

Leader Organizational Meeting

Important! You can have multiple meetings with your leadership. It is advised you meet with your assistants, if selected, prior to team selection so they can participate in this process. This meeting can be informal just to meet each other.

The items listed below are for you to review together prior to the start of your meetings.

1. Plan your leader's organizational meeting **at least two (2) weeks prior to the start of your team meetings.**
 - Invite your assistants and your ASD – might also invite Wheat Team leadership.
 - Your ASD will bring the Leader's Manuals.
2. Select and share your theme song for the weekend.
 - You can select one or have your assistants/ASD help.
 - Pick an upbeat song that is "easy to dance to" as you, the team and candidates will perform a dance at the Hoot.
3. Select and share your Bible verse for the weekend.
 - This is something that can be referred back to throughout the weekend and/or also incorporated into team preparation prayer services.
4. Review the 4-week meeting schedule for any holidays/conflicts with Believer's Together Center (BTC) - such as a Cursillo weekend.
 - When the BTC is not available, the meetings are held at Our Lady of Guadalupe.
5. Team meetings are usually 4 to 4-1/2 hours long and held on Sunday afternoons.
 - Meeting time can start at noon, 12:30 or 1 p.m.
 - If a meeting must be rescheduled, review with the ASD/SD.
6. Determine the role of your assistants:
 - During team formation:
 - One assistant – takes care of paperwork and record-keeping:
 1. Makes copies
 2. Distributes meditation critiques, pens and paper
 3. Distributes and collects name tags each meeting (arrive early and change up names at tables to promote intermingling)
 4. Helps pull the roster together
 - One assistant – keeps track of time and money:
 1. Keeps time for each reflection
 2. Monitors time after each reflection for the team to reflect, review and prepare a table summary/critique (usually 5-10 minutes)
 3. Collects money for the weekend and any other "fundraiser" established by the leader and/or team

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- One assistant – keeps track of snacks and 4th Day witnesses
 1. Team members not giving a reflection share a short (10 minutes or less) witness of their 4th day since making their TEC
 2. Each meeting, a snack for salty, healthy, sweet and drinks is provided by team members.
 - During the weekend:
 - Make yourself available to do anything the Leader asks of you.
 - Follow the weekend schedule as close as possible; this is the assistants' primary responsibility; **however**,
 - Be sure to let the Holy Spirit guide you and make sure to engage with the candidates; you are here for an experience too!
 - The **most experienced** assistant should be the **assistant on Monday** as there are lots of activities that occur throughout that day.
7. Team development
- Establish the importance/application of prayer and the concept of Wheat early and often.
 - Create a safe, comfortable and trusting environment for developing community.
 - Encourage team input, ideas, etc.
 - Leave no one wondering why he or she is there; every team member has been called and each member is important.
 - Let this process happen naturally; don't force it.
 - Be flexible; some team members may have job commitments where they must occasionally leave early/start late; don't dismiss their importance/contribution to the team.
8. Be prepared.
- Review the manual /your flash drive **before** the weekend!
 - There are many details; familiarize yourself with these.
 - Assistants – make copies of the schedule and make notes to yourself if needed.
9. **Pray. Pray. And then Pray some more!**
- Consider attending Mass/adoration as a team throughout team preparation.
 - Consider praying your selected Bible verse with your assistants at the same time(s) each day.
 - Always keep in mind WHOSE work we're doing!
 - Let the Holy Spirit (and your SD/ASD) be your guide!