

SECTION 3: Before, During and After the Weekend

- **Wheat Spiritual Leader (WSL)**
- **WT Leaders**

Wheat Spiritual Leader (WSL)

Before the Weekend; before and during Team Prep

1. Maintain a spiritual presence, which means a focused atmosphere on Christ and the Paschal Mystery. This entails wheat, sacrifice and prayer. Maintain a spiritual presence whenever the WT is together.
2. Maintain the core theme of the TEC weekend experience: ***Paschal Mystery - John 12:24*** "Unless a grain of wheat falls into the ground and dies, it remains a single grain of wheat...but if it dies, it will bear much fruit."
3. **Read the manual** and familiarize yourself with all aspects of a WT.
4. Facilitate at each meeting, a 30-45 minute prayer service, reinforcing the reflection given by a WT leader and encouraging sharing; WT leader may have sharing exercise in mind; review together.
5. Assign, in partnership with the WT leaders, Prayer Partners for WT-WT and WT-PT.
6. Enforce Northwest TEC Policies on sleep (on the weekend), transportation, drugs, alcohol and weapons.
7. Supervise the set-up for all prayer services as directed by the PT; work closely with PTASD/SD.
8. Make time to meet with PT Prayer Partners each week for 10-15 minutes. This interaction builds a bond and trust that deepens the weekend and TEC experience.
9. Explain Catholic traditions, rituals, etc. that will be experienced, such as:
 1. The dedication of the Wheat Room to St. Joseph as our patron saint of WT (can choose to do this on Friday night of the weekend)
 2. St. Therese of Lisieux as the patron saint of TEC (a great opportunity to further discuss saints)
10. Explain and help the team experience many different forms and aspects of prayer, including listening and awareness of God's presence at all times, in all places and in all things.

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11. In partnership with the WT leaders, select the "Peace" reflection speaker:
 - **Not** to be a HS student (a WT leader works great, if they haven't previously given this)
 - **By week 2** - provide speaker the reflection outline/explain the goal of the reflection (this is also available online)
 - **No later than week 4** – have Peace speaker preview reflection for the WT during a prep meeting
12. Review the weekend schedule. Make sure all prayer service/para-liturgy supplies are in stock and you have reviewed the set-up of each prayer service/para-liturgy. **Do this PRIOR to the weekend.**
13. Select options for music at Hoot Mass.

On the Weekend:

1. Maintain a spiritual presence, which means a focused atmosphere on Christ and the Paschal Mystery. This entails wheat, sacrifice and prayer. Maintain a spiritual presence whenever the WT is together.
2. Ensure WT understands they are to experience the Paschal Mystery each day **along with** the PT and Candidates.
 - New Wheaties may not remember or have recognized the purpose of the 3 days; Sat = Die Day, Sun = Rise Day, Mon = Go Forth
 - Experienced Wheaties may need to be reminded of the mission of the weekend
3. Gather WT together to pray at different times during the weekend.
4. Assign/update the Chapel coverage list each day; a leader can do this too.
5. Ensure that someone is praying in the Chapel as much of the weekend as possible. Remind team members of their scheduled times, if necessary.
 - Reinforce the role of Chapel coverage – to pray for the speaker – and the candidates - that their hearts be opened to hear the words God has given the speaker to speak into their hearts.
6. Oversee the set-up of all Para-Liturgies and Prayer Services.
 - **Especially important** for Adoration setup – Exposition and Reposition
 - Coordinate with SD (Deacon) and/or PTASD
7. Stress appropriateness to reverently genuflect (or bow towards the Tabernacle) when entering and leaving the Chapel. Set appropriate mood **in** the Chapel.

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8. Partner with WT leadership in ensuring the WT is in the Chapel **EARLY** for each PT speaker's "pray up" and "pray down".
9. Ensure the Chapel is not in chaos/loud, and that songs and prayers sung/said during the pray ups/pray downs maintain respect/are reverent and match the theme of the day.
10. Ensure a Leader or Wheatie is checking e-mail for Wheat Die-Day letters.
11. Work closely with the SD, PTASD, WT and PT Leaders and PT Assistants evaluating each day of the weekend and planning for the next day.
12. The WSL has final decision rights regarding the WT formation meetings and spiritual guidance on the TEC weekend.
13. If the WT Leaders have any concerns about a direction, discussion, conflict, etc. they should first discuss with WSL.
 - If concerns still exist, then discuss with WT Coordinator or SD (Deacon).

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Wheat Team Leaders

Starting as early as 3-4 Weeks Prior to first team meeting

1. Pray and Do Wheat!
2. Attend team selection and leader meetings.
3. Make team selection calls as identified at selection meeting. If this is performed by more than one leader, communicate...communicate...communicate! (See Team Selection for more details).
4. Divide duties according to talents, abilities, and available schedules.
5. **Read this manual** and familiarize yourself with all aspects of a WT.
6. Contact the PT Leader regarding the choice of his/her theme, selected Bible verse, song and if he/she has a particular missions project/charity he/she would like to partner on.
7. Work with/meet with PT leadership team and both WT and PT Spiritual Directors to review meeting schedule – especially date/time/location of Reconciliation (if there will be one) and Prayer Services requiring WT set-up or participation.

2 Weeks Prior to the first team meeting

1. Email or mail the following information to all team members:
 - Wheatie welcome letter
 - Parent letter with Parent Permission Slip
 - Meeting days / times / location(s)
 - Wheat examples

Note: These are all available for editing to your specific information on the TEC website (see page 16).
2. Hold an organizational meeting with the WSL:
 - Open in prayer
 - Objective of general team preparation
 - Establish prayer and wheat as foundation:
 - As team and individually
 - Must never lose sight as to **whose** work we are about to do
 - Establish open and total team concept:
 - Help create natural atmosphere for developing community, encouraging team input, sharing of ideas, suggestions, and questions
 - Finalize weekend leader assignments; review roles of leaders vs. WSL vs PTASD; SD always has the last word!

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- Determine how Prayer Partners will be selected (e.g., random, prayer service) – need WT-WT and WT-PT prayer partners
- Assign weekly reflections given in the order of:
 - Wheat
 - Prayer
 - Agape Love
 - Discipleship
- Assign snacks for the first meeting (salty, sweet, healthy, drinks)
- Finish any unfinished business (see page 6 from team selection night)

One Week Prior to the first team meeting

1. Send reminder text or other secure communication of first meeting date, time, expectation to be at first meeting; multiple times if feasible

Before the Weekend; before and during Team Prep

1. Pray and Do Wheat!
2. Confirm with PT Leader, PT Assistants and/or PTASD meeting schedules including when/if Reconciliation will occur and tentative reflection/prayer services – also PT team roster, Candidate list (as it is prayed over and/or developed).
3. Give Wheat Coordinator(s) a copy of the completed roster as soon as possible (so next call list can be updated).
4. Oversee/lead the organization of the WT - organize and build community to prepare for the weekend and throughout the weekend.
5. Expect WT to display appropriate Christian behavior and lead by example!
6. Emphasize Wheat constantly: keep Wheat Room clean/organized, clean bathrooms (on the weekend), empty garbage cans, assist in setting up Para-liturgies, participate in the Passion presentation - anything they are asked to do!
7. Emphasize attendance, timeliness, productivity, and discipline.
8. Guide Wheaties in developing and implementing ideas for wheat bags, Conference Room / Banquet decorations, pillow gifts, wheat chains, banner, etc. that relate to the weekend theme.
9. Give/post a copy of PT roster to WT to pray over.

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10. Select a "Peace" reflection speaker, in partnership with the WSL, and preview reflection at a team meeting.
 - a. **Not** to be a HS student (a WT leader works great, if they haven't previously given this)
11. Give short (10 min.) reflection each week with question/activity to encourage sharing; discuss with WSL who will facilitate the question/activity (topics pre-assigned).
12. Assign, in partnership with the WSL, Prayer Partners for WT-WT and WT-PT.
 - Make sure PT letters are written and delivered - **in person** - at **each** weekly meeting. Make time for this! We are all on the same team. Getting to know each other on a deeper level enhances the weekend experience.
 - Ask the PT leader/PTASD if WT could join in their Emmaus walk practice. WT and PT prayer partners *could* be matched for this exercise; leave it up to PT ASD to decide
 - Encourage WT pray partners to find 10 minutes during the team meetings to chat.
13. Ensure supplies are at each meeting, especially if meeting off-site.
14. Ensure supplies are adequate for the **weekend**. Make a list of needed supplies during formation and provide to the Supply Coordinator (e.g. Kleenex, TEC Journals, rope for TEC Crosses, Affirmation paper, envelopes, etc.)
 - Do this at the first meeting if possible; don't wait until the last meeting!
15. Provide reminders each week regarding collection of fees and forms, snacks, recruiting Candidates, things to bring and do, etc.
 - Cost for the weekend is \$40 – this includes \$5 for Friday night pizza
16. Review the goals and communications needed at each meeting.
17. Clean-up after all meetings.

On the Weekend:

1. Order pizza as soon as arrive Friday.
 - Steve Mapes will have a standing order, Debit Card on file and will have delivered at 7:30 p.m.
2. Coordinate set-up duties with PT Assistants; **follow the schedule** and confirm adjustments along the way (there will always be adjustments!).

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3. Set up text message group with WT and PT leadership (including WSL(s) and PTASD) so information can be shared.
 - This is a very effective way for the PT Assts to let the WT know when the WT should head up to the Chapel for Pray Ups/Downs.
4. Review any scheduling / time changes with the WSL(s), PT Assistants, PTASD and SD.
5. Work closely with the WSL(s), PTASD, SD and Assistants; evaluating each day of the weekend and planning for the next day.
6. Handle all questions or problems that arise throughout the weekend for WT and/or as requested by PT.
7. Maintain disciplinary function on the WT and consult with SD (Deacon Aaron) on serious matters. WT leaders should not have to be the “serious matter” disciplinarian for the TEC weekend.
8. Have fun, but also know this is not a party weekend!
9. Expectations of team members:
 - Everyone is expected to work together, working as long/late as it takes, serving others, and doing real wheat.
 - All WT members will stay at the Believer’s Together Center for the weekend. A minimum of five (5) hours of sleep per night is expected.
 - Participation is expected in all WT functions.
 - Giving / Sacrificing – this is the team’s opportunity to give to others so they may experience the same joy they found on their TEC weekend.
 - Smile! And have a great weekend!

After the Weekend:

1. WSL(s) and WT Leaders are invited to the TEC Core Council Meeting the Monday following the TEC weekend (in the Wheat room).
2. This is an opportunity to provide feedback /perspective from the weekend.
3. Feedback can also be provided to the SD and/or WSL(s) if you are unable to attend and/or would prefer to communicate this way.