



Study Guide for Associate Coordinator Training

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Overview

The purpose of the Associate Coordinator training is to focus on the weekend events. The initial training for an Associate Coordinator assumes the Coordinator manages all the tasks prior to the weekend with the Associate Coordinator assisting the Coordinator with the weekend.

The *Study Guide for Associate Coordinator Training* is a self-paced, online training. The course consists of 6 sessions. The purpose of the self-paced training is to give an experienced team member who is interested in becoming an Associate Coordinator the understanding of the tools that are available to coordinate a weekend. The online training is intended to be completed before serving as an Associate Coordinator and to supplement, not replace, the mentoring that an Associate Coordinator receives by serving on a weekend with an experienced Weekend Coordinator. There is no expected timeline or deadline for completion of each lesson. Each person moves at the pace appropriate for him or her and as guided by the Holy Spirit.

Before you begin each session, pray.

Faith Encouragement Ministries Website

All of the Faith Encouragement Ministries documents are on the website as downloads. <http://faithencourage.org/downloads/>

How It Works

The Study Guide for Associate Coordinator primarily uses the *Coordinator Weekend Checklist* as the basis for the training. Other documents that will assist in providing more detail are the *Coordinator's Planning and Preparation Guide* and the *Planning Guide* (for churches).

Each Study Guide Session concludes with Study Questions at the end of each session. The Study Guide Questions are also all included in the Appendix. Send your responses for each session or any questions you may have about the material to the Program Office judith@faithencourage.org.

Let's begin!

Session 1 Overview and Thursday

- Print: *Coordinator Weekend Checklist*
- Locate: Find the *Coordinator's Planning and Preparation Guide* and the *Planning Guide* (for churches)
- Optional: Scan through the *Coordinator Weekend Checklist*
- Read: Pages 1–5
- Answer: Session 1 Study Questions

Print

Locate the *Coordinator Weekend Checklist* on the website and print a copy for yourself so that you can take notes on it and mark it up as thoughts occur to you.

Locate

Find the *Coordinator's Planning and Preparation Guide* and the *Planning Guide* (for churches) on the website. They are additional references that are used in some of the sessions. It is not necessary to print them because we will only need to read a few pages, unless that is how you prefer to read a document.

Optional

If you like to read an entire document before starting a study so you have an idea of what the material is covering, quickly scan through the *Coordinator Weekend Checklist*.

Read

Read the Contents, Overview and Thursday – pages 2–5.

Session 1 Study Questions

1. As the Associate Coordinator, what documents should you print before leaving home for the upcoming weekend and what is the purpose and source of each document?
2. As you go through each Study Session, begin developing a list of items or tasks that are helpful to have completed or planned prior to the beginning of the weekend and add here.

Session 2 Friday Afternoon and Evening

- Read: Pages 6–9
- Answer: Session 2 Study Questions

Read

Read Friday Pre–Meeting, Team Meeting, and Evening Meal – pages 6–9.

Session 2 Study Questions

1. What are the top three items, in your opinion, that you would look for when you first arrive at the church?
2. Is it important for the church members to have a copy of the weekend schedule? Why or why not?
3. Why should you have a copy of the housing host/guest list?
4. List the locations that you will inspect before the team meeting.
5. When are the team assignments for the small groups determined? (Hint: See the *Coordinator’s Planning and Preparation Guide* page 23–24).
6. When are team members told about their assignment for the Friday night small group?
7. What are some ideas for the Friday night meal that can assist with making sure the program can start on time with everyone ready? (Additional ideas: See the *Planning Guide* pages 13–14)
8. How do you transition to the Evening Program to be able to start on time?

Session 3 Friday Evening Program

- Read: Pages 9–12
- Answer: Session 3 Study Questions

Read

Read Friday Evening Program -- pages 9–12

Session 3 Study Questions

1. Who begins the program?
2. What are some ideas for introducing the team members under different circumstances? How would you introduce a team of 60 team members in a timely fashion?
3. When do you break into small groups?
4. What are some ways to divide the congregation into small groups? What have you seen as least successful? Most successful?
5. What are some methods to use to be sure everyone knows when the small groups are to report back to the larger group?

Session 4 Saturday Morning

- Read: Pages 12–15
- Answer: Session 4 Study Questions

Read

Read Saturday AM Team Meeting and Neighborhood Groups – pages 12–15

Session 4 Study Questions

1. How does the morning team meeting begin?
2. What are the housekeeping items for Saturday morning?
3. What concludes the team reports?
4. What special consideration might you make for your Lunch Leaders and Music team in assigning the Neighborhood Groups?
5. What might be different if the Neighborhood Groups are all held in the church?

Session 5 Saturday Noon and Afternoon

- Read: Pages 15–17
- Answer: Session 5 Study Questions

Read

Read Lunches, Visitation and PM Team Meeting – pages 15–17

Session 5 Study Questions

1. Who provides the blessing for each of the different lunches?
2. What is the content of the program for the men's and the women's lunches?
3. If the church requests Visitation for church members, who goes?
4. What do you do about songs during the team meeting if the team meeting is not being held where the music team is set up?
5. What assignments are made at the afternoon team meeting?
6. Why would the children's or teen coordinator leave the team meeting before it concludes?
7. Why are the handouts reviewed at the team meeting?

Session 6 Saturday Evening Meal, Evening Program, Sunday, and After the Weekend

- Read: Pages 17–20
- Answer: Session 6 Study Questions

Read

Read Saturday Evening Meal, Evening Program, Sunday, and After the Weekend – pages 17–20

Session 6 Study Questions

1. Why do we ask a parishioner to provide the blessing for the meals?
2. Why is the Coordinator introduced again at the Saturday evening program?
3. What might you do if the children's or teens skits go longer than expected?
4. How do the parishioners know that the program is 'over'?
5. What should the content of the Coordinator's talk on Sunday be?

Appendix – Study Questions

Session 1 Overview and Thursday Study Questions

1. As the Associate Coordinator, what documents should you print before leaving home for the upcoming weekend and what is the purpose and source of each document?

Document Name	Purpose	Source/Location

2. As you go through each Study Session, begin developing a list of items or tasks that are helpful to have completed or planned prior to the beginning of the weekend and add here.

Session 2 Friday Afternoon and Evening Study Questions

1. What are the top three items, in your opinion, that you would look for when you first arrive at the church?
2. Is it important for the church members to have a copy of the weekend schedule? Why or why not?
3. Why should you have a copy of the housing host/guest list?
4. List the locations that you will inspect before the team meeting.
5. When are the team assignments for the small groups determined? (Hint: See the *Coordinator's Planning and Preparation Guide* page 23–24).
6. When are team members told about their assignment for the Friday night small group?
7. What are some ideas for the Friday night meal that can assist with making sure the program can start on time with everyone ready? (Additional ideas: See the *Planning Guide* pages 13–14)
8. How do you transition to the Evening Program to be able to start on time?

Session 3 Friday Evening Program Study Questions

1. Who begins the program?
2. What are some ideas for introducing the team members under different circumstances? How would you introduce a team of 60 team members in a timely fashion?
3. When do you break into small groups?
4. What are some ways to divide the congregation into small groups? What have you seen as least successful? Most successful?
5. What are some methods to use to be sure everyone knows when the small groups are to report back to the larger group?

Session 4 Saturday Morning Study Questions

1. How does the morning team meeting begin?
2. What are the housekeeping items for Saturday morning?
3. What concludes the team reports?
4. What special consideration might you make for your Lunch Leaders and Music team in assigning the Neighborhood Groups?
5. What might be different if the Neighborhood Groups are all held in the church?

Session 5 Saturday Noon and Afternoon Study Questions

1. Who provides the blessing for each of the different lunches?
2. What is the content of the program for the men's and the women's lunches?
3. If the church requests Visitation for church members, who goes?
4. What do you do about songs during the team meeting if the team meeting is not being held where the music team is set up?
5. What assignments are made at the afternoon team meeting?
6. Why would the children's or teen coordinator leave the team meeting before it concludes?
7. Why are the handouts reviewed at the team meeting?

**Session 6 Saturday Evening Meal, Evening Program, Sunday and After the Weekend
Study Questions**

1. Why do we ask a parishioner to provide the blessing for the meals?
2. Why is the Coordinator introduced again at the Saturday evening program?
3. What might you do if the children's or teens skits go longer than expected?
4. How do the parishioners know that the program is 'over'?
5. What should the content of the Coordinator's talk on Sunday be?