

# Weekend Schedule - WOMEN

## 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 Tls:**

Tls 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 Tls 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 Tls 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 - WOMEN (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**
- Movie: True Beauty "Be Still" (24 minutes)
  - "Be Still" time (5 minutes max!)
- 8:15 PM **Participants meet one another and Name their Table.**
- 8:30 PM **Table Names Announced**
- 8:40 PM **Short Break (10 minutes) TALK ABOUT BREAKS**
- 8:50 PM **Praise & Worship INTRO WORSHIP—"We may worship differently..."**  
*God speaker to Prayer Team for initial prayer*
- 9:10 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 1<sup>st</sup> Prayer Partner to introduce speaker.  
**God Story**  
*Prayer Partner Introduction*  
*At Story end: Special Song/journal time – prayer team escorts speaker to Prayer Room*
- 9:50 PM **Table Discussion**
- 10:30 PM **Break (5-10 minutes only)**
- 10:40 PM **Praise & Worship**  
*Mentor speaker to Prayer Team for initial prayer*
- 11:00 PM **Mentors Story**  
*Prayer Partner Introduction*  
*At Story end: Special Song/journal time – prayer team escorts speaker to Prayer Room*
- 11:40 PM **Table Discussion**
- 12:10 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 - WOMEN - 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**

TBD: \_\_\_\_ **Morning Serenade**

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

7:30 AM **Morning Devotion – Overwhelmed 8 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/Wholeness 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 - WOMEN (Saturday continued)**

- 1:15 PM **Briefly Introduce “Armor of God” video (if finished early with lunch, start sooner!)**
- 1:18 PM **Video – Armor of God (12 minutes)**
- 1:30 PM **Briefly introduce “Reflection” time and release Participants**
- 2:35 PM **Participants Return to Meeting Room**
- 2:40 PM **Praise & Worship**  
*Sisters speaker to Prayer Team for initial prayer*
- 3:00 PM **Sisters**  
*Prayer Partner Introduction*  
*At Story end: Special Song/journal time – prayer team escorts speaker to Prayer Room*
- 3:40 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.
- 3:50 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 and meet for serenade practice**
- 5:30 PM **Serenade followed by Dinner**

## **Weekend Schedule - WOMEN (Saturday continued)**

6:45 PM **Dismiss participants for short break (if participants are done with their meal, you may dismiss them sooner!)**

*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 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 “Access or Ally – The Power of a Woman’s Influence” 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 “Access or Ally”**

**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 Access or Ally teaching.**

7:00 PM **Access or Ally**

9:30 PM Participants released to the Upper Room

**Time for quick restroom break will be provided.**

9:45 PM **Foot Washing, Covenant, Communion & the Cross**

11:15 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 – WOMEN - 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!!**

**7:38 AM (NO LATER THAN) Start Lisa Chan's Deny Yourself video [22 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.**