

Suggested 4-Week Team Meeting Schedule

- The PT ASD / Leadership should have folders put together for the first meeting; each folder includes:
 - 3-day TEC process document
 - Lined paper
 - NW Area TEC Reflection Purpose and Critique document
 - TEC Journal
- For the **first meeting**:
 - Name tags for team should be ready; check supplies in Wheat Room
 - Leader/Assistants/ASD bring snacks/drinks
 - Have theme song and lyrics printed; bring Bluetooth speaker or WT has one
- If you are missing any of these or have questions, ask a Wheat Team leader or an Assistant Spiritual Director.
- Important Requirement – **Prior to the first meeting** – team members should have completed all required certificates and forms – this includes:
 - Online – provide instructions:
 - Safe Environment/Safe Driving (online)
 - Paper forms – attach to email
 - Background check - required for anyone over 18 or who is 18 and out of high school
 - Volunteer Code of Conduct

The following is a **suggested** outline.

- Location of meetings, availability of speakers, etc. will determine how this schedule flows throughout the 4 weeks.
- The schedule is set up to accomplish everything within 4 weeks with meetings lasting 4 to 4-1/2 hours.

Suggested 4-Week Team Meeting Schedule

Week 1

3 reflections

- Opening Prayer
- Introductions – Name, School, Church, Family, TEC#, Hobbies
 - If haven't already - start a roster
- Review the flow of the weekend (refer to 3-day process doc)
- Explain preview critique process – reminder about confidentiality!
- **Faith Journey** reflection & critique
- Introduce Theme Song and Bible Verse
 - Task the teens with creating a dance
- **Growth and Ideals** reflection & critique
- Fourth Day talks
 - Explain who will do these (assistants / table leaders)
 - Assistants 1 & 2 go as an example
- **Paschal Mystery** reflection (not normally previewed but can be)
- **(otherwise) Christian Living** reflection & critique
- Review importance of wheat / what wheat is
 - Share leader's wheat charity/organization project (shared w/WT)
- **Commitment Prayer Service / Other Brief Prayer Service** (i.e. break the ice, select prayer partners)
- Review Prayer Partners – PT and WT (possibly not meet until Week 2)
- Fill out:
 - index cards with Saturday letter contact information (WT takes it from there)
 - background check / volunteer code of conduct paperwork
- General information
 - Cost of weekend - \$60 weekend / \$5 cash for Friday pizza
 - Start a candidate list
- Closing Business
 - Snacks and Speakers for Week 2
 - Bring wheat letters for PT & WT prayer partners
 - Reminder of leader's charity project
 - Reminder of any missing certificates / form – need by Week 2
 - **Ask! Ask! Ask!** – applications available online
 - Closing Prayer – including praying over the candidate list

Suggested 4-Week Team Meeting Schedule

Week 2

3 Reflections

- Opening Prayer
- General announcements / any wheat letters to read?
- **God, Community of Love** reflection & critique
- Fourth Days – last Assistant, table leader(s)
- Play theme song – task the teens with creating a dance
- **Church, The People of God** reflection & critique
- Review the role/importance of the table leader (resource person)
 - Provide table leaders a copy of the Resource document
- PT and WT prayer partners meet / get together (approx. 15+ minutes) – optional -- PT/WT determines if “public” or “private” prayer partner
- **Christian Living** reflection & critique (if not previewed during Week 1)
- **Signs** reflection & critique
 - Not necessary if Father will be doing; if not Father, may need to move one of today’s reflections to Week 3 or 4.
- **Change of Heart** reflection & critique
- **Prayer Service**
- Closing Business
 - Any candidates to add to candidate prayer list?
 - Snacks for Week 3
 - Speakers for Week 3
 - Bring wheat letters for PT & WT prayer partners
 - Reminder of leader’s charity project
 - \$60 for weekend / \$5 cash for Friday pizza
 - **Ask! Ask! Ask!** – applications available online
 - Theme song / dance
 - Closing Prayer – including praying over the candidate list

Suggested 4-Week Team Meeting Schedule

Week 3

3 Reflections

- Opening Prayer
- General announcements / any wheat letters to read?
- **Discipleship** reflection & critique
- Fourth Day talk(s)
- Review Conversion / Change of Heart statements for Resurrection Prayer Service
- PT and WT prayer partners meet / get together (approx. 15+ minutes) - optional
- **Young Christian Disciple** reflection & critique
- Any remaining Fourth Days
- Practice theme song / dance
- **Beyond TEC** reflection & critique
- **Reconciliation Service**
 - Deacon Aaron will arrange the priests
 - WT also participates in Reconciliation / Metanoia (**not** Change of Heart preview)
 - Team should take advantage of this opportunity; should not wait until the weekend – candidates first
- Closing Business
 - Any candidates to add to candidate prayer list?
 - Snacks for Week 4
 - Speakers for Week 4
 - Bring wheat letters for PT & WT prayer partners
 - Reminder of leader's charity project
 - \$60 for weekend / \$5 cash for Friday pizza
 - **Ask! Ask! Ask!** – applications available online
 - Theme song / dance
 - Closing Prayer – including praying over the candidate list

Suggested 4-Week Team Meeting Schedule

Week 4

Make-Up Reflections

- Opening Prayer
- General announcements / any wheat letters to read?
- **Any reflections remaining to preview?**
- Practice theme song / dance
- PT and WT prayer partners meet / get together (approx. 15+ minutes) – optional
- **Para-Liturgy Practices**
 - Bible Enthronement
 - Coming of the Holy Spirit
 - Review of Conversion Statement for Resurrection Prayer Service
- **Prayer Service**
- Provide list / review what to bring/not bring to weekend
 - See Weekend Reminders doc
- Remind the teens to have some icebreaker games ready for when candidates arrive
- Closing Business
 - Any candidates to add to candidate prayer list?
 - Bring wheat letters for PT & WT prayer partners
 - Reminder of leader's charity project
 - \$60 for weekend / \$5 cash for Friday pizza
 - **Ask! Ask! Ask!** – applications available online
 - Theme song / dance
 - **Get your rest! Be ready to serve!**
 - Closing Prayer – including praying over the candidate list