



Coordinator's Weekend Checklist

Contents

Coordinator’s Weekend Checklist	1
Overview.....	4
Thursday	4
Pray	4
Lists/Handouts	4
Be Confident in the Lord	5
Friday	5
Pre-Meeting.....	6
Team Meeting.....	8
Evening Meal	9
Evening Program.....	9
Saturday	12
AM Team Meeting.....	13
Neighborhood Groups	14
Lunches	15
Visitation	16
PM Team Meeting	16
Evening Meal	17
Evening Program.....	17
Sunday.....	19
Sunday Service.....	19
After the Weekend	19
Evaluations	20
Thank You!.....	20
Coordinator Weekend Checklist.....	21

Thursday21

Friday21

Saturday22

Sunday.....23

After the Weekend23

Overview

The purpose of the *Coordinator's Weekend Checklist* is to serve as a sample and a reference for both the new and the experienced Faith Encouragement Ministries Coordinator to develop their own checklist for their specific weekend. The *Checklist* is organized chronologically by a timeline by day, very similar in style to the *Coordinator's Planning and Preparation Guide*. Each day's timeline begins with a summary or list of tasks followed by more information for each topic. When you are going to ask someone to speak, for example, the clergy or the General Chairperson, be sure to notify them in advance so they won't be surprised by the question or unclear what you are asking.

The Table of Contents gives the page number for each topic's details and the overall sample checklist.

All of the handouts and other documents referenced here are available for download from the Faith Encouragement Ministries website <http://faithencourage.org>. If you have any problem locating the document or information you need or have suggestions for improvement or a document you would like to see, please contact the Program Office. judith@faithencourage.org

Thursday

- Pray
- Lists/Handouts
- Be Confident in the Lord

Pray

The church begins their Prayer Vigil. Remember to join them in prayer.

Lists/Handouts

Make sure you have your team list with contact information and your checklist for the weekend either electronically or hard copy or both before you leave home. Make sure you have any handouts you did not ask the church to make for you in advance. You also may want to have a clean hard copy set of all handouts, just in case.

Be Confident in the Lord

Even the most experienced coordinator may have a little case of last-minute jitters, particularly as things happen that were not in the plan! Shake it off, and be confident in the Lord. The following might assist you in staying confident.

Hebrews 4:16

Let us then with confidence draw near to the throne of grace, that we may receive mercy and find grace to help in time of need.

Jeremiah 17:7

But blessed is the one who trusts in the LORD, whose confidence is in him.

Romans 8:38-39

For I am convinced that neither death, nor life, nor angels, nor principalities, nor things present, nor things to come, nor powers, nor height, nor depth, nor any other created thing, will be able to separate us from the love of God, which is in Christ Jesus our Lord.

Friday

- Pre-Meeting
 - Welcome Bags/Name Tags
 - Housing Information
 - Handouts, Song Sheets, Pencils
 - Team Meeting Location
 - Meal Location
 - Program Location
 - Nursery, Children, and Teen Locations
 - Small Groups Location
 - Team Transportation
- Team Meeting
 - Prayer and Introductions
 - Housekeeping
 - Clergy
 - Team Training
 - Assignments and Handouts

- Wrap Up
- Closing
- Evening Meal
 - Blessing
 - Transition to Program
- Evening Program
 - Introductions
 - Opening Prayer
 - Introduce Team
 - Music
 - Children and Teens
 - Witnesses
 - Small Groups
 - Small Groups Report Back
 - Music
 - Closing

Pre-Meeting

Plan to arrive early, and make arrangements for the Church General Chairperson or someone else to meet you. Allow enough time to go through your Pre-Meeting checklist.

Welcome Bags/ Name Tags

Find where the visiting team will be entering. Make sure the door is unlocked and the team name tags are available. Make sure water is available, and locate the restrooms. Check the welcome bags for maps of the church.

Ask about the name tags for the church members including blank name tags for those who did not register in advance. If the name tags include numbers for the small groups, make sure the blank name tags also include group numbers.

Housing Information

Ask for a copy of the housing host/guest information, if it is available.

Handouts, Song Sheets, Pencils

Ask for the handouts and song sheets that were copied for you. Review them to be sure you have enough and that the correct items were copied. Organize the copies for ease of handing out. Ask for the pencils or pens for the small groups.

Team Meeting Location

Find where the team will be meeting. Make sure the door is unlocked and any equipment required is in place, set up, and tested.

Meal Location

Find where the meal will be held. Make sure the door is unlocked or will be unlocked at least 20 minutes prior to the time for the meal to begin.

Program Location

Find where the program will be held. Make sure the door is unlocked or will be unlocked at least 20 minutes prior to the time for the team meeting to begin and any required supplies or equipment are in place, set up, and tested, particularly microphones and audio equipment for the musicians. Arrange to have the song sheets available for pick up at the program location or to be handed out as people arrive. Consider designating a team member who is not on the music team responsible for the song sheets.

Nursery, Children and Teen Locations

Find the location of the nursery and where the children and the teens will be meeting. Make sure the doors are unlocked or will be unlocked at least 20 minutes prior to the program start time and any required supplies or equipment are in place, set up, and tested. Verify staffing of the Nursery is planned and the times the Nursery will be staffed.

Small Groups Location

Find where the small groups will be meeting. Make sure the rooms/locations are marked and doors are or will be unlocked at least 20 minutes prior to the program start time.

Team Transportation

Verify transportation is confirmed for the Team members to the Saturday morning Neighborhood Groups and then back for the lunches.

Team Meeting

To set the example, be sure to begin your team meetings on time. Consider providing an agenda for the meetings to help keep everyone on track.

Prayer and Introductions

Open the meeting with prayer and with very brief introductions (names and positions) beginning with yourself, the clergy, the general chairperson, and the follow up chairperson. Have a cheat sheet if remembering names is not your strength.

Have everyone else stand and introduce themselves quickly – name and where they are from (visiting team) or name and what committee they are chairing or have helped with (church team).

Housekeeping

Ask who has not received a name tag. Point out restroom facilities.

Clergy

Remind the team the clergy is their Spiritual Advisor for the weekend. Ask the clergy to speak briefly, possibly describing the parish and its needs.

Team Training

Go over your summary of the *Guidelines for Team Members* and the weekend schedule. Review the handouts, including the Leader handouts. Allow time for questions or discussion. (Plan on 30–45 minutes)

Assignments and Handouts

Assign the Friday night teams by having people stand when their name is called so partners can visually identify each other.

Give the team the Friday night handouts for Leaders and for Group Members and the weekend schedule with the locations of the team meetings, meals, program, and small groups included on the schedule, if possible.

Wrap Up

Remind the team not to congregate in groups at the meal or program, but to sit with people they don't know. Ask for their help in staying on schedule by not lingering when transitioning from one location to another. When the team moves towards a location 10–15 minutes before the next event begins, others will follow.

Ask the General Chair if there are additional instructions for the team.

Closing

Close with a prayer.

Close in time for the team to be able to gather their things, make a stop if necessary, and get to the meal location without delaying the meal.

Evening Meal

Blessing

Ask the General Chairperson to provide the blessing of the food. Remember, you asked in advance, so the General Chairperson may have found another church member to deliver the blessing.

Transition to Program

About 15 minutes before the program is scheduled to start, ask the General Chairperson to announce the program will be starting in about 10 minutes, and for everyone to move to the program location while reminding them where the program is being held. If the program is being held in the same location, ask the General Chairperson to announce the program will be starting in about 10 minutes so that everyone can finish up, clear their places, and take a break if needed.

Evening Program

Introductions

Clergy begins program by introducing General Chairperson.

General Chairperson (announcing hold applause) introduces the Committee Chairpersons (not by name, but as a group – all Committee Chairpersons) and asks everyone to stand and remain standing; then all the Committee members, those who are hosting a visitor or a group, those who provided transportation, those who provided food, those who did anything else, and all those who prayed for the weekend. The goal is to have everyone standing, including the visiting team. Then solicit applause.

General Chairperson then introduces Weekend Coordinator.

Opening Prayer

Begin the program with a prayer. Arrange to have the song sheets available for pick up or distributed prior to the program beginning.

Introduce Team

If the room is small and the acoustics are good, each team member can stand and tell his/her name and where he or she is from.

A way that allows everyone to hear the same information is for you to announce the name and town using the microphone with each person standing as his/her name is said.

Even though passing around a microphone might seem like another method, it is awkward and may be more distracting and consume more time than necessary.

Introduce the music team last, or introduce the music leader and let the music leader introduce the music team.

Music

Arrange in advance with the music leader to sing two songs, with a third song available, depending on the time.

Children and Teens

Reintroduce the children's coordinator and the assistant and allow the children to adjourn to their program. Remind everyone the children will be picked up at the end of the program, not just 'released.'

Depending on the preference of the Teen Coordinator, the teens adjourn for their program at the same time as the children or after the first witness.

From the Weekend Coordinator's standpoint, there would be only one break in the program when the children and teens leave at the same time. From the Teen Coordinator's standpoint, the Teen Coordinator may want for the teens to hear an adult witness or may prefer to get the teen program started sooner rather than later. Talk to the Teen Coordinator in advance.

Witnesses

Plan on three witnesses on Friday night. Some coordinators plan names in advance; others do not. In any case, the witnesses do not know when they are going to be called or even if they will be called. If you have a small team, everyone may be called and some may even be called more than once. Be sure that every witness has someone pray for them before they speak.

Small Groups

Break into small groups at the time designated on your schedule. Announce the time to be back at the program location, and remind the groups to have a timekeeper who will give the group a 5 minute warning. Make sure everyone is clear on where the different small groups will be meeting. Ask the General Chairperson or assigned church member to help guide those looking for their group locations.

Small Groups Report Back

Depending on the amount of time left for the evening, ask 2–3 volunteers from different small groups to summarize the responses to one or two of the evening's questions.

Music

Sing one final song.

Closing

Announcements: Remind everyone to attend the Neighborhood Groups or the Group being held at the church in the morning for those who did not sign up and give the time. Remind about the lunches, Saturday evening meal and

program, and the teen and children programs. Children are picked up by parents.

Close with a prayer.

Saturday

- AM Team Meeting
 - Devotional
 - Housekeeping
 - Team Reports
 - Assignments and Handouts
 - Closing
- Neighborhood Groups
 - Neighborhood Groups at the Church
- Lunches
 - Blessing
 - The Program
 - Witnesses
 - Music
 - Children
 - Closing
- Visitation
- PM Team Meeting
 - Prayer
 - Music
 - Housekeeping
 - Team Reports
 - Assignments and Handouts
 - Closing
- Evening Meal
 - Blessing
 - Transition to Program
- Evening Program
 - Introductions

- Opening Prayer
- Music
- Children
- Teens
- Witnesses
- Music
- Announcements
- Small Groups
- Closing

AM Team Meeting

Devotional

Ask a team member to prepare and deliver a devotional: a Bible verse for reflection or to share a faith story, ending in prayer. Consider asking someone you have not asked at a previous weekend.

Housekeeping

Review how each team will be traveling to and from Neighborhood Groups. Doing this early in the meeting allows for any corrections to gaps that you may find.

Remind the team of the locations and time of the men's and women's lunches. Remind the team of the time and location of the evening Team Meeting.

Discuss arrangements for those who are going to visit an assisted living facility or other homebound church members. Identify their contact and other details.

Remind team members of the best way to contact you during and while traveling to and from Neighborhood Groups (call cell phone, text, etc.) if there are any questions or problems. Remain available for contact.

Announce the plans for the Sunday noon meal. Determine who will require a 'bag' lunch.

Team Reports

Ask someone to take notes for you. Ask for feedback from the previous night's experiences, beginning with the children's and teen program coordinators. The children's and teen coordinators may want to leave before the meeting is over. Conclude with the clergy and General Chairperson. Note any prayer needs.

Assignments and Handouts

Assign partners for Neighborhood Groups, if not done previously, making sure everyone identifies their partner. Because the Neighborhood Groups include husbands and wives together, consider assigning husbands and wives at least for those in leadership positions: other coordinators, Board members, etc.

If you have enough team members, you may not want to assign your Lunch Leaders to Neighborhood Groups so that they won't potentially be late in returning. You also may not want to assign the Music Team to Neighborhood Groups for the same reason. Remind the team to stay on schedule.

Give the team the Saturday morning handouts for Leaders and for Group Members.

Closing

Close the meeting with prayer including the prayer needs that were identified during the reports. Be sure to allow enough time for your team to travel to the neighborhood groups.

Neighborhood Groups

Neighborhood Groups at the Church

You and the church leadership may have decided to host all or most of the neighborhood groups at the church. In that case, you may have planned an optional program that consists of everyone first meeting together with prayer and worship songs before going to their groups.

You may also find that even though the neighborhood groups will be held in homes, you have more team members than opportunities for leaders in the homes. Depending on the number of extra team members, you can create one

or more groups at the church as needed for those church members who had not signed up to go to someone's home. You may still have a small group made up solely of team members. Assign two team members to lead each group. Ask the leaders of the Team Neighborhood Group to allow enough time for their group to pray for the weekend and the church after discussing the handout. If possible, the team can cover the church in prayer by going from room to room and walking the grounds in pairs.

"Host" the Neighborhood Group at the church if not previously assigned to team members. If no one comes to the church, read the handout with the clergy and general chairperson and also consider taking time to discuss the weekend in more depth with them.

Lunches

Blessing

Through the General Chairperson, ask a church member in advance to provide the blessing for the food for the men's and women's lunches, respectively. Let the Leader for the Men's/Women's Lunch know who the person is.

The Program

Provide the *FEM SATURDAY LUNCH Leader Guide* to the Leaders in advance with any adjustments to the program you would like. Make sure your Leaders are respectful of everyone's time by staying on schedule.

Witnesses

Advise the Lunch Leader if there is a specific Witness you are planning for Saturday night and provide any suggestions for Witnesses (new team members, etc.).

Music

Make sure song sheets are available if music is planned.

Children

Children are picked up by their parents.

Closing

Request that your leaders announce the time and location of the evening meal and program and encourage all to come.

Visitation

The visiting team members will be accompanied by church members. Remind the teams to allow time for a break for themselves when they return to the church after Visitation and before the Team Meeting.

PM Team Meeting

Prayer

Ask the Music Leader to arrange for someone to provide an opening prayer

Music

Sing 1 or 2 songs if you are meeting where the music team is set up.

Housekeeping

Remind the team of the locations for the evening meal and the program. Ask your team to begin moving towards the program location 15 minutes before start time. Others will follow them.

Team Reports

Ask someone to take notes for you. Ask for feedback from the day's experiences, beginning with the children's and teen program coordinators. The children's and teen coordinators may want to leave before the meeting is over. Conclude with the clergy and General Chairperson. Note any prayer needs.

Assignments and Handouts

Assign the Saturday night teams by having people stand when their name is called so partners can visually identify each other.

Give the team your Saturday night handouts for Leaders and for Group Members. Review the handouts.

Determine who will be available after the small groups for prayer or private time with parishioners.

Assign Prayer Teams for the Sunday service(s).

Closing

Close with prayer including the prayer needs that were identified during the reports.

Evening Meal

Blessing

Ask the General Chairperson to provide the blessing of the food. Remember, you asked in advance, so the General Chairperson may have found another church member to deliver the blessing.

Transition to Program

About 15 minutes before the program is scheduled to start, ask the General Chairperson to announce the program will be starting in about 10 minutes, and for everyone to move to the program location while reminding them where the program is being held. If the program is being held in the same location, ask the General Chairperson to announce the program will be starting in about 10 minutes so that everyone can finish up and take a break if needed.

Evening Program

Introductions

Clergy may speak briefly then introduces General Chairperson. General Chairperson introduces Coordinator.

Opening Prayer

Begin the program with a prayer. Arrange to have the song sheets available for pick up.

Music

Arrange in advance with the music leader to sing two songs, with a third song available, depending on the time.

Children

Children may present a short skit or song. The Children sit together for the Teens' presentation.

Teens

The teens may present a short skit or song. The Children are excused after the teens' presentation.

Witnesses

The first witness called is the teen witness. The Teen Coordinator will tell the Coordinator who to call. The Teen Witness is the only witness who knows in advance he/she will be called on. After the Teen Witness, the teens may leave or may stay for an adult witness, depending on the preference of the Teen Coordinator.

Plan on two adult witnesses on Saturday night. Call a third after the music if time allows.

Music

Sing at least two songs; three, if time allows. Call a third witness if time allows.

Announcements

Remind everyone of service times in the morning. Remind everyone of the church's feedback and evaluation event, including the place and time. Let everyone know what the plan is after the small groups. Announce that the children will be picked up by their parents. Thank everyone for coming!

Small Groups

Break into small groups at the time designated on your schedule. Make sure everyone understands the schedule and the plan for the evening dismissal. If you are dismissing from the small groups, make sure your group leaders understand what to say to their groups.

Make sure everyone is clear on where the different small groups will be meeting. Ask the General Chairperson or assigned church member to help guide those looking for their group locations.

Closing

In closing, you may want to end the evening with bringing everyone together for a final song and closing prayer after which you extend the invitation for the opportunity for individual prayer or meditation with the visiting team members available to pray with church members. To set the tone, you may request that the lights be turned low and the music team play quiet, appropriate music.

Sunday

- Sunday Service
 - What to Say?
 - Baptismal Vows and Re-commitment

Sunday Service

The Coordinator speaks at all the Sunday services at the sermon time, with the possible exception of an evening Sunday service. Limit your talk to 12–14 minutes.

What to Say?

There will be two groups of people at the Sunday service: those who attended one or more weekend events and those who did not. Do give a very brief overview of the weekend. You may want to mention the visiting team and ask them to stand.

Read the lectionary for that Sunday in advance. Share a faith story that ties into the Scripture. This is a time when your remarks are preplanned and even written down so that you won't stray and take up more time speaking than you planned.

Baptismal Vows and Re-commitment

The baptismal vows are included in the service along with the opportunity for the church members to come forward for prayer. Either the clergy or the coordinator invites the church members to come forward to affirm their commitment to Jesus Christ. Work with the clergy to determine the details for the service.

After the Weekend

- Evaluations

- Thank You!

Evaluations

Online surveys are sent to you, the team members, and the clergy, general and follow up chairpersons for their evaluations of the weekend. Submit your evaluation as soon as you receive the survey. You will receive a summary of all the evaluations.

Thank You!

Send thank you notes to the clergy, general and follow up chairpersons, your host, and your team. And thank you!!

Coordinator Weekend Checklist

Thursday

- Pray
- Lists/Handouts
- Be Confident in the Lord

Friday

- Pre-Meeting
 - Welcome Bags/Name Tags
 - Housing Information
 - Handouts, Song Sheets, Pencils
 - Team Meeting Location
 - Meal Location
 - Program Location
 - Nursery, Children, and Teen Locations
 - Small Groups Location
 - Team Transportation
- Team Meeting
 - Prayer and Introductions
 - Housekeeping
 - Clergy
 - Team Training
 - Assignments and Handouts
 - Wrap Up
 - Closing
- Evening Meal
 - Blessing
 - Transition to Program
- Evening Program
 - Introductions
 - Opening Prayer
 - Introduce Team

- Music
- Children and Teens
- Witnesses
- Small Groups
- Small Groups Report Back
- Music
- Closing

Saturday

- AM Team Meeting
 - Devotional
 - Housekeeping
 - Team Reports
 - Assignments and Handouts
 - Closing
- Neighborhood Groups
 - Neighborhood Groups at the Church
- Lunches
 - Blessing
 - The Program
 - Witnesses
 - Music
 - Children
 - Closing
- Visitation
- PM Team Meeting
 - Prayer
 - Music
 - Housekeeping
 - Team Reports
 - Assignments and Handouts
 - Closing
- Evening Meal

- Blessing
- Transition to Program
- Evening Program
 - Introductions
 - Opening Prayer
 - Music
 - Children
 - Teens
 - Witnesses
 - Music
 - Announcements
 - Small Groups
 - Closing

Sunday

- Sunday Service
 - What to Say?
 - Baptismal Vows and Re-commitment

After the Weekend

- Evaluations
- Thank You!