

Outside Breakout Session Talking Points

QUESTIONS FOR THE LAY DIRECTOR

1. Will there be breakout sessions at each meeting?
2. Where will outside team be sleeping?
3. What are your pet peeves...decorations, skits, agape, etc.
4. Review expectations.

Leadership Orientation Meeting

Cloistered Environment

- Conference Room is cloistered.
- Outside team stays away from Conference Room hallway.
- Agape keep doors closed.
- Allows pilgrims to focus and receive God's grace.

Read and Share

- Utilize the resources available to you...eliminates re-inventing the wheel.
- Use the NGWTE Resource page (ComeHolySpirit).
- The WTE Team Manual and the Community Manual (from the Upper Room Emmaus Ministries resources) are also there for you. Copywritten, but NOT secret...share it!
- Leaders teach and train by providing information to their teams.
- Remember we are raising up leaders for our churches.
- Read everything you can get your hands on and SHARE it throughout team meetings.

Preparation

- As mentioned earlier, preparation is mental and spiritual.
- Pray daily for the team, and the pilgrims whom God will send.
- Know what is expected of you...be familiar with your job description (read it weekly and daily on the weekend).
- Share your job description and expectations with your team.
- Note where your position overlaps with another area's

coordinator. • Not clear about something...ask.

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- Prepare for breakout sessions at team meetings. (See recommended topics on the Resource page).
- Remember you may have servants who are serving in your area for the first time.... explain what happens, when, and any terminology that is new.
- Prepare your team to 'be in charge/volunteer' for a specific job for the weekend.
- Plan arrival at King's Retreat to ensure set up is ready for Thursday night.
- Be cognizant of jargon and 'inside' jokes...new team members will not understand and feel left out.

Stay in Your Lane

- This is some of our 'jargon'...and simply it means that everyone on the team has a job to do, and before anything else, that is your responsibility.
- Remember that another coordinator may have served in your area before, or vice versa...asking questions of each other is fine, but each should bring their own leadership style, ideas, to the new position. Stay in your lane ♦♦.
- Teach servants to stay in their lane too, rather than hanging out with a special friend serving in another area.

Respond with Grace

- Set an example.
- Listen to ideas, excitement and enthusiasm from new team members.
- Remind team we have agreed to follow the covenant and guidelines from the Upper Room...some things are done the same way every weekend.
- Listen to suggestions, determine if it is within guidelines, understand where idea came from, and respond with grace.
- Recognize the team is made up of different personalities, ages, abilities, and experiences. Respond to each with love and grace.

Glorify God

- The entire process of planning and serving has one goal...to glorify God.
- Know when, where, and how the weekend begins, ends, and flows for three days.
- Know the flow for the bulletin board, agape, themes for each day.
- Pray for speakers.

- Remember that everything you do as a leader (teacher/trainer) needs to be done with a smile, a humble heart, and in a manner that glorifies God.

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SAFETY AND SECURITY

QUESTIONS FOR FACILITIES REPRESENTATIVE

1. Who has keys to make things secure?
2. Are there directions we need, and if so, where are they?
3. Where is the defibrillator? First aid kits?

Fire

- 8 fire extinguishers spaced throughout the main building and 2 in the White House.
- ABC fire extinguishers...good for paper, liquid and electrical fires. • If Claxon alarm and Strobe lights flash, assume real fire...EVACUATE immediately! (White House too).
- Go to front gates and wait...count heads.
- Do not reenter building until cleared by Fire Department.
- Weekend Facilities Coordinator may direct Firemen to Red box/panel (high on the hallway wall between dining room entrance and Bethel dorm – red key) DO NOT open this box unless the fire department is present.
- For a small fire, a team member with experience, may use an extinguisher to put it out...pull the pin, direct the nozzle to the base of the fire, squeeze the handle until the fire is completely out. Notify facilities representative at closing that it has been used.
- FALSE alarm – call Atkins alarm company (phone # on door to electrical room) immediately and inform them it is a false alarm. Our pass code is KING.
- Fire extinguishers are NOT to be used for skits of any kind.
 - A fire extinguisher or water hose must be near the fire pit during a bonfire.

Storms

- In case of tornados/hurricanes/electrical storms, or other severe

weather everyone should congregate along the main hallway outside of Servant's Quarters. Sit on the floor and PRAY!

- Weekend Facilities Coordinator, or one designated person should follow the weather on their cell phone, or the weather radio that is in the White House.
- BE SAFE!!!

First Aid

- There are 5 first aid kits in the main building.
- Assign one servant (perhaps the Supply Assistant) to check them for supplies at the beginning of the weekend.
- The kitchen kit has specific supplies for food service area.
- Extra supplies are in the Servant's Den and the NGWTE closet. • Most items are individually wrapped...if not please use a small cup, or the lid (for pills) that are available in the Servant's Den.
- If any items are missing (used up) please refill if possible.
- Available items: band aids, gauze, anti-bacterial ointment, ibuprofen, Advil, Pepto, diarrhea medicine, cough drops, and several other over the counter meds.
- DEFIBRILLATOR is in the kitchen near the phone. Know who are certified in first aid, and CPR, and announce at Thursday dinner.
- Blood pressure cuff and stethoscope are available also...near the defibrillator.
- Thermometer is in the Servant's Den
- Please know who on the team is a doctor/nurse/EMT or otherwise certified.

Shut-offs

- Electricity – breaker panels are in the electrical room next to the phone in the kitchen.
 - All switches and outlets are labeled with panel and number...panels are A-F, and breakers are labeled 1-40.
 - If breaker is tripped, turn it completely off, and then back on to reset it. Some GFIs have reset buttons on them to try first.
 - Breakers labeled in red are security lights and stay on at all times. ○ Panels D & E hold the HVAC breakers.
 - Main breakers are very large...please do not touch.

- Gas – main shut-off is outside the dining room, covered with a plywood frame that looks like a box (next to where the mops are hung to dry).
- Water – main shut-off is inside the shed outside the dining room.
 - This shed also houses the water heaters and the sprinkler system
 - It is the door with a handle, not a pad lock.
 - There are 3 lever style shut-offs to turn off all of the water into the main building (located to the left of the water heaters).

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- There is a shut-off to the White House in front of the porch just to the right of the ramp...in the ground.
- There is also a main water cut-off at the street that leads into the shed.
- Water heaters – they have on/off switches. PLEASE DO NOT TURN OFF.

Safety Rules

- Cars – keep locked at all times.
- Gates – DO NOT pad lock the locks closed.
- Bonfires – request permission from the Fire Marshall, Call Tanya (# on bulletin board in kitchen). (50 ft. from building, hose/fire extinguisher, totally out when finished, adult present!).
- Repairs – DO NOT make repairs. Add needed repairs to 'OOPS Report'.
- Kitchen- no sharp knives soaking. Cutting boards are color coded. No sandals, soft shoes.

Covid 19

- Follow all current CDC protocols. Be respectful of space, cognizant of individuals and their needs/preferences/anxieties.

BE SAFE AND HAVE FUN!

