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|  |  | **Illustrative Weekend Agenda**  |  | Ops Guy (“OG”) Activity Guide |
|  |  |  |  |  | Note: while the entire weekend is about “being Present with God” – that can only happen if someone is thinking constantly about the future – and that person is you. Be mindful not to get stuck in the PresentAt every transition point: meals to worhship; breaks to speaker; etc – you are the primary herd-dog At every point, you should be aware of where we are on time versus the agenda, and be ready to surface any material “decision questions” to Weekend Directors  |
| **Friday** |  |  |  |  |  |
| 9:30-10:00 |  | Team arrival and set-up |  |  | Coordinate Infrastructure and People: **NOTE – all of this is in parallel*** Check-in with Weekend leaders, Name Tag person (if one), Kitchen team leader, Prayer Team coordinator, Coffee Man, Music/computer guys and Camp Liaison
	+ Check any changes to Agenda
	+ Keep Agenda handy at all times
	+ Keep Table Chart with you at all times
	+ Keep the Brother and Host attendee list (with cell numbers) handy – you will need at Music kick-off
* Name Tags: have two teams putting Host Team (HT) name tags in plastic holders (do first as they arrive first) and Brother name tags
* Conf Room Tables set-up
	+ coordinate any final changes between adds and drops on the Brother attendee list and the Table assignment list
	+ Put Table Numbers on tables
	+ Assign HT members to make table name tents and place at each table (Table Listener at 12 oclock and Asst Table Listener at 6 oclock)
	+ Each table attendee gets pen and note pad (in ATL, Listeners and TS get regular notebooks and Brothers get Souly black notebooks)
	+ Center of table: Preload with small water bottles; Tissue Box, and Purell bottle
* Set up Brother Reception Table with name tags (in alpha order) and Table Servant Aprons.
	+ Ops Guy and TS put on apron upon arrival
	+ OG remind each Host team on sight to put on their name tag
	+ Put any waiver copies here and write out instructions as necessary
* Set up Outside Brother Reception Table
	+ First-Time brother name tags in alpha order
	+ Put any waiver copies here and write out instructions as necessary
	+ Paste copies of the FINAL table assignment chart (a) on the Brother Table; (b) inside the main door; and (c) in the Table Servant supply area.
	+ Note: depending on car valet service, keys will be deposited on this table
* Set-up the lay-out of the Snack and Supply room
	+ Confirm critical items:
		- 3 glasses, bread and grape juice for Communion
		- Index cards of cross service
		- 2 hammers and nails (more than double # of total attendees)
		- Souly Business cards and Coffee Mugs
		- Sufficient # of Prayer Cards and Envelops (only for Brothers)
		- Numbers of Clorox towel containers equal to # of Tables plus 2 for supply room
	+ If possible, segregate foods into food groups on shelves
	+ establish a table for prep of snack bowls
	+ Have a few TS wash the thin-skinned fruit in the kitchen
	+ Place (and maintain) Carrots, grapes, etc on ice
* Coffee station. Find Coffee Man and:
	+ Find and set-up coffee station; should have room for 2 big Regular Coffee Urns; 1 big Decaf and a small water for tea
	+ Make sure Kitchen has the coffee, make sure Coffee Man or Kitchen know how to make the coffee (test early!)
	+ Assorted teas, creamers and cream, coffee cups, stirrers, small napkins
	+ Keep any real creams or half/half on ice he has his supplies
* Soft drink and Water coolers:
	+ Assign a couple of TS to fill with ice and then fill one with water and other(s) with sodas
* Prayer rooms all set?
* Check with Prayer Coordinator. He needs the Agenda copy and the Table Assignment chart on him, too
	+ Typically 1 TS and 1 Kitchen guy pray together per speaker
	+ Make sure Prayer Guy goes to Kitchen just after Devotion and sells the kitchen slots
	+ Great place to get the TS names is right at beginning of Valet
* Check with Computer guys and Music guys
	+ Test drive that they can pull up Speaker presentations and the Timer
	+ Check if there are any Music, sound, speaker issues
* Like waiting tables – stay on the Move and Scan!
* Set up Valet parking stands
* BEFORE team Lunch and Devotional, grab all your Table Servants
	+ Introduce your role and share SB’s and God’s true appreciation for them
	+ Reinforce instructions: they are to find you, not the Weekend Director, for questions; be empowered to act; thank them for serving with a God-reflecting heart; show them where everything is, and alert them you will be giving them instructions over the week on what next; keep the snacks on the table and see what their table likes; be submissive to the table leaders; and know that they are the pure expression of Jesus’ servant heart. Then pray
	+ Reinforce not to be a distraction – no movements during speakers, no deliveries during quiet times after speakers, etc. “
	+ “Waiting to serve is better than serving as a distraction”
	+ Discuss Valet process: greet, carry their bag to bunk; other person parks car and puts keys on Brother name tag table; repeat
	+ Have each TS set up his table with 3-4 bowls
 |
| 12:00- 12:30 | Team Lunch and devotional |  |  | Quick Instructions around (a) coming to you with all questions; all TS need to come immediately after devotion to receive cars; discuss * You will be first down to Valet – maybe bring a couple of Assist Table Listeners who know drill for first few early arrivals

Director may designate you to accept on-site registration payments: if check – confirm that the right names are on their (some people use company checks, some are paying for others); if cash – wrap paper around it with their name |
| 12:30-1:30 |  | Brother Check-in |  |  | Valet: stay down with the TS until the Valet system is running well – keep cycling from valet back to reception area* Encourage Host talking to Host to be Hosts talking to Brothers
* Keep an eye on the clock and the name tags
* By now if there are still Host not here, check with Director and call if needed
* Keep an eye on drinks, they can go down fast

IMPORTANT: around 15 minutes before Worship:* See activity at Valet
* Review with Director outstanding Brother name tags and whether to start on time or wait a bit
* Once decide to start soon, check again with Music guys and computer guys to make sure they are ready – if so put the Timer on 10 minutes before the Official start
* Start talking to Host team about moving everyone in to find their tables – keep your table chart handy
* Be a heard dog!
* Mark the outstanding Brother name tags on the Contact sheet, and you or you and another start to call cell phones, nicely check to see if we are still expecting them, any issues with directions (note – make sure and have some directions handy)
* Whatever answer, then make note on the Table Chart
* Table Chart is KEY as this identifies if we have a table issue: either 1 or 2 folks not coming who will make the table too small.
* Review with Director and make any instant move-decisions to rebalance
* Once everything is settling down, relieve the TS at Valet until you just have one or two, then send them up for worship and handle any late arrivals.
 |
| 2:15- 2:30 |  | Worship  |  |  | * Come up to Worship and hopefully get a song in!!
 |
| 2:30-3:00 |  | Opening Comments |  |  | This can be a time now to re-check everything* Snack room, lots will have come in during the busy time
* Look over tables – any without snack set-up (make a note for the next break)
 |
| 3:00-5:30 |  | Introductions |  |  | Good time to check with Camp* If having a bonfire – make sure that is set up;
* Where are trash bags and bathroom towels kept?
* Where do trash bags go?
* Check in with Kitchen – they may need to know a specific “go” time to put food in the oven – you can manage later what is going on in the room versus that timing
 |
| 5:30- 6:00 |  | Tables Get Acquainted and Worship |  |  | Good time for clean-up and prep* Make sure Prayer guy is all set to pray up Speaker (get everyone 15 minutes before show time)
* Worship – discuss with Director whether Worship has more or less time based upon current schedule
* If no timer, as Speaker if they want a “time cue”
 |
| 6:00- 7:30 |  | **Talk #1- Faith and Work- Do they Mix?**  | Mike Dombrowski |  |  |
|  |  | Table, Group discussion  |  |  | Table discussion time is usually where a decision gets made re more time/same time/less time versus when the Kitchen put food in. Coordinate with Kitchen on timing * Typically, this is where we ask for anything that anyone has forgotten.
* Tables tell your TS who will write it down, and that gives us our list and time to go get pillows, blankets, etc before the last speaker finishes
 |
| 7:30-8:30 |  | Dinner |  |  | Keep an eye on the clock. Make sure the Music guys are tee’d up for start of worshipHave Timer start at 10 minutes before music setStart clearing folks 5-7 minutes before so worship can start on time |
| 8:30-9:00 |  | Worship |  |  | Make sure Prayer guy has all his folks and the speaker. They should start 15 min before Speaker startsDouble check bonfire all setI usually go to Walmart for supplies at this time |
| 9:00- 10:30 |  | **Talk #2- Priorities**  | Rob Consoli |  |  |
|  |  | Table, Group discussion  |  |  | Make announcements about:* Bonfire
* Any supplies
* Breakfast time in the morning
 |
| 10:30-? |  | Bonfire and Fellowship  |  |  |  |
| **Saturday** |  |  |  |  |  |
| 7:00-8:00 |  | Arrive for Breakfast |  |  | Arrive early and make sure Coffee Guy is okKeep an eye on the clock. * Make sure the Music guys are tee’d up for start of worship
* Have Timer start at 10 minutes before music set
* Start clearing folks 5-7 minutes before so worship can start on time
 |
| 8:30-9:00 |  | Worship |  |  | Make sure Prayer guy has all his folks and the speaker. They should start 15 min before Speaker startsIf no timer, as Speaker if they want a “time cue” |
| 9:00-9:45 |  | **Talk#3 Identity In Christ** | Bob Lewis |  |  |
| 9:45-12:00 |  | Table Stories (15 minute each on Family,  |  |  |
|  |  | Spiritual, Celebrations and Challenges) |  |  | Announce beforehand if there will be music signalsOnce people are settled, make sure you know where all the tables are* Plan to make 4 trips: 30 mins before; 15 min before; wrap-it up; and really wrap it up.
 |
| 12:00-1:00 |  | Quiet time set up, Quiet time  |  |  |  |
| 1:00-1:30 |  | Group Discussion on Quiet Time |  (15 + 15 Group) |  | Coordinate with Kitchen on the timing  |
| 1:30-2:15 |  | Lunch |  |  | Keep an eye on the clock. Make sure the Music guys are tee’d up for start of worshipHave Timer start at 10 minutes before music setStart clearing folks 5-7 minutes before so worship can start on time |
| 2:15-2:45 |  | Worship |  |  | Make sure Prayer guy has all his folks and the speaker. They should start 15 min before Speaker startsIf no timer, as Speaker if they want a “time cue” |
| 2:45- 4:15 |  | **Talk#4 Servant Leadership** | Rusty Gordon |  |  |
|  |  | Table, Group discussion  |  |  | Get ready to distribute Index Cards for quiet time here. With one or 2 TS count out groups of 8 cards; During table time gets 2-3 TS to help distribute to Table Leaders or ATLs and tell to hold until told to distribute at the table |
| 4:15- 6:00 |  | Quiet time set up, Team Mtg, Quiet time  |  | Key announcements made here:* Prayer Cards: remind everyone how they got one; walk people through how it will work:
	+ There will be a Station you will set up out of sight ( in the Snack room for us)
	+ It will have Cards and Envelopes – only enough for the Prayer Partner cards
	+ It will have a box to deposit finished card; a Table Chart (so you can find your PP) and the list of Prayer Partners
	+ Take the Card and put Brother Name AND Table # on the front; address to brother and put Host name on the card inside
	+ Deposit and cross off your name AFTER you finish (not when you take your card
	+ Try to meet your PP and without disclosing, learn something about him if you can to put in the card
	+ No worries if not – it is a nice to have, not a gotta have
	+ Complete and deposit NO later than end of Breakfast
	+ This is your busiest time of SB, so ask for their help here to keep on the program
* Communion. Ask table leaders to prayerfully consider if anyone they think would benefit from/enjoy helping share Communion.
	+ If so you need 6, first come first serve, find you and give you a piece of paper with Brother’s name, Table Leader and Table # (so we can find easily later)
	+ At 6 you are done
* If there is Cross Service set up or Ice Cream swap out – this is where you tell TS what they need to expect / do
* Post-SB Clean-up. Discuss how everybody who can stay and help clean up facility
 |
| 6:00- 7:00 |  | Fellowship |  |  | Coordinate timing with Kitchen – we may or may not be on schedule at this pointDepending upon the time, discuss with Director  |
| 7:00- 7:45 |  | Dinner |  |  | Keep an eye on the clock. Make sure the Music guys are tee’d up for start of worshipHave Timer start at 10 minutes before music setStart clearing folks 5-7 minutes before so worship can start on time* Get 2 bowls to collect the note cards
* At dinner ask 2 TS to be the Cross and Note guys (they will not sit with their tables in rows). Instruction them tey will wait off to side of the Cross, on cue come and lay the cross down and out the 2 hammers and nails; then on cue put the Cross back up; then on cue collect the note cards in the bucket; then on cue burn them
 |
| 7:45- 8:15 |  | Worship |  |  | Make sure Prayer guy has all his folks and the speaker. They should start 15 min before Speaker startsIf no timer, as Speaker if they want a “time cue” – have someone else do it this timeMake sure the fire and chairs et all are totally set for the Cross service* Cross in place
* Hammers and nails
* Chairs arrayed so that each table has a row plus rows for
 |
| 8:15- 9:00 |  | **Talk#5 The Cross** | Larry Green |  | Make sure the bonfire is all set up |
|  |  | Table discussion only |  |  | Leave early to double check fire is good to go |
| 9:00-10:00 |  | Cross Nailing |  |  | Help guide people to rows / chairs to keep them together |
| 10:00-? |  | Ice Cream Fellowship, Bonfire  |  |  | Announce Bonfire and Breakfast time in the morningGo pull nails from the Cross for use Sunday morning |
| **Sunday** |  |  |  |  |  |
| 7:00-8:00 |  | Arrive for Breakfast  |  |  | Keep an eye on the clock. Make sure the Music guys are tee’d up for start of worshipHave Timer start at 10 minutes before music setStart clearing folks 5-7 minutes before so worship can start on timeThis morning is the tightest time frame with little margin for errorGrab a couple of TS to help re Prayer Card |
| 8:30-8:45 |  | Worship |  |  | NOW is Prayer Card Crazy TimeHave 2 TS set up rows of Mugs for each table (just the # of Brothers at each table)* Put the table # in front of each row
* Fill each mug with 2-3 business cards and 1 nail

You will be sorting the cards into Table groups, And create an exception report with one’s you are missing During Worship and Table discussion go hand a note to each Host members saying you need asapThis usually goes all the way through The Resurrection Talk Put the cards on top of the Mug rowsSome times there are mistakes in the lists, I often am the “writer of last resort” |
| 8:45-9:15 |  | TABLE discussion on Cross |  |  | Keep track of timing , while working note cards in parallel  |
| 9:30-10:30 |  | **Talk#6 The Resurrection** | Kevin Latty |  |  |
|  |  | Small Group discussion only  |  |  | If you stiil need Communion, ask a Table leader(s). If have your 6 – go tell them to ask the Brother if they are ok and report back any issue  |
| 10:30-11:00 |  | Intro Kitchen |  |  |  |
| 11:00-11:15 |  | Worship |  |  | See how much time Music has re the agenda and adjust |
| 11:15-12:00 |  | **Talk#7- Finishing Well**  | Sonny Newton |  |  |
| 12:00-12:30 |  | Small group only (Sandwiches, Mugs,etc)  |  |  | Check time. Right at beginning, have TS take out all mugs and notes.  |
| 12:30-1:00 |  | Prayer Cover, Wkend Follow Up comments |  | Gather the Communion guys for Spiritual director to discuss CommunionClear trash bags so you have empty ones for the big clean-up |
| 1:00-2:00 |  | Closing Group Share (Brothers Only) |  |  | * Create and label a box to collect Name Tags
* Create and label a box to collect TS Aprons

Prepare any tables and have the wine glasses and bread readyStart to trash open food items in snack room and get a jump on boxes, etc |
| 2:00-2:30 |  | Communion, Slideshow, Adjourn |  |  | Adjourn. Work with Camp staff on what to do.Usually it is:* Put out Name Tag and Apron collection boxes
* Clear tables, throw away anything open/questionable/waters
* Clean with Clorox
* Roll-up tables often
* Vacuum
* Clean Snack room
* Move boxes
* Empty out drink coolers
* Stack chairs
* Police outside areas
* Save certain food / materials )Kleenex boxes, Purell bottles, pens, etc
* Discuss with camp anything to leave
* Make sweep through lodges
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