

Weekend Schedule - MEN

Thursday

- Morning Support Team completes shopping
- Early Afternoon Team begins meeting and assists with setup.
- 6:30-7:00 PM Team Dinner
- 7:45 PM Evening Ministry Video - followed by Prayer and Worship

Dismiss everyone except TLMs:

TLMs meet with Coordinators to review final instructions about facilitating their table, last-minute reminders, and to answer any questions they may have. Use the "Table Leader's Notebook" to review.

Friday

- 8:30 AM **Breakfast [start as soon as breakfast complete]**
- 9:00 AM **Morning Devotional - Devotion should be about 30—45 minutes. If you use Touched by Angel with comments it will run closer to 45-60 minutes.**
- 10:00 AM **Quiet Time for all Team Members**
- 10:45 AM **Team meets to Continue Setup as needed - Support Team Leader directs.**
- 1:30 PM **Lunch**
- Immediately following lunch, Coordinators review welcoming participants and how to use banners (women only). They also review with Support Team and TLMs the Saturday night foot washing/prayer shawls (women) procedures—where to be, what to do, how to do it, how it is completed. Use printed diagram of Upper Room setup, or display it on screen, as a visual to help TLMs have a point of reference.**
- TBD: _____ **Table Leaders/Prayer Team pray through Participant Rooms**
- TBD: _____ **Entire Team meets in Meeting Room for final instructions/prayer before registration departure**
- TBD: _____ **Team leaves for Registration Location (Lead Worshipper, Sound, and a Coordinator stay at retreat center)**
- TBD: _____ **Participants begin arriving at Registration**

Note: Our Registration locations vary each Weekend, which impacts the Teams travel time to and from the Retreat Facility. Adjust times as needed to ensure a 7PM start for the Opening Remarks.

Weekend Schedule - MEN (Friday continued)

- TBD: _____ **Support Team, Table Leaders and Luggage return to Retreat Facility** - LUGGAGE can leave as soon as all participants arrive. If all participants are checked in by 5:50, the luggage can leave at 5:50 and then the Coordinator and participants leave 15 minutes later.
- TBD: _____ **Start loading the bus 10 minutes after luggage leaves and then Participants leave for Retreat Facility**
- TBD: _____ **Participants arrive at Retreat Facility; Team greets; TL's take participants to the Dorms**
- 6:55 PM **5-Minute Countdown Slide Show is started - Participants should all be seated**
- 7:00 PM Opening Remarks Officially Begin Weekend**
- 7:45 PM **Participants Name their Table, and meet one another.**
- 8:00 PM **Table Names Announced**
- 8:10 PM **Short Break (10 minutes) TALK ABOUT BREAKS**
- 8:20 PM **Praise & Worship INTRO WORSHIP—"We may worship differently..."**
God speaker to Prayer Team for initial prayer
- 8:40 PM **Coordinator briefly discusses story development process** and accountability partners. Instructs participants to use Notebooks while song plays after Table Leader's story. Calls up 1st Prayer Partner to introduce speaker.
God Story
Prayer Partner Introduction
At Story end: Special Song/journal time – prayer team escorts speaker to Prayer Room
- 9:20 PM **Table Discussion**
- 10:00 PM **Break (5-10 minutes only)**
- 10:10 PM **Praise & Worship**
Mentor speaker to Prayer Team for initial prayer
- 10:30 PM **Mentors Story**
Prayer Partner Introduction
At Story end: Special Song/journal time – prayer team escorts speaker to Prayer Room
- 11:10 PM **Table Discussion**
- 11:50 PM **Closing wrap up**
Announce team available for ministry after closing prayer
- TBD: Table Leaders meet in with Coordinators for BRIEF wrap up!**

Weekend Schedule - MEN - Saturday

IMPORTANT - it may be necessary to adjust this initial morning schedule, depending upon what time the participants were released Friday night. It is **paramount** that we provide a minimum of **6 hours of sleep**. There is ample opportunity to make up time throughout the remainder of the schedule.

TBD: ____ **Support Team & Cooks up**

TBD: ____ **Remainder of Team up**

TBD: ____ **Entire Team gathers for Prayer & Serenade Practice**

6:50 AM **Morning Serenade**

Table Leaders & Support Team should assist in rounding up participants to ensure devotional starts on time!

7:30 AM **Morning Devotion** – The Chisel is 9 minutes. Other comments should last 20-25 minutes. Remind Support Team to have breakfast ready by 7:50, just in case comments run short.

8:00 AM **Breakfast**

8:30-45 AM **Praise & Worship Teaching** (If everyone is finished w/breakfast at 8:30, start the teaching!)

9:15 AM **Praise & Worship**

Integrity Speaker to Prayer Team for initial prayer

9:35 AM **Integrity/Wholeness Story**

Prayer Partner Introduction

At Story end: Special Song/journal time, prayer team escorts speaker to Prayer Room

10:15 AM **Table Discussion**

10:55 AM **Break (10 minutes only)**

11:05 AM **Praise & Worship (short session 2 to 3 songs – max 15 minutes)**

Family Speaker to Prayer Team for initial prayer

11:20 AM **Family Story**

Prayer Partner Introduction

At Story end: Special Song/journal time, prayer team escorts speaker to Prayer Room

12:00 PM **Table Discussion**

12:00 PM **Check in with Support Team Leader - are you on schedule for 12:30 lunch?**

12:30 PM **Morning Wrap Up**

Direct Tables to sit together and continue discussions at lunch - Pray for the meal

12:40 PM **Lunch**

Weekend Schedule - MEN (Saturday continued)

- 1:10 PM **A Man and His Church – Brief Introduction, then Francis Chan video (51 minutes)**
Note: if finished early with lunch, start sooner!
- 2:05 PM **Table Discussion**
- 2:45 PM **Break (10 minutes only)**
- 2:55 PM **Praise & Worship (short set – 2 songs)**
Brothers speaker to Prayer Team for initial prayer
- 3:05 PM **Brothers**
Prayer Partner Introduction
At Story end: Special Song/journal time – prayer team escorts speaker to Prayer Room
- 3:45 PM **One on One Introduction/Teaching and Instructions** (Reminder—participants must clear their tables of all personal possessions and take them back to their rooms; also, remind them to **take a bathroom break** after hearing **first** bell if needed. They may not re-enter the meeting room until instructed.
- 3:55 PM **Release participants for One on One** [Families and loved ones are scheduled to arrive at the Retreat Center at 5:00 PM. If you are behind schedule, **be sure to keep the LP Coordinator and Families informed of any schedule adjustments!** - we don't want families driving in while participants are still outside in One on One!]
- TBD _____ *Families are meeting to carpool to the retreat center*
- 4:40 PM **Ring the first bell (10-minute warning - Participants should start to wrap up and proceed back to designated area)**
- 4:50 PM **Ring the second bell final call to return to the designated location for group picture.**
- 4:55 PM **One Coordinator and Lead Worship depart to meet families for serenade practice.**
Notes: Coordinator needs to take charge of the Serenade practice! You have to practice all songs and then quietly escort families to the Meeting Room within a 30-minute window – DO NOT leave this responsibility to the Lead Worshipper.
Photographer: There is no time for a “group” picture before Serenade. Pictures of the families/loved ones may be taken during Serenade. If time permits, a group picture may be taken after the families leave the meeting room. This should be done quickly so families can depart the premises as soon as possible.
- 5:00 PM **Love Power**
If you need a time filler, after letters have been read or Serenade Practice is running late, you may ask participants if they'd like to share anything about their Weekend experience thus far.
- 5:00 PM **Families arrive – Serenade Practice (Coordinator and Lead Worship should already be there to greet families as they arrive.)**

Weekend Schedule - MEN (Saturday continued)

- 5:30 PM **Serenade followed by Dinner**
- 6:45 PM **Dismiss participants for short break**
Remind participants to collect their letters/personal items and take them back to their rooms if possible. If not, instruct them to put everything back in their manila envelopes – Team will gather & organize for distribution after Upper Room.
***ENTIRE TEAM REMAINS** in Meeting Room to **quickly** set up for Upper Room and then Support Team completes set up during Saturday Night Teaching.*
Participants should meet their TL outside the designated location for the “A Man and His World” teaching, when their TL comes to get them or they hear the bell. Remind them to bring their Participant Journals and a pen.
- 7:00 PM **Participants meet in designated location for “A Man & His World”**
Table Leaders may be used to assist with Upper Room set up if needed; however, they should be sent back to the designated location to escort their Participants to the Upper Room upon completion of the A Man and His World teaching.
- 7:05 PM **A Man and His World**
- 8:20 PM Participants released to the Upper Room
Time for quick restroom break will be provided.
- 8:35 PM **Foot Washing, Covenant, Communion & the Cross**
- 10:15 PM **Praise & Worship Celebration!**
Final Instructions to the Participants and Closing Prayer
ENTIRE TEAM - REMAINS UNTIL PACK UP IS COMPLETE!
 Prayer Team returns to the Prayer Room to pack up and dismantle Prayer Room.
- TBD: _____ **Coordinators meet with Table Leaders (keep it short!)**

Weekend Schedule – MEN - Sunday

TBD: _____ **Team Up**
TBD: _____ **Serenade/Wake Up Participants**

Table Leaders & Support Team must assist in rounding up participants to ensure we start at EXACTLY 7:00!

6:45.AM **Table Leaders should be in place to receive Participants**, return watches/phones, and receive Participant Feedback forms. They will also exchange pin-on Name Badges for stick-on Name Tags. **Instruct TL's to give ALL Feedback Forms to Admin.**

7:00.AM **Closing Comments/Reminders – Video. START PROMPTLY!!**

7:23 AM Start T.D. Jakes video [37 minutes] and set your timer! Inform STL of “stop” time for the video, so he can have families in place accordingly.

7:30 AM Families start to arrive

7:45 AM Families get out of cars in parking lot and gather

7:55 AM Families are staged for surprise entry into the Meeting Room. **Be aware of any “noise” concerns. Ask families with young children to stay back until the “hollering & clapping” begins!**

8:00.AM **Family Reunion/Slide Show/Breakfast**

Upon completion of video: thank family and loved ones, encourage participants to share their hearts and experience with their loved ones; pray for entire group and release them.

8:30.AM **ALL TEAM MEMBERS REMAIN for final packing and clean up as needed.**