaker Coordinator Email Templates

Group Zoom??

Elder Opening Ritual email??? They aren't on the Opening Ritual doc

NOTE - In general, anything in ALL CAPS is a patch of text to be edited for the specific weekend.

Example: WATC EC MONTH YEAR becomes WATC EC MAY 2023

NOTE - In general, anything [in brackets] is a note to YOU of something to consider or clarify and should not be left "as is" and does not need to remain in brackets when the email is sent.

Example for a Speaker Doing Multiple Talks: [NOTE preparation and memorization expectations per talking piece.]

### Speakers Doing One Talk

**Surrender to Love** (as example for a memorized talk)

Subject: WATC EC MONTH YEAR - Surrender to Love Speaking Role

Attach: WATC Surrender to Love

Hi NAME,

I'm one of the speaker coordinators for the upcoming weekend! I will be working with you on the **Surrender to Love** speaking role.

I've attached the **WATC Surrender to Love** document which guides you on your role. Please take some time to review this and consider your time spent on this talk as a meditation, more than memorizing, as you connect the message to your heart and soul as much as your head.

Be sure to check out the timing, purpose, energy, and materials note at the top of the document. This talk is to be memorized and shared with the Attendees without notes.

The preparation for this role includes **two Zoom calls with me**.

During the first Zoom call, I'll want to hear you run through the script, and we'll go over the content, energy, and flow of your talk. You do not need to have your talk fully prepared or memorized, but please be familiar with it and bring any questions.

For the second Zoom call, I'll want to see you run through the fully prepared and memorized talk, on your feet, and I'll offer my support as the weekend approaches.

For our first call, I am available INSERT TIME on the following days:

- DATE
- DATE
- DATE

**Please let me know a couple of time options** that work for you, and I'll get the call on the schedule for us. We can schedule our second call when we meet.

As an added resource, check out this video from Colorado Speaker Coordinator, Karen Dittman, on how to prepare a talk. It includes some nuggets for memorization as well.

<https://youtu.be/tvocJQFV05E>

I'm looking forward to supporting you on this!

Be well,  
NAME

**Visualization** (as example for unmemorized talk)

Subject: WATC EC MONTH YEAR - Visualization Speaking Role

Attach: WATC Visualization 2020

[NOTE - this template can also be used for the Body Movement Talk]

Hi NAME,

I'm one of the speaker coordinators for the upcoming weekend! I will be working with you on the **Visualization** speaking role.

I've attached the **WATC Visualization 2020** document which guides you on your role. Please take some time to review this and consider your time spent on this talk as a meditation as you connect the message to your heart and soul as much as your head.

This talk does not need to be memorized. You may read it but I ask that you are very familiar with it so you can fully lead the Attendees through the experience.

The preparation for this role includes **two Zoom calls with me**.

During the first Zoom call, I'll want to hear you run through the script, and we'll go over the content, energy, and flow of your talk. You do not need to have your talk fully prepared, but please be familiar with it and bring any questions.

For the second Zoom call, I'll want to see you run through the fully prepared talk, on your feet, and I'll offer my support as the weekend approaches.

For our first call, I am available INSERT TIME on the following days:

- DATE
- DATE
- DATE

**Please let me know a couple of time options** that work for you, and I'll get the call on the schedule for us. We can schedule our second call when we meet.

As an added resource, check out this video from Colorado Speaker Coordinator, Karen Dittman, on how to prepare a talk. It includes some nuggets for memorization as well.

<https://youtu.be/tvocJQFV05E>

I'm looking forward to supporting you on this!

Be well,

NAME

### **Opening Ritual - Incense**

Subject: WATC EC MONTH YEAR - Incense (Opening Ritual) Speaking Role

Attach: WATC Opening Ritual Speaking Roles

Hi ladies,

I'm one of the speaker coordinators for the upcoming weekend! I will be working with you on the **Incense** speaking role that happens during the Opening Ritual on Friday. I've attached the **WATC Opening Ritual Speaking Roles** document with your part outlined. You only need to refer to the INCENSE section at the top.

Please look through your role and the script and begin getting acquainted with it. I encourage you to connect with the words and visualize yourself saying this to a new attendee during her first moments of the weekend.

The preparation for this role includes **one phone call with me about 2 weeks before the weekend**, so I will reach out to you when it's time to get something on the schedule. On the call, I'll want to hear you run through the script and offer my support as the weekend approaches.

When we meet, the talk should be prepared and mostly, if not fully, memorized. You will have a chance to run through the text one final time, fully memorized, on Friday before the weekend begins.

As an added resource, check out this video from Colorado Speaker Coordinator, Karen Dittman, on how to prepare a talk. It includes some nuggets for memorization as well.

<https://youtu.be/tvocJQFV05E>

I'm looking forward to supporting you on this!

Talk to you soon,

NAME

## Opening Ritual - Threshold

Subject: WATC EC MONTH YEAR - Threshold (Opening Ritual) Speaking Role

Attach: WATC Opening Ritual Speaking Roles

Hi ladies,

I'm one of the speaker coordinators for the upcoming weekend! I will be working with you on the **Threshold** speaking role that happens during the Opening Ritual on Friday. I've attached the **WATC Opening Ritual Speaking Roles** document with your part outlined. You only need to refer to the THRESHOLD section at the bottom.

Please look through your role and the script to begin getting acquainted with it. I encourage you to connect with the words and visualize yourself saying this to a new attendee during her first moments of the weekend.

The preparation for this role includes **one phone call with me about 2 weeks before the weekend**, so I will reach out to you when it's time to get something on the schedule. On the call, I'll want to hear you run through the script and offer my support as the weekend approaches.

When we meet, the talk should be prepared and mostly, if not fully, memorized. You will have a chance to run through the text one final time, fully memorized, on Friday before the weekend begins.

As an added resource, check out this video from Colorado Speaker Coordinator, Karen Dittman, on how to prepare a talk. It includes some nuggets for memorization as well.

<https://youtu.be/tvocJQFV05E>

Let me know if you have any questions or need any additional support.

I'm looking forward to supporting you on this!

Talk to you soon,  
NAME

## **Ground Rules**

Subject: WATC EC MONTH YEAR - Ground Rules Speaking Role

Attach: WATC Staff Manual

Hi NAME,

I'm one of the speaker coordinators for the upcoming weekend! I will be working with you on the **Friday Ground Rules** talk.

The **Ground Rules section on pages 17-18 of the Staff Manual** will guide you on your role. Please take some time to review this and consider your time spent on this talk as a meditation, more than memorizing, as you connect the message to your heart and soul as much as your head.

The preparation for this role includes **one phone call with me about 2 weeks before the weekend**, so I will reach out to you when it's time to get something on the schedule. On the call, I'll want to hear you run through the script and offer my support as the weekend approaches.

When we meet, the talk should be prepared and mostly, if not fully, memorized. You will have a chance to run through the text one final time, fully memorized, on Friday before the weekend begins.

As an added resource, check out this video from Colorado Speaker Coordinator, Karen Dittman, on how to prepare a talk. It includes some nuggets for memorization as well.

<https://youtu.be/tvocJQFV05E>

Let me know if you have any questions or need any additional support.

I'm looking forward to supporting you on this!

Be well,

NAME

### **Check-In / Check-Out**

Subject: WATC EC MONTH YEAR - Check-In Speaking Role

Attach: WATC Check-ins & Outs

[NOTE - use for Sunday's Check-Out as well ... change content as needed]

Hi NAME,

I'm one of the speaker coordinators for the upcoming weekend! I will be working with you on your assigned **Check-In**.

I've attached the **WATC Check-ins & Outs** document which guides you on your role. Please take some time to review this and consider your time spent on this talk as a meditation, more than memorizing, as you connect the message to your heart and soul as much as your head.



The preparation for this role includes **one phone call with me about 2 weeks before the weekend**, so I will reach out to you when it's time to get something on the schedule. On the call, I'll want to hear you run through the script and offer my support as the weekend approaches.

When we meet, the talk should be prepared and mostly, if not fully, memorized. You will have a chance to run through the text one final time, fully memorized, on Friday before the weekend begins.

As an added resource, check out this video from Colorado Speaker Coordinator, Karen Dittman, on how to prepare a talk. It includes some nuggets for memorization as well.

<https://youtu.be/tvocJQFV05E>

Let me know if you have any questions or need any additional support.

I'm looking forward to supporting you on this!

Be well,  
NAME

## **Speaker Doing Multiple Talks**

Subject: WATC EC MONTH YEAR - Speaking Roles

Attach relevant documents

Hi NAME,

I'm one of the speaker coordinators for the upcoming weekend! I will be working with you on the following talks:

- Friday Check-In
- Staff Rock Work Ready
- Sunday Morning Check-In

I've attached the **WATC Check-ins & Outs** and **WATC Rock Work Ready** documents which guide you on each role. Please take some time to review these and consider your time spent on these talks as a meditation, more than memorizing, as you connect the messages to your heart and soul as much as your head.

Be sure to check out the timing, purpose, energy, and materials notes at the top of each document. [NOTE preparation and memorization expectations per talking piece.]

The preparation for these roles includes **two Zoom calls with me**.

During the first Zoom call, I'll want to hear you run through the script, and we'll go over the content, energy, and flow of your talks. You do not need to have your talks fully prepared or memorized, but please be familiar with them and bring any questions.

For the second Zoom call, I'll want to see you run through the fully prepared and memorized talks, on your feet, and I'll offer my support as the weekend approaches.

For our first call, I am available INSERT TIME on the following days:

- DATE
- DATE
- DATE

**Please let me know a couple of time options** that work for you, and I'll get the call on the schedule for us.

If we want to separate out the check-ins with the Rock Work Ready talk, we can absolutely carve out separate times for the second meeting. Let's plan on discussing all three roles during our first call, and we can go from there.

As an added resource, check out this video from Colorado Speaker Coordinator, Karen Dittman, on how to prepare a talk. It includes some nuggets for memorization as well.

<https://youtu.be/tvocJQFV05E>

I'm looking forward to supporting you on this!

Be well,  
NAME

## Scribes

### Three Selves

\*\*There is a document for this ... but no one is assigned. This may get deleted.\*\*

Subject: WATC EC MONTH YEAR - Scribe Role for Three Selves Talk

Attach:

WATC Scribe Notes - Three Selves Talk

The Three Selves Talk - January 1, 2022

Hi NAME,

You are assigned to be the **scribe** during the **Three Selves** talk that SPEAKER is giving on the upcoming weekend. Attached are the **WATC Scribe Notes - Three Selves Talk** and **The Three Selves Talk** documents.

Please familiarize yourself with these before the weekend. There is no pre-weekend call associated with this role, but **do bring a copy of the *Scribe Notes* to the weekend and up with you during the talk.** This doesn't need to be memorized, and you may refer to your notes while you are up there.

Let me know if you have any questions!

Be well,  
NAME

### **Taking the Weekend Home**

Subject: WATC EC MONTH YEAR - Scribe Role for Taking the Weekend Home Talk

Attach:

WATC Scribe Notes - Taking the Weekend Home

WATC Taking the Weekend Home

Hi NAME,

You will be the **scribe** for the **Taking the Weekend Home** talk that SPEAKER will be giving. Attached are the **WATC Scribe Notes - Taking the Weekend Home** and **WATC Taking the Weekend Home** documents.

Please familiarize yourself with these before the weekend. There is no pre-weekend call associated with this role, but **do bring a copy of the *Scribe Notes* to the weekend and up with you during the talk.** This doesn't need to be memorized, and you may refer to your notes while you are up there.

Let me know if you have any questions!

Be well,

NAME

## **False Self**

Subject: WATC EC MONTH YEAR - Scribe Role for False Self Talk

Attach:

WATC Scribe Notes - False Self Talk

WATC False Self Talk

Hi NAME,

You will be the **scribe** for the **False Self** talk that SPEAKER will be giving. Attached are the **WATC Scribe Notes - False Self Talk** and **WATC False Self Talk** documents.

Please familiarize yourself with these before the weekend. There is no pre-weekend call associated with this role, but **do bring a copy of the *Scribe Notes* to the weekend and up with you during the talk**. This doesn't need to be memorized, and you may refer to your notes while you are up there.

Let me know if you have any questions!

Be well,

NAME

## **Models**

### **Fear**

Subject: WATC EC MONTH YEAR - Model Role for the Fear Talk

Attach:

WATC Fear Model

WATC Fear Talk and Exercise

Hi NAME,

You will be the **model** for the **Fear Talk** that SPEAKER is giving on our upcoming weekend!

Attached is a copy of the talk along with a guide for the model role. Please look through these and familiarize yourself. You will be giving 6 statements in response to the request, "Tell me your greatest fear."

Please begin thinking and praying about what you will want to say in your statements. Keep in mind that you are modeling vulnerability and risk for these women, a BIG step in the path to freedom!

I'd like to meet with you before the weekend to help you prepare your statements.

Let me know if you have any of the following times available:

- DATE & TIME
- DATE & TIME
- DATE & TIME

Let me know if you have any questions.

Be well,

NAME

**Broken & Beloved + Image of Christ (same women as Shame Models)**

Subject: WATC EC MONTH YEAR - Model Role for the Broken & Beloved and Image of Christ Talks

Attach:

WATC Blessing Talk

WATC Broken and Beloved Talk

[Note: THIS GETS SENT TO BOTH SHAME MODELS, B&B SPEAKER, and BLESSING SPEAKER.

If there are NOT 2 Shame models, there will need to be one more Image of Christ model and a separate email can be sent to the 2 Image of Christ models together.]

Hi NAME,

Thank you for your willingness to step into vulnerability to model the sharing of shame for the attendees. You are giving them a huge gift.

As the Shame Models, you will also be modeling during the **Broken & Beloved** talk with SPEAKER and **Image of Christ** during the Blessing Talk with SPEAKER.

There is no official pre-weekend meeting for these modeling roles. Both of these happen on Sunday. I suggest touching base with the speakers on or before the weekend to talk through logistics so you are all on the same page.

I have attached the documents for both talks. Please read through them to better understand your roles in each. Both of you will model everything in these two talks - Broken, Beloved, and Communion (for Image of Christ/Blessing Talk).

Please reach out to me with any questions you may have.

I'm honored to support you in your weekend prep!

Thanks so much,  
NAME

### **Image of Christ/Blessing**

Subject: WATC EC MONTH YEAR - Model Role for the Image of Christ/Blessing Talk

Attach: WATC Blessing Talk

[Note: SEND ONLY IF THERE IS ONE SHAME MODEL INSTEAD OF TWO.

If we have 2 Shame models, they will also serve as the two Image of Christ models, so this email doesn't need to be sent. If we have 1 Shame model, that woman plus one other will help model Image of Christ. The Shame model is the woman who models receiving.]

Hi NAME and NAME,

You two will be the **models** for the **Blessing** talk on the upcoming weekend. SPEAKER is the speaker for this talk, and you two will be joining her to model communion. The only prep for this is to familiarize yourself with the modeling roles before the weekend. I've attached the **WATC Blessing Talk** doc which contains the talk and explains the communion process.

SHAME MODEL will be the one taking communion. When you demonstrate this for the Attendees, SHAME MODEL will stand in the middle. I recommend that SPEAKER stand to the left of SHAME MODEL, holding the bread and STAFF VOLUNTEER stand to the right of SHAME MODEL, holding the cup. More specific details are listed in the attached document.

If you're having any trouble visualizing this, just let me know. This won't be until Sunday of the weekend so we can absolutely make time to discuss in person on the weekend itself.



Talk to you soon,  
NAME

**Connecting Shame Model with the Shame Speaker**

Subject: WATC EC MONTH YEAR - Shame Model Role for the Shame Talk

Attach:  
WATC Shame Model  
WATC Shame Talk

Hi NAME,

Thank you for your willingness to step into vulnerability to model the sharing of shame for the attendees. You are giving them a huge gift.

This email is to connect you with SPEAKER on the Shame Talk for the upcoming WATC weekend. You will be SPEAKER's model for this talk. Attached is a copy of the talk along with a guide for the model role. Please read through these and begin preparing your statements. SPEAKER will be in touch with you to meet and prepare with you.

Please reach out to me with any questions you may have.

I'm honored to support you in your weekend prep!

Thanks so much,  
NAME

## **Cloth Models**

### **Black Cloth Model for Shame Talk**

Subject: WATC EC MONTH YEAR - Black Cloth Model Role for the Shame Talk

Attach: WATC Shame Talk

Hi NAME,

You will be the **black cloth model** during the **Shame Talk** that SPEAKER is giving. Attached is a copy of the talk, please read through and familiarize yourself with the role before the weekend.

You will have a chance to talk through your role with SPEAKER after the staff meeting on Friday of the weekend.

If you have any questions on this, please let me know!

Be well,  
NAME

## **Three Selves**

Subject: WATC EC MONTH YEAR - Model Role for the Three Selves Talk

Attach: The Three Selves Talk - January 1, 2022

Hi ladies,

You are assigned to **model** during the **Three Selves** talk that SPEAKER is giving during the upcoming weekend.

Attached is the document outlining the talk. Please read through and familiarize yourself with the roles. You will see that there are four colored cloths. SPEAKER will assign which woman will wear which cloth, and she will walk you through your specific roles after the staff meeting on Friday of the weekend.

You can also watch a video of this talk (from a men's weekend) here:

<https://vimeo.com/296538594/b024b429fd>

Please don't share this video. It is for training purposes only. I hope it helps you make sense of what will be required of you during the talk. Again, you will have a chance to run through this Friday morning with SPEAKER before the Weekend officially begins.

If you have any questions, just shoot me an email!

Be well,

NAME

### **Dinner Table Leader and Model**

Subject: WATC EC MONTH YEAR - Dinner Table Process

Attach: WATC Dinner Table Leader and Model

Hi NAME and NAME,

As one of the speaker coordinators for the upcoming weekend, I'll be working with you two on the **Dinner Table Process**.

NAME will be the leader, and NAME will be the model. I have attached the **WATC Dinner Table Leader and Model** document outlining the process. Please familiarize yourselves with your roles.

I plan on meeting with each of you individually to help you prepare. I ask that the two of you meet once on Zoom (I may join) closer to the weekend to run through it together. I recommend you find some time in person on the weekend before it starts to go through it on your feet. For now, I'll schedule separate calls with each of you, and we can go from there.

During the first Zoom call:

I'll want to hear LEADER run through the script, and we'll go over the content, energy, and flow. You do not need to have it fully prepared or memorized, but please be familiar with it and bring any questions.

MODEL, please come prepared with responses to the prompts. We'll talk through them, and I can help clarify or provide support if needed. Ultimately, I'll want your answers committed to memory so you aren't coming up with them in the moment and so LEADER knows what you'll be saying.

For our first call, I am available INSERT TIME on the following days:

- DATE
- DATE
- DATE

**Please let me know a couple of time options** that work for you. Please reply to only me, and I will confirm shortly the time I have for each of you.

Looking forward to supporting you both on this!

Thanks very much!

NAME

IN PROGRESS:

### **Group Building Facilitator**

Subject: WATC EC MONTH YEAR - Group Building Facilitator Speaking Role

NOTE - make sure the info here is actually correct. Will you be on the Group Building call?

You can

Hi NAME,

I'm one of the speaker coordinators for the upcoming weekend! I will be working with you on the **Group Building Facilitator** role.

I already received your email as the facilitator, so I know you've been reviewing your role including the speaking part. If you would like, you and I can meet directly before/after the Group Building call you have set up so I can offer support and answer any questions you might have. I am also here to assist the models with you, so if we want to discuss after seeing where people are at during the call, we can touch base on that as well.

If you want to set up a time beforehand, just let me know! I'm available for whatever you need on this, so just shoot me an email. Otherwise, I'll see you on the call.

I'm so looking forward to supporting you on this!

Be well,

NAME

## **OPTIONAL emails to send: Scheduling, Reminders, and a One-Week Out Email**

### **Scheduling Second Speaker Meeting**

Subject: WATC - Scheduling second speaker meeting

Hey NAME,

Thank you for the work you are putting in, preparing your speaking pieces. I appreciate your time, intentionality, and attentiveness.

I'd love to get a date on the calendar for our **second speaker meeting**.

When we meet this time, I want to see you **on your feet, fully prepared** for all of your speaking pieces. We'll run through everything on this call.

Additionally, be thinking about **how I can support you on the weekend**. This can look like anything from praying with you before your talk, standing and holding eye contact and breathing with you to help ground you, making sure people don't interrupt you before your talk, or giving you a high five once you've completed your talk. All of that and more. Anything you need to help you feel your best. It's also okay to say, "I'm good. I don't need anything." We'll discuss this when we meet as well.

We will meet for up to one hour. Please let me know what time works for you:

- DATE & TIME
- DATE & TIME
- DATE & TIME

Looking forward to it!

NAME

## Reminder Template

Subject: Reminder - WATC EC Talks DAY TIME am/pm

Hi NAME,

Just a friendly reminder that we'll meet tomorrow  
DAY, DATE TIME am/pm (example: Wednesday, May 10 3-4pm)  
to run through all of your speaking pieces on your feet:  
NAME OF TALK/SPEAKING PIECE  
NAME OF TALK/SPEAKING PIECE

These should be memorized/prepared and shared with me, on your feet, as if happening on the weekend.

Here's the Zoom link:

Let me know if you have any questions, and I'll see you tomorrow!  
NAME

## One-Week Out

Subject: WATC - Final Speaker Thoughts

(NOTE - this was written for a weekend where more than one Speaker Coordinator prepped the speakers. Please update any necessary references based on the reality of your circumstances.)

Hi beautiful speakers!

Whether you say one word or 100, whether I met with you pre-weekend or NAME did, **I will be your speaker support** for this coming WATC weekend. (I have included cloth models in this email as well, even if you do not have a speaking role.)

**A couple of reminders:**

During this next week, make sure to **double-check the WAAG and Staff Manual** to make sure you know what comes before and after your speaking piece. Is it a break, a prayer, another talk (if so, how does it end)? Do you need to dismiss or pray for the attendees? If you are unsure, let me know, and we can solve it together.

If you haven't already, ask yourself, "**What is the energy of my talk?**" Then, look at what happens right before you get up to speak. What energy/emotion space will you be in, and what might you need to do to shift into the energy needed for your talk?

**If you are having trouble with memorization** for a talk that asks for memorization, reach out to NAME this next week so we can help you make a plan. We aim for the ideal (100% memorized), but we live in reality!

**Friday morning**, after the staff meeting:

**Group Building** will meet to run through in person

**Anger** will meet to talk through the process

After that, **Dinner Table, Shame and Fear models** as well as any **cloth models** will meet with their **Speakers**.

I will be around to help connect people as lots will be going on.

I will be available **Thursday evening**, at Huntersfield, if anyone wants to run their talk in person. Just let me know.

If a model and speaker are at Huntersfield Thursday night and want to run their piece then, we can do that, too.



My job this weekend is to **support** the speakers, so don't let the enemy tell you that you are inconveniencing me if you need support. You're literally allowing me to do my job!

**Support** can look like holding eye contact and breathing to help ground you, giving you a hug, telling you “you can do this” or “you did awesome” ... or anything else that might feel nice.

If you’ve already communicated your desire for **support** to Bethany or me, no need to reply, BUT if you have not, please email me back and let me know how I can support you!

In addition to support on the weekend, speakers have the option of receiving **feedback** after the weekend. This can be a time to discuss what you experienced and/or learned and for me to provide some ideas of things you could think about for the future. If you would like feedback, please email me back to let me know so I can follow up with thoughtful feedback after the weekend.

Remember, amazing women, you are not alone. You have what it takes. You are, at all times, connected to God’s love and power ... and to this staff of women.

Looking forward to seeing each of you in person soon!

NAME

## **Speaker Feedback after Weekend**

Subject: WATC Speaker Feedback Chat

Hey NAME,

I hope you've had some time to rest and restore ... or to begin the process.

I am reaching out because you requested speaker feedback. I'd love to set up a time to chat. I'm thinking we'll set aside an hour, knowing we can end our conversation when we're done. My plan is for us to have a phone call. If you prefer a Zoom/FaceTime call, please let me know, and I'll get it set up for us.

Please let me know if anything in this time frame works for you:

- DATE & TIME
- DATE & TIME
- DATE & TIME

Looking forward to hearing how you felt and sharing what I witnessed. Thank you for the time you clearly put into preparing and for all of "you" that you shared with the staff and attendees this past weekend. We are better for it.

NAME