



Coordinator's Planning and Preparation Guide

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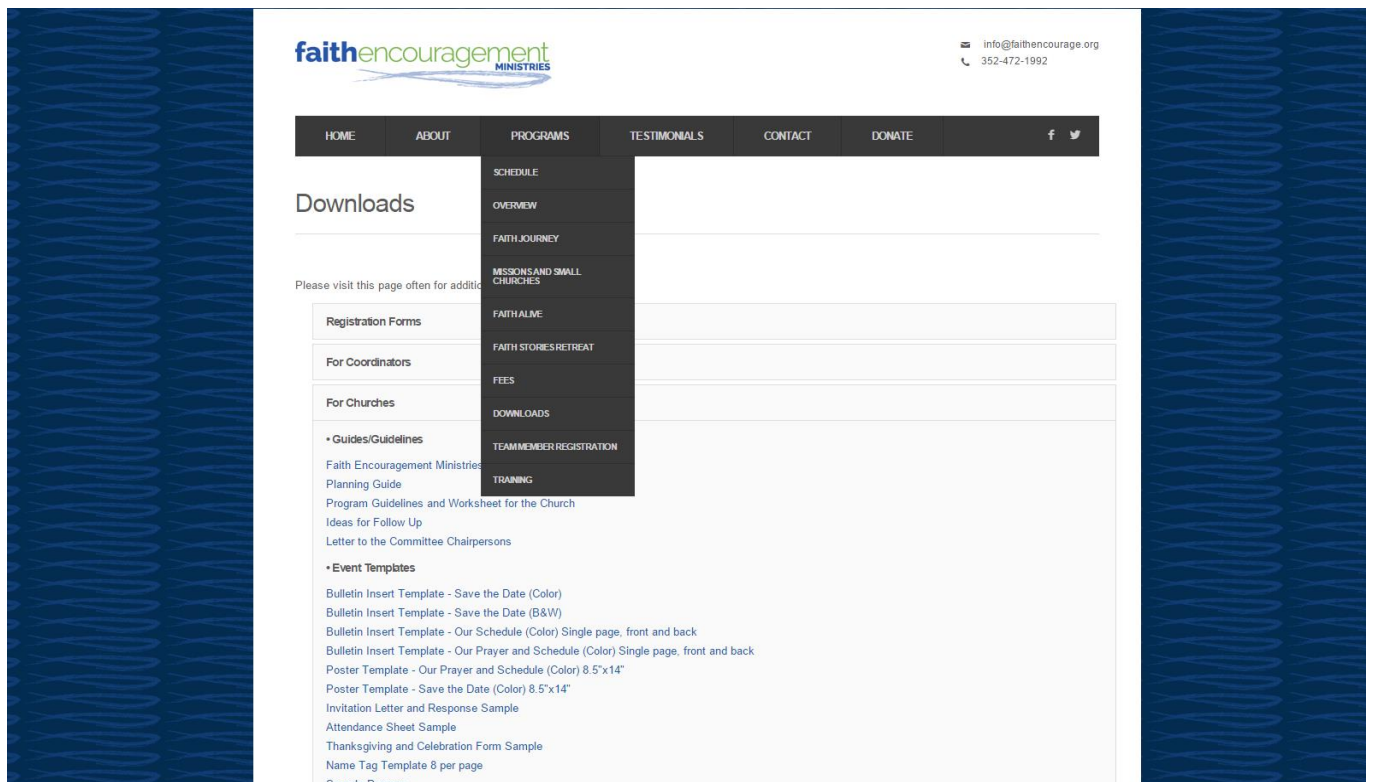
Overview

The purpose of the *Coordinator’s Planning and Preparation Guide* is to serve as a reference for both the new and the experienced Faith Encouragement Ministries Coordinator. The *Guide* is organized chronologically by a high level timeline. Each high level timeline begins with a summary or list of tasks followed by more information for each topic. The Table of Contents gives the page number for each topic’s details, an overall checklist, contact information for the Program Office and the National office, and Special Circumstances.

Documents are Online

When material is referenced that exists online on the Faith Encouragement Ministries website, only the name of the document is listed and the information is not duplicated here. All the documents are online as downloads. Go to the website, hover over PROGRAMS | *Click on* DOWNLOADS | *Click on* For Coordinators *or* For Churches, depending on the document you want. If you have any problem locating the document or information you need, please contact the Program Office.

<http://faithencourage.org/downloads/>



Start! Six Months or Earlier

- Pray
- Read *Letter to the Coordinator* from the Program Office
- Send the General Chair, Clergy, and Follow Up Chair the *Program Guidelines and Worksheet for the Church*
- Meet with General Chair, Clergy, Follow Up Chair to review their responses on the *Program Guidelines and Worksheet for the Church*
- Finalize the schedule and overall plan for the weekend
- Notify the Program Office of the church's weekend dates
- Planning Guide (for Churches)
- Information and Preparation Packets (for Churches)
- New Team Database
- Think about the Children's Program and the Teen Program
- Begin team search with Teen and Children's Coordinators and Music Leader
- Safeguarding God's Children*
- How to Determine the Number of Adult Team Members
- Begin the Search for Adult Team Members
- Associate Coordinator

Pray

Start with prayer. Continue with prayer. And know that you and the church are frequently in the prayers of others.

Letter to the Coordinator

Read the *Letter to the Coordinator* from the Program Office. If you have any questions, contact the Program Office. The Program Director is always ready to listen, cheer you on, pray, and offer alternatives.

Send the General Chair, Clergy, and Follow Up Chair the *Program Guidelines and Worksheet for the Church*

Send either the link or the document *Program Guidelines and Worksheet for the Church* to the General and Follow Up Chairpersons and the Clergy and schedule a meeting to review their worksheet responses.

Meet with General Chair, Clergy, Follow Up Chair to review their responses on the *Program Guidelines and Worksheet for the Church*

Meet with the General and Follow Up Chairpersons, and Clergy to discuss the worksheet responses and any questions you may have. You may want to open the meeting with the ‘warm-up’ question: “What are your expectations or hopes for the weekend?”

You may find most of your time will be spent listening, not talking. You may observe that not everyone is on the same page as far as their responses are concerned. This meeting allows them to listen to each other, too.

This initial meeting with the General Chairperson, Clergy and Follow Up Chairperson can be face to face or can be a conference call. It may be simpler to organize everyone on a 30–45 minute conference call for this initial meeting. If you need assistance with setting up a free conference call, contact the Program Office.

Finalize the Schedule and Overall Plan for the Weekend

You don’t have to finalize the church’s program or schedule at your first meeting; however, the church and you really can’t begin searching for your respective committee chairpersons or team members until the date is set.

Remember the church may have prioritized their preferred dates by level of conflict with other events. As you ask probing questions about the dates (are there any conflicts with the school calendar including critical test times? Community events? Local sports?), the church leadership may realize they need to further research potential conflicts for a large portion of the congregation.

Do plan to determine their weekend date as soon as possible.

Notify Program Office of Weekend Dates

The Program Office updates the schedule on the website and advertises the date on Facebook and other social media to begin the nationwide prayer coverage.

Planning Guide (for Churches)

Review the new *Planning Guide* (for churches). It details the responsibility of each church committee and includes an overall timeline for the activities for the church.

Reading the *Planning Guide* through will help you answer any questions that come up and will help you to anticipate those questions!

Information and Preparation Packets

The church receives an Information Packet at the request of the church or at the request of a Faith Encouragement Ministries Leader. The Preparation Packet is sent after their registration has been received. All the documents they receive are on the website. If you have any questions about what material was sent to the church before you talk to them, check with the Program Office.

New Team Member Database

There is a new, as of 2015, team member database. If you have not registered yourself on the new team member database, do so now. <http://faithencourage.org/team-member-registration/>

Now that you are registered, you know the types of information that is now available for both new and experienced team members. As a Coordinator, you can search the database for team members who have entered their information.

Contact the Program Office judith@faithencourage.org for access to the Team Member database. You will be sent instructions on how to search the new database, the link to view information, and a new user ID and password. The old user ID and password will not work on the new system.

Think about the Children's Program and the Teen Program

Review the registration form. How many children is the church expecting to participate? How many teens? Before you begin thinking about any team members, think about staffing. If the church lists less than 5 teens and/or less than 5 children, seriously consider combining the Children's Program and the Teen Program, but not for the entire weekend. Review the *Combined Teen and Children's Program* document and discuss some ideas with your potential Teen and Children's Coordinators.

Begin team search with Teen Coordinator, Children's Coordinator, and Music Leader

Experienced Coordinators report the most difficult positions to fill for a weekend are the Teen Coordinator and Children's Coordinator. When you ask people to prayerfully consider the Teen or Children's Coordinator position, also ask them to read through

the *Children or Teen Coordinator Guidelines* on the website under DOWNLOADS | For Coordinators and to get with you or the Program Director if they have any questions.

If you have a personal list of people you like to use for Children's or Teen Coordinators or Music Leader or adult team members, please ask them to register on the new team member database when you ask them about their availability. We are trying to move beyond private lists. Make sure they know that their entire team must be registered on the team member database.

In line with standard guidelines for safety, the Children's Program requires one adult for every six children. However, we also require a minimum of two adults. That translates to two adults – a Children's Coordinator and an Assistant – for the Children's program with up to 12 children.

Standard guidelines for safety for Teens require one adult for every ten children. With our requirement of a minimum of two adults, that means that two adults – a Children's Coordinator and an Assistant – are required for the Teen Program for up to 20 teens.

The *Music Leaders Guidelines* are currently in draft, but if you would like to share them with any Music Leader, contact the Program Office.

Safeguarding God's Children

It is critically important that anyone with the Faith Encouragement Ministries programs who works with teens or children as coordinators or assistants at a church has not only completed the mandatory *Safeguarding God's Children* training but also has provided a record to the National Office of that training. If someone has not completed the training, they can take the training their church probably already provides or Faith Encouragement Ministries can enroll them in an online course. The online course has a small fee. They can contact the National Office to enroll.

How to Determine the Number of Adult Team Members

Before you begin your search for adult team members, you will need to decide how many team members you need for the weekend. Too many, and you have disheartened team members. Too few and you have small group sizes too big. It is a fine line!

It is important to remember there is no way for us to perfectly staff for a weekend. This is just the first of many lessons to remind us that God is in control of the weekend. We do the best we can, and God makes it wonderful in spite of our human shortcomings. You may determine you need 24 adult team members, and then you end up with only 17, for example. The weekend will work because God will use the people that are there in the way that He intends.

You may feel the need to adjust the number of team members upward or downward later when you receive the church's estimate for Friday night from the Attendance Chairperson. Or you might just stay with who you have and don't worry about it.

Weekend Attendance Trends

We have discovered that the number of adults projected on the registration form for the Friday night attendance tends to be fairly accurate, particularly if it is close to 60% of the Average Sunday Attendance. Experience shows a typical 15%–20% drop on Saturday morning from the Friday night attendance with Saturday night's attendance also decreasing close to 10%–15% from Saturday morning.

Let's walk through an example first using the Traditional Method and then using an Alternate Method of determining the number of adult team members.

Our example begins with a registration form projecting 80 adults expected to attend the Friday night session for a church reporting an ASA of 140. 60% of the ASA is 84, so we can feel fairly confident that the projection of 80 adults is close enough.

Traditional Method – Friday Night Attendance

The traditional rule of thumb to determine the number of adult visiting team members is 2 visiting team members for every 10 adults expected to attend the Friday night session on the registration form.

In our example of 80 adults being projected to attend Friday night on the registration form, we plan for 8 small groups on Friday night, which means 16 adult team members. It is important to know whether the Music Team will be serving as leaders for the small groups rather than assume they will or will not.

Our Saturday morning neighborhood group attendance would be expected to be 64–68 people, so we'd be planning 6–7 groups, which means 12–14 adult team members. While we know not all of them will sign up for the morning group in advance, we could plan on 6 homes, with one group for those who did not sign up being at the church. The clergy, general chairperson, follow up chairperson, and coordinators make up a group by themselves and will also probably meet at the church.

We will need to decide what the assignment is for our 2–4 extra team members, particularly if no one shows up at the church neighborhood group. An alternative would be to ask the church to have 8 neighborhood groups so that all the team members have an assignment, but not all churches of the size we are using in our example will be able to find that many homes for the neighborhood groups.

Our Saturday night attendance would be expected to be 55–60 adults, so we'd plan on 5–6 groups for Saturday night, which means 10–12 adult team members. Now we have 4–6 adult team members who are not assigned as small group leaders.

This is easier to manage from a team perspective because we can offer prayers at the end of the small groups. We can have the music team in the church playing quietly for prayers after the end of the small groups and we can have team members who are not leading small groups in place for prayers at the altar.

Alternate Method – Saturday Morning Attendance

An alternate method to determine how many adult team members we need for the weekend is to staff for Saturday morning's attendance. Using our example above, we expect our Saturday attendance to call for 6–7 groups. Let's staff for 6 groups which means 12 adult members.

We will have our 6 groups for the 80 adults who come Friday night. Each group will have about 13 people which is within our recommended maximum of 14 people for a Friday night small group. We will need to be sure all the areas or rooms planned for the small groups can accommodate 15 people.

Our Saturday morning neighborhood group attendance is expected be 64–68 people, so could plan 6 groups for our 12 adult team members. This time we could plan on 5 homes, with one group for those who did not sign up being at the church; or we could

plan for 6 homes with the Associate Coordinator or a Co-Coordinator leading the group for those who did not sign up but do come to the church group. The clergy, general chairperson, follow up chairperson, and coordinators make up a group by themselves and will also probably meet at the church.

Our Saturday night attendance would be expected to be 55–60 adults, so we'd plan on 5–6 groups for Saturday night, which means 10–12 adult team members. We can either have smaller groups or allow 2 members of the music team to prepare for quiet music following the small groups.

Which Method Do You Use?

You can use either method to determine the number of team members for the weekend you are coordinating. Both methods are based on estimates and are estimates themselves. They are intended to help you consider other factors in your decision.

Begin the search for Adult Team Members

Use the new updated team member database to search for team members. You can search the database by state, for example. Don't limit yourself geographically, however, because there are many people who are registered indicating that they are open to travel.

As you prayerfully consider asking people to serve on the Faith Encouragement Ministries visiting team, *include people you don't know*. Search out the potential team members who have volunteered and registered as new team members but have not yet been offered the opportunity. Strive for 30% of your adult team to be either new people or people you do not know. We can't grow our teams or avoid burnout and rustout if we don't welcome new people. If there is someone you know that you can't find on the new database, tell them to register when you ask them about their availability.

Associate Coordinator

Review the Associate Coordinator Program and consider serving as a mentor if you have coordinated a number of weekends in the past. Team members who are

interested in becoming Associate Coordinators are identified on the team database or you can contact the Program Office.

Consider having an experienced Associate to provide you with a back up to step in if needed in addition to another set of eyes, ears, and hands during the weekend. Many experienced Coordinators prefer to have an experienced Co-coordinator or Associate Coordinator at their weekends who can step in if needed.

Four Months or Earlier

- Coordinator's Weekend Checklist*
- Finalize Teen Coordinator, Children's Coordinator, and Music Leader
- Teen Coordinator and Children's Coordinator
- Safeguarding God's Children*
- Request a copy of Church's Prayer for their weekend
- Develop Draft Schedule
- Publish Draft Schedule
- Meet with Church Committees
- Attend Church services and speak briefly at services
- Adult Team Search
- Follow Up on Facilities

Coordinator's Weekend Checklist

Read through the *Coordinator's Weekend Checklist*. Develop your initial weekend plan and schedule.

Finalize Teen Coordinator, Children's Coordinator, and Music Leader

If you have not received final confirmation for a Teen Coordinator, Children's Coordinator or Music Leader, make it a priority to finalize those core positions. If you need help, pray for guidance, contact other Coordinators for ideas, contact the Program Office, ask your clergy for suggestions, and pray.

Teen Coordinator and Children's Coordinator

Send the Teen and Children's Coordinators their respective program documents: *Teen Coordinator Guidelines* or *Children Coordinator Guidelines*. Send them the contact

information for the Church's Teen Chairperson and Children's Chairperson as soon as you have that information.

Safeguarding God's Children

Remind your Teen and Children's Coordinator to send records of their training or to contact the National Office for the online course. Remind them that any assistants must also submit records of their training or complete the online course.

Request a copy of the Church's Prayer for their weekend

Ask for a copy of the Church's prayer. Send their prayer to team members. Pray their prayer daily and at meetings with them. Send their prayer to the Program Office for inclusion on social media.

Develop a Draft Weekend Schedule

As you develop your draft weekend schedule you may want to think about the following:

- Are there any time constraints caused by the demographics of the church? Are there a significant number of children or elderly? You might want to consider ending a little earlier.
- Are there any time constraints caused by the geographic location of church members? For example, do a sizeable number of people live 30 minutes or more from the church?
- Are there time constraints caused by commuters, especially on Friday night? You might want to consider starting a little later.
- Plan on about 45 minutes for the evening meals. It takes most people 15–20 minutes to eat a meal. If the food can be served in 10 minutes from the first to the last person then the meal itself will take about 30 minutes. That leaves 15 minutes for people to find a place to seat, chat a bit, and then be ready for the program portion to begin. If you take much longer than that, you will have either a major social gathering in progress that will be difficult to steer to the next part of the program. Or you will have an exodus of people who think the program is over or those who are bored by the small talk.
- Decide how many songs and how many witnesses you would like for each session. You will have to be flexible with both of them because sometimes

songs and witnesses go longer (rarely shorter) than expected. Plan about 10–12 minutes for each witness, even though we ask them to limit themselves to 6 minutes.

- Decide how much time you want to allot for small groups. 30–45 minutes is what most coordinators plan with about 5–10 minutes for ‘travel’ time, depending on the layout of the facilities.

You may uncover time and schedule conflicts. Discuss with the General Chair and Clergy for the best solutions.

Publish the Draft Weekend Schedule

Send the Draft Weekend Schedule to the General Chair and Clergy asking for feedback before meeting with the Church Committees. Include start and stop times for each event, paying particular attention to allowing time for people to move from one place to another. Include team meetings and the Thursday night vigil in your draft schedule. Remind the church that when the schedule is finalized, they will want to remove the team meetings in their communications with the church.

Meet with Church Committees

Before meeting with the church committees, review the church’s *Planning Guide* so that you can answer any questions the committees may have. As you review the Planning Guide yourself, if you have any questions, contact the Program Office. If the committees ask you questions that you cannot answer immediately, tell them you will get back to them and then do it within a day or so. Contact the Program Office for any assistance.

Review the Draft Schedule with the Committees to identify any areas that would require adjustment; for example, allowing for moving to a different location before and after meals or for small groups. Point out to the Food Chairperson the amount of time allotted for the evening meals – typically 45 minutes – so plans can be adjusted as needed. A red flag might be a planned sit-down catered dinner, for example. Make sure there are no conflicts with the times being planned and the use of the facilities.

Attend Church Services and Speak Briefly at the Services

Attend all of the church services if possible. Ask the senior clergy or pastor if you may speak briefly at their announcements or other appropriate time. And be brief!

Recognize the General Chairperson, encourage people to help with the preparations, and ask them to save the date!

Adult Team Search

Continue the Adult Team Search. You may need to begin more vigorous follow up and widen your search if the response so far is slow.

Send those who have confirmed so far the *Guidelines for Team Members* and advise them to take the online training *Sharing Your Faith Story and Facilitating Small Groups*. The online training is on the Faith Encouragement Ministries website. Tell them to go to the website, hover over PROGRAMS | hover over ONLINE TRAINING | *Click on FOR THE TEAM*. Remind them to ask you if they have any questions or concerns.

Follow Up on Facilities

The *Planning Guide* advises the church to make final decisions for the Friday night meal location four months or earlier before the scheduled weekend. You may want to follow up so that you can understand the facilities plan for the Friday night program, determine public address system needs, and inform the Music Leader of the plans.

Three Months or Earlier

- Send Team List to General Chairperson and Program Office
- Send Schedule to Team and General Chair
- Follow Up: Attendance
- Follow Up: Team Members
- Follow Up: Music
- Follow Up: Children's Program
- Follow Up: Teen Program
- Make Arrangements to Speak at Services prior to weekend
- Your Faith Story

Send Team List to General Chairperson and Program Office

Your list for the team may not be final, but send the names, phone numbers, mailing addresses, and email addresses of the team members you have so far. Be sure to identify the Music Leader, Children's Coordinator, and Teen Coordinator and their teams or assistants.

Continue to push yourself to complete your team so that the church's Correspondence Committee can complete sending out the invitations to the team.

Send Proposed Schedule to Team and General Chairperson

Send your schedule to your team members and the general chairperson. Because your schedule includes team meetings, remind the General Chairperson that this is the team schedule and the schedule for church Publicity will be sent later.

Follow Up: Attendance

Ask the Attendance Chairperson for the estimated number of adults, teens, and children that are expected for the weekend. Adjust the number of team members accordingly if needed. If you are decreasing the team by more than just one or two, advise the impacted team members you need to cancel right away so they will know not to make or to cancel travel plans. Of course, do not cancel someone who has already purchased flight tickets.

Follow Up: Team Members

Send a reminder to all your team members encouraging them to complete the online training.

Follow Up: Music

Make sure your Music Leader sends you the names and contact information for all their music team members so you can include them on your team list. Make sure the church's Music Chairperson and your Faith Encouragement Ministries Music Leader have been in contact with each other. The topics to be covered include the church's style of music and your specific needs: acoustics, speaker system, overhead projector, printed song sheets, placement of visiting team during Sunday service, etc. Work with the General Chair if the contact has not happened.

Follow Up: Children's Program

Make sure your Children's Coordinator sends you the names and contact information of any assistants they will be using. Make sure the church's Children's Chairperson and your Faith Encouragement Ministries Children's Coordinator have been in contact with each other. The topics to be covered include supplies needed for the program, facilities plans, meals, church member assistance, schedule, ages expected to attend, extra activities Saturday morning or evening, etc. Many Children's Coordinators also like to have the names of the children who may attend so they can pray for each child. Ask the Children's Coordinator if they have any questions or need anything from you. Work with the General Chair if the contact has not happened.

Follow Up: Teen Program

Make sure your Teen Coordinator sends you the names and contact information of any assistants and teen members they will be using. Make sure the church's Teen Chairperson and your Faith Encouragement Ministries Teen Coordinator have been in contact with each other. The topics to be covered include supplies needed for the program, facilities plans, meals, church member assistance, schedule, ages expected to attend, extra activities Saturday morning, afternoon, or evening, whether a teen presentation is a good fit for the church teens, etc. Many Teen Coordinators also like to have the names of the teens who may attend so they can pray for them and even have their teen team members connect with them on social media. Ask the Teen Coordinator if they have any questions or need anything from you. Work with the General Chair if the contact has not happened.

Make Arrangements to Speak at Services Prior to the Weekend

Make arrangements with the rector or pastor to speak at the Sunday services two weeks, or relatively close, prior to the weekend. The rector or pastor may want a copy in advance of what you plan to say and may also give you a time limit. In any event, do plan your talk to be no more than 12–14 minutes. Most churches with multiple Sunday services have a very tight time schedule, and it is very important that you respect their schedule. The expectation is that you will not be preaching but will be sharing a faith story to give the congregation a taste of what the weekend will be like. If you would like help in your preparation, contact the Program Office.

Your Faith Story

Verify the Bible readings that will be read on your scheduled Sunday to speak. Prayerfully ask God for guidance on using the Bible readings as a basis for the faith story you tell.

Note that you may not be telling your “usual” story. Instead, ask yourself **“Where does my story intersect with God’s Story?”**

Go through the online training, *Sharing Your Faith Story*, before preparing your talk. If you are a very experienced Weekend Coordinator, this 15-minute video may give you some fresh ideas. It is on the Faith Encouragement Ministries Website.

The following shows you where to find the training.

The screenshot shows the website's navigation menu with 'PROGRAMS' circled in red. A sidebar on the left contains a list of items, with 'ONLINE TRAINING' highlighted by a red arrow. Below the sidebar, there are two red arrows pointing to 'FOR THE CHURCH' and 'FOR THE TEAM' links. The main content area features a heading 'For the Team Me' and a description of an online course: 'This online course walks a team member through the Five Steps of How to Share a personal Faith Story about Jesus.' The sidebar also includes a section titled 'LET'S PRACTICE!' with a list of five steps: 1. What is my story?, 2. How did it start?, 3. What happened?, 4. What were the results?, and 5. Tell it!.

Two Months or Earlier

- Stay in touch with General Chair
- Finalize the Team
- Publish the Final Schedule for Publicity
- Pray!

Stay in touch with the General Chair

If you look at the *Planning Guide*, now is when a majority of the church committees are either in full swing or need to be. Your General Chairperson needs a friendly ear or shoulder to help with the stress. Now is when things seem to fall apart, and you may need to visit with the committees again to help get things back on track and to calm nerves. A conference call may be all they need. The best way to help, of course, is to continue to trust God's plan and pray. If you need encouragement, guidance, or a friendly ear yourself, contact the Program Office!

Finalize the Team

Ask the General Chairperson if you need to follow up on any team members who have not yet responded to the church's invitation. Send the General Chairperson and the Program Office your final list including the names of teens and any assistants. Begin adjusting your plans based on your final team.

Publish the Final Schedule for Publicity

Check with the General Chairperson and the Teen Coordinator for any schedule adjustments they may have. Publish the Final Schedule for Publicity to allow the church to begin advertising the schedule as part of their publicity. Note that this schedule does not include the team meetings.

Pray!

The closer you get to the event and the greater the potential for the impact of the weekend itself on the church, the more you will notice the attacks becoming stronger and stronger. Wrap the event, yourself, the team, and the church in prayer.

One Month or Earlier

- Stay in touch with the General Chair
- Stay in touch with your team

- Finalize your In-advance talk
- Read *Coordinator Weekend Checklist*
- Develop your Weekend Checklist
- Leaders for the Lunches
- Handouts and logistics

Stay in touch with the General Chair

Be a sounding board for the General Chairperson. Help where you can. Pray where you can't.

Stay in touch with your team

Send the Final Schedule with the team meetings included to your team, the General Chair, and the Clergy. Make sure any questions or concerns they have are addressed. Give them your contact information including how to best contact you, your cell phone number, whether you text, etc. and have the same information for them.

Finalize your In-Advance Talk

Finalize your talk you have planned for the two weeks in advance of the weekend sermon time. Practice your talk out loud with a listener to determine the timing. Ask your listener if you are preaching or sharing a faith story. Ask your listener "Where does my story intersect with God's story?" Pay attention to what they say. Send your outline or speaker's notes to the rector or pastor.

Read Coordinator Weekend Checklist

Read *Coordinator Weekend Checklist*. You may already have a checklist that you use. The sample may give you some additional ideas.

Develop your Weekend Checklist

Develop your final weekend checklist or notes to keep yourself and the event on time and on track. Organize your checklist and if possible, walk through your checklist with your Associate Coordinator, the General Chairperson, or someone else. Other eyes and ears might pick up a gap. A sample weekend checklist is included in the *Coordinator Weekend Checklist*.

Leaders for the Lunches

Ask the General Chairperson to identify a man church member to offer the blessing at the Men's Lunch, and a woman church member to offer the blessing at the Women's Lunch.

Contact the Music Leader to determine whether it will be possible to have music at both of the men's and the women's lunches. Determine who will be leading the music and whether they will be using the weekend's song sheets.

Identify the leaders for the men's and women's lunches. Send the *FEM Saturday Lunch for Leaders* to them. Let them know whether music will be available and who will be offering the blessing. Ask them to let you know if they have any questions. If they want to use a handout or agenda for the lunch, ask them to send the handout or agenda at least two weeks in advance so copies can be made.

Handouts and Logistics

Send the General Chairperson either a link or the handout documents to be copied for the weekend for participants and team members. All of the handouts are on the website, available for download. <http://faithencourage.org/downloads/> Indicate how many copies need to be made and when they will be used. Some coordinators have requested the different handouts be copied onto different colors of paper to differentiate more easily, but be aware that could impact the church's budget. Indicate the number of pens or pencils that will be needed for the weekend. If possible, physically walk through the weekend with the General Chair at the church facility so that you can make any final adjustments in your plans.

Two Weeks or Earlier

- Speak at Sunday Services
- Finalize your Weekend Sunday Service talk
- Plan team meetings and assignments
- Follow Up

Speak at Sunday Services

Speak at all the Sunday services, if possible. Share a faith story homily relevant to the day's Bible readings at the sermon time. Be aware of time.

Finalize your Weekend Sunday Service talk

Finalize your Faith Story talk you have planned for the sermon time on the Sunday of the weekend. Adjust your plan using what you learned from your previous talk. Practice your talk to determine how much time you will be speaking. As far as the amount of time, remember that you want more time for the opportunity for prayers for dedication/rededication and less time for your talking. Ask your listener if you are preaching or sharing a faith story. Pay attention to what they say. Send your outline or speaker's notes to the rector or pastor.

Plan team meetings and assignments

Plan your team meetings. Plan to reinforce the *Guidelines for Team Members* with a summary. Send the leaders' handouts to the team before the weekend and ask them to let you know immediately if they have any questions.

Develop tentative team assignments for each of the weekend small groups, keeping in mind to pair new team members with your trusted experienced team members. You may want to consider having the new team members continue with the same experienced team member for a second session to allow the experienced person to let the new team member try their hand at leading a session. Save time for team members to plan, even briefly, with their small group co-leader after the assignment has been made.

Follow Up

Follow up with the Leaders for the Lunches, Music, Children's and Teen Coordinators to be sure there are no loose ends or miscommunication. Ask if there are any problems or anything you can do for them.

One Week or Earlier

You have done everything you can. Now is the time to hand the weekend to God in prayer.

The Weekend Begins

Follow your plan and schedule you developed from the *Coordinator Weekend Checklist*.

One Week after the Weekend

Send a thank you to the Clergy, General Chairperson, and Follow Up Chairperson thanking the church for the weekend and asking church members to sign up for the Faith Encouragement Ministries newsletter.

You and all of the visiting team members will receive an electronic evaluation form via email. Set aside time to complete and submit your evaluation of the weekend. You will be sent summaries of the teen members' and the church leaders' evaluations and feedback from the Program Office.

Coordinator Planning and Preparation Guide Checklist

Six Months or Earlier

- Pray
- Read *Letter to the Coordinator* from the Program Office
- Confirm the church's weekend dates
- Notify the Program Office of the church's weekend dates
- Church Preparation Packet
- New Team Database
- Think about the Children's Program and the Teen Program
- Begin team search with Teen and Children's Coordinators and Music Leader
- Safeguarding God's Children*
- Review *Faith Encouragement Ministries An Overview and Planning Guide*
- Begin team search with adult Team Members
- Associate Coordinator
- Review *Program Guidelines for the Faith Encouragement Ministries Leadership*
- Send the General Chair, Clergy, and Follow Up Chair the *Program Guidelines and Worksheet for the Church*
- Meet with General Chair, Clergy, Follow Up Chair to review their responses on the *Program Guidelines and Worksheet for the Church*
- Determine the overall plan for the weekend

Four Months or Earlier

- Coordinator's Weekend Guide*
- Finalize Teen Coordinator, Children's Coordinator, and Music Leader
- Teen Coordinator and Children's Coordinator
- Safeguarding God's Children*
- Request a copy of Church's Prayer for their weekend
- Publish Draft Schedule
- Meet with Church Committees
- Attend Church services and speak briefly at services
- Adult Team Search
- Follow Up on Facilities

Three Months or Earlier

- Send Team List to General Chairperson and Program Office
- Send Schedule to Team and General Chair
- Follow Up: Attendance
- Follow Up: Team Members
- Follow Up: Music
- Follow Up: Children's Program
- Follow Up: Teen Program
- Make Arrangements to Speak at Services prior to weekend
- Your Faith Story

Two Months or Earlier

- Stay in touch with General Chair
- Finalize Adult Team
- Publish the Final Schedule for Publicity
- Pray!

One Month or Earlier

- Stay in touch with the General Chair
- Stay in touch with your team
- Finalize your In-advance talk
- Read *Coordinator Weekend Checklist*
- Develop your Weekend Checklist
- Leaders for the Lunches
- Handouts and logistics

Two Weeks or Earlier

- Speak at Sunday Services
- Finalize your Weekend Sunday Service talk
- Plan team meetings and assignments
- Follow Up

One Week or Earlier

- Hand the weekend to God



One Week After the Weekend

- Send a Thank You note to the Church
- Complete and submit the evaluation for the weekend (comes to you via email)

Contact Information

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Appendix

Special Circumstances – Challenges and Opportunities

The Long-Distance Coordinator

The Challenge

Because there are currently fewer available Weekend Coordinators for Faith Encouragement Ministries weekends, the assigned Coordinator frequently lives several hundred or more miles away from the church.

The Opportunities

1. *Communication* is the key to the success of the weekend and for decreased stress for all during the planning and preparation times. The following are recommendations for communication:
 - a. If possible, plan one early visit to the church to build a trust relationship by an in-person meeting the General Chairperson and any Committee Chairpersons who have been identified and also to attend the church services to become familiar with the church's culture and people.
 - b. Come to an agreement with the General Chairperson on the best method of ongoing communication: email, phone etc., and also the best method, day of the week, and time of day for regularly scheduled updates.
 - c. Establish a communication plan for the regular schedule updates.
2. Use *technology!* Skype, conference calls, video-chat, and other technology will help you to stay in touch regularly with the General Chairperson and all the Committee Chairpersons
3. *Delegate* additional on-site meetings with the church leadership and committees to an Associate Coordinator or other trusted experienced Faith Encouragement Ministries team member or Regional Representative.
 - a. Use technology to join the meetings.
 - b. If you are unable to attend, request either a written or verbal debriefing after each meeting.
 - c. Follow up with the General Chairperson to determine if there are any outstanding action items.

4. *Pray* daily for the church, the church leadership, the weekend, and yourself. Use the church's prayer for the weekend, for example.

Limited number of Team Members

The Challenge

Because sometimes there are fewer available Visiting Team Members for Faith Encouragement Ministries weekends, the number of team members who have accepted serving at the church's weekend are significantly lower than the recommended two team members for every ten adult church members expected at the Friday night, or first gathering.

Or maybe the church leadership is extremely interested in starting small groups immediately after the weekend but doesn't want to slow momentum by diverting to training small group leaders before the small groups can begin.

The Opportunities

1. Ask the church to provide members to supplement the small group leaders.
 - a. Provide *group facilitation training* in the place of the first team meeting for both the visiting team members and the church members who will be leading groups together. Consider starting the first team meeting at least a half hour earlier than you normally do so you can present the training.
 - b. Contact the Program Office if you are interested in presenting *How To Lead Small Groups* as your training.
 - c. *Assign* the church member to assist a different team member for each small group session to broaden their perspective on styles of leading groups and to provide a trained observer for the small groups.
 - d. *Ask* each church member individually and privately about their experience in the small groups.
 - e. *Reinforce* the visiting team member's role as a skilled facilitator.
2. Increase the size of the groups to no more than twelve church members.

The Very Large Church

The Challenges

The very large church presents a challenge for the coordinator because it is easy to be overwhelmed by the sheer numbers of church members and the expected resulting numbers of team members required for the church's weekend. In addition, the Coordinator may not be within an easy travel distance to the church.

The Opportunities

Approach the planning and preparation for the weekend very systematically. Communication skills are critical.

1. If the Coordinator's tasks are divided among three or four experienced coordinators, the designated "Weekend Coordinator" takes the lead in holding a walk-through of the Coordinator's Planning and Preparation Guide, making sure each task is clearly assigned.
2. The group of coordinators meets monthly and each provides status of his/her assigned tasks. The group discusses the previous month's tasks, any concerns, and the next month's tasks.
3. Frequent, open communication with the General Chairperson and Clergy is critical.
4. Frequent, open communication with the Teen and Children's Coordinators is critical to assist with any questions or concerns.
5. If the Weekend Coordinator is not within a short drive to the church, follow the suggestions listed in the Opportunities for the *Long Distance Coordinator*.

Two Small Churches Co-Hosting

The Challenges

Communication and a history of successful co-sponsorship of programs are critical. Without that history, the program may be more successful with individual programs.

1. When two churches who have co-sponsored events previously decide to co-sponsor a weekend, adjustments to the program will need to be made based on the available facilities and other unique factors.
2. The organization of the committees for the churches will need to be determined.

The Opportunities

1. The churches complete the Program Guidelines worksheets and their responses are reviewed to determine common areas for their joint program.
2. The churches come to an agreement on the overall plan for the weekend. Walking through a sample schedule could assist in developing and documenting an overall plan including the plans for Sunday services.
3. An overall “General Chairperson” is designated by the two churches who then leads a walk-through of the Planning Guide, making sure each task is clearly assigned.
4. The churches may want to organize themselves as parallel committees with co-chairpersons who work together; for example, Housing. Or there may be some committees what are assigned to one church; for example, Welcome.
5. The leaders from both churches meet monthly for status updates and to review the plans for the next month.
6. The Coordinator reviews the suggestions from Opportunities for *The Very Large Church* and *The Long Distance Coordinator*.

Conference–style Weekend

The Challenges

Several small churches may join together for a Weekend at a Conference Center. The support of all the Clergy and lay leadership is critical. Of course, communication becomes even more important.

1. Adjustments to the program will need to be made based on the available facilities and other unique factors.
2. The organization of the committees for the churches will need to be determined.

The Opportunities

1. The churches complete the Program Guidelines worksheets and their responses are reviewed to determine common areas for their joint program.
2. The churches come to an agreement on the overall plan for the weekend. Walking through a sample schedule could assist in developing and documenting an overall plan including the plans for Sunday services. The walk–through may need to be “tested” at the facility.
3. An overall General Chairperson is designated by the churches who then leads a walk–through of the Planning Guide, making sure each task is clearly assigned.
4. The churches may want to organize themselves by having a committee assigned to one church; for example, Welcome. Other opportunities for organization might be a Chairperson from one church with committee members coming from the other churches.
5. The leaders from all churches meet monthly for status updates and to review the plans for the next month.
6. The Coordinator reviews the suggestions from Opportunities for *The Very Large Church* and *The Long Distance Coordinator*.