**NGWTE Chapel Team Breakout Sessions**

**Below is an example of how you could cover the suggested training topics given a team meeting schedule with 6 meetings.**

**If number of team meetings varies (depending on weeknight and Saturday meetings), adjust these items accordingly. Priority is to have praying servants ready to pray.**

**Before Team Meetings Start**

* Review NGWTE 3-Day Schedule and Job Description.
* Pre-select 2 team members to pray for any talks that will take place at first team meeting.

**Week 1 of Team Meetings: Usually No Breakout Session, Prepare for Communion if planned.**

**Week 2 of Team Meetings: 1st Chapel Breakout**

* Welcome first-time Chapel Assistants, spend time getting to know each other… bring Servant’s Heart: Serve God, each other, & pilgrims.
* Summarize 3-day schedule, Chapel responsibilities and weekend events.
* Review need of prayer warriors and start recruiting for team meetings and weekend
* Review Job description.
* Review weekend Bible verse.
* Have fun…be safe.
* Hand out copies of Chapel layouts from Resources.

**Week 3 of Team Meetings: 2nd Chapel Breakout**

* Recruit prayers. Locate and remind those praying at this meeting.
* Remind team to sign up to pray for speakers.
* When time allows, Chapel Coordinator (CC) discuss with Spiritual Director (SD) layouts for Chapel visits.

**Week 4 of Team Meetings: 3rd Chapel Breakout**

* Discuss responsibility of quiet hallways.
* Determine individual Chapel Assistants’ responsibilities for weekend.
* After discussion with SD, share Chapel layouts with Chapel Assistants.

**Week 5 of Team Meetings: 4th Chapel Breakout**

* Discuss arrival/departure times at King’s Retreat.
* Discuss responsibility of communion cloths/chalices/patens… cleanliness and storage.
* Discuss/distribute final list of prayers for weekend and possibly reminder notes for praying servants.
* Discuss responsibility of providing gluten-free elements for weekend.

**Week 6 of Team Meetings – Usually there is no time for a Breakout. Prepare for Communion if planned.**