**NGWTE Housing 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.**

**Before Team Meetings Start**

* Read NGWTE 3-Day Schedule and Job Description
* Housing Coordinator (HC) meet with Lay Director (LD) to determine where leadership/team will sleep.

**Week 1 of Team Meetings: No Full Housing Breakout Session**

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

* Welcome first-time Housing Assistants, spend time getting to know each other…interests, talents, abilities…bring Servant’s Heart: Serve God, each other, & pilgrims.
* Summarize Housing responsibilities in 3-day schedule and weekend events.
* Review need of prayer warriors and begin signing up to pray for team meetings and weekend
* Review Job description and importance of cleanliness.
* Review weekend Bible verse and discuss possible bulletin board ideas.
* Have fun…be safe.
* Hand out copies of King’s Retreat Layout, and 2 checklists from Resource page.

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

* Finalize bulletin board design and progression…who will be responsible for it and who will assist.
* Review responsibilities of housing team: dorms, bathrooms, hallways, Chrysalis room, and White House.
* Review handouts from last meeting…answer questions.
* Discuss cleaning routine.
* Remind team to sign up to pray for speakers.
* Ask for volunteer to make bed tags.

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

* Discuss/plan agape.
* Work on bulletin board design/pieces
* Review sleeping arrangements…leadership, outside team, pilgrims, and Housing Assistants.
* Review sleeping with pilgrims procedure…nothing special around your bunks that might make pilgrims feel uncomfortable or not welcome to speak to you.

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

* Discuss how to take care of pilgrims’ personal belongings so they don’t get mixed up
* Determine/review special jobs requirements assignments…morning coffee, evening snacks/drinks, etc.
* Arrival/departure times at King’s Retreat…bed tags early, Chrysalis bathrooms last thing on Sunday.

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