

Guidelines for Leaders

Leadership

- As the Weekend Leader, you lead the team during the pre-weekend meetings as well as the team and candidates on the TEC weekend.
 - ***The example and encouragement you provide during the meetings is an important contribution to the formation of community.***
- Spiritual:
 - You will partner with the Spiritual Director (SD) and an Assistant Spiritual Director (ASD) for the weekend.
 - The SD and/or ASD will oversee spiritual formation/prayer services during the team preparation meetings and TEC weekend.
 - The SD and ASD are constants in the TEC program and can address many of your concerns.
- Assistants – your three (3) assistants:
 - Manage any administrative tasks that make the weekend and team meetings work.
 - Work closely with the Wheat Team Leaders to make sure everything is ready when needed.
 - Handle any unforeseen situations that may arise during the weekend. (The ASD will help with these responsibilities where needed.)

Preparation

- Begins months before the actual weekend - **immediately** begin praying for your team and candidates.
- **At any time**, select 2 assistants; the 3rd is reserved for Deacon Aaron's selection.
 - Before asking assistants, run names by Deacon Aaron.
- **At any time - at least 2 weeks prior to team selection** – meet with your ASD to review weekend preferences, review dates (holidays/church availability), ask questions, etc. **Be thinking about** a theme song and a favorite Bible verse for the weekend.
- **At any time** – meet with your ASD and assistants to review roles, the weekend, etc.
- **About two (2) months prior to the weekend** – attend team selection; your ASD will keep you informed of the date.
- **As soon as your team is formed**, send out your welcome letter.
- **At least 2 weeks prior to the start of your meetings** – meet with your assistants and ASD for a leader's organizational meeting; it is beneficial if the wheat team leadership can join you for part of this meeting to review decisions made, etc.
- Within a week **after** the TEC weekend:
 - **Thursday after the weekend** – meet with team and candidates to share how everyone's fourth day is going; Fourth Day leadership then invites the new candidates to join their meeting; you (or one of your assistants) will stay and chaperone.
 - **Monday following the weekend** – attend Core Council to share how the weekend went; if unable to attend, provide feedback to your ASD to share.

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Northwest-tec.com Website

In preparation/during the TEC weekend, many questions arise. This website provides details for navigating the pre-, during and post-responsibilities of the leader. If you have questions at any time, contact your Assistant Spiritual Director or Deacon Aaron.

- Go to More... then select Weekend Presenting Leaders.
- It does not provide an answer for every situation/potential problem; each weekend is unique. You will surely be provided many opportunities for prayerful discernment and initiative!
- If these guidelines are referenced, many logistical problems can be avoided, allowing more time for personal and team spiritual preparation.
- Documents include:
 1. **Guidelines for Leaders** – an overview / includes timeline
 2. **Commitment Prayer** – will ask team to read and sign at team prep
 3. **Building the Presenting Team** – details for how to build your team
 4. **Team Selection Worksheets** – Adult & Teen/Young Adult
 5. **Team Selection Reply Information**
 6. **Leader's Organizational Meeting** – items to review with your leadership
 7. **Lessons Learned** – things to be aware of
 8. **Required Certificates and Forms / Safe Environment Training** – include these with your welcome letter; copies of 2 forms available in wheat room / from your ASD
 9. **Presenting Team (PT) Welcome Letter** – template only; customize to your team
 10. **Suggested 4-Week Meeting Schedule** - *suggested* schedule – adjust as needed such as speaker availability
 11. **Process Flow of the Weekend (Days 1-3)** – this will be provided in the meeting packets
 12. **NW TEC Reflection Purpose & Critique** – used during team prep meetings
 13. **Resource/Table Leaders** – provides background/explanation of weekend responsibilities
 14. **Weekend Reminders-What to bring/not bring** – make copies; distribute at your last meeting
 15. **After the TEC Weekend** – important dates for follow-up / evaluation form
 16. **Weekend Schedule**
 17. **Reflections** – have your speaker go here to print a copy for themselves or open and save to your computer and email the reflections to your speakers

Know that you are in our prayers as you begin your journey to prepare for the TEC weekend you have been entrusted to lead.

If you have any questions, please do not hesitate to call:

- **Your ASD:** _____ or **Deacon Aaron @ 309-507-1807**
- **Lay Directors:** Jodi Terronez @ 309-235-6427 or Scott Kochuyt @ 563-320-9686
- **Advisory Lay Director:** Brian Currie @ 563-210-8174 or 309-796-2487