

**Assistant Lay Director Responsibilities**

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**Responsibilities**

- Execute team meetings
  - Prepare conference rooms for team meetings
    - Combined Meetings (Room 205)
      - 70 chairs in 5 rows with a middle aisle facing stage
      - No combined meeting preparations on Community Gathering nights
    - Break-out Meetings (Men: Room 205, Women: Room 202)
      - 3-4 tables with 8 chairs maximum per table
      - Speaker podium with hand cross
      - Small table for candle & open bible next to podium
      - Table for snacks
  - Shepherd people to the appropriate locations on time
    - Room 205 by 7:00 PM before combined team meetings
    - Break-out meeting rooms promptly after combined meetings or Gatherings
    - Sanctuary by 7:00 PM at Community Gatherings
  - Manage the preview process to mirror the weekend
    - ALD #1 calls for speaker to be prayed-in by the assigned team member
    - ALD #1 recites and executes “Notebooks open...” preamble
    - ALD #2 times the preview and communicates it during feedback
    - ALD #1 ushers the speaker to the hall to pray out and wait
    - ALD #2 asks for silent meditation (45 sec), blows out the candle and instructs the team members to discuss the talk and organize feedback
    - ALD #2 invites ALD #1 and the speaker back to the room for feedback
    - ALD #2 facilitates the feedback process by asking a table leader at each table to provide constructive comments on the preview
  - Lead clean-up after the meeting concludes
    - Throw away and clean up any trash around the tables
    - Stack chairs in organized fashion against walls
    - Tear down tables and lean against walls
    - Take trash to dumpsters
  - Finish no later than 9:30 PM
- Prepare for the weekend
  - Prepare and preview Talk #1 *Discovering Priorities* (speaking ALD only)
  - Coordinate with speakers and AV Tech as appropriate on any speaker aids
  - Review ALD responsibilities in the *ZGB Timeline*
  - Prepare wake-up music, new friend questions, supplies and other aids
- Manage the weekend timeline
  - Execute ALD responsibilities in the *ZGB Timeline*
  - Focus on time management and guest experience
  - Hit the following critical times: Saturday Entertainment (Sat 6:50 PM), Candlelight (Sat 10:00 PM), Agape Letters (Sun 3:30 PM) and Closing (Sun 5:00 PM)
  - Coordinate times for medications with guests as necessary

**Suggestions & Notes**

- Arrive by 6:30 PM for team meetings to coordinate and execute setup
- Enlist others to help with setup and clean-up at team meetings
- Coordinate and rotate ALD #1 and ALD #2 responsibilities at team meetings
- Get hand crosses from CLD at first meeting, then keep through the weekend
- Find candles and lighters in the Upper Room and return them after each meeting
- Assist Agape with circulating snack sign-up sheets and prayer charts
- Attend the meeting with CLD to walk through detailed weekend responsibilities

### Assistant Lay Director Responsibilities

#### Team Meeting Agenda

- Meeting #1: Orientation meeting (30 min)  
 Team break-out meeting (30 min)
- Team member self-introductions – name, GB#, role, first team
  - LD opening remarks – theme, team context, etc.
  - Binder review
    - Review Team Information section – schedule, roster, preview, etc.
    - Review *Team Member Responsibilities* document
    - Encourage team to review binder early and thoroughly
  - Talk preview process review
    - Introduce the preview process, which mirrors the weekend
      - Speaker is prayed in by the assigned team member
      - ALD recites and executes “Notebooks open...” preamble
      - Speaker leads the Prayer to the Holy Spirit
      - Speaker gives the talk preview
      - Speaker writes name and talk on the board after opening
      - Speaker is ushered to the hallway and gets prayed out by ALD
      - ALD asks table to mediate on talk and blows out candle
      - Tables discuss talks and prepare feedback on the preview
      - Tables, usually table leader, provide feedback to the speaker
    - Review talk preview evaluation guide and point out talk outlines
    - Remind team members to treat previews and talks as confidential  
 Address appropriate feedback
      - Outline and main message centric (not testimony focused)
      - Constructive and new feedback (not destructive or repetitive)
  - Role break-out meeting (30 min)
- Meeting #2: Announcements as required  
 Circulate snack sign-up chart  
 Previews & closing prayer
- Meeting #3: Announcements as required  
 Previews & closing prayer
- Meeting #4: Announcements as required  
 Previews & closing prayer
- Meeting #5: Announcements as required  
 Team roster corrections and final submission to CLD  
 Previews & closing prayer
- Meeting #6: Announcements as required  
*An Overview of the Weekend* document review  
 Theme Song introduction (note: earlier introduction is fine)  
 Previews & closing prayer
- Meeting #7: Announcements as required  
 Theme Song practice  
 Previews & closing prayer
- Meeting #8: Announcements as required  
*Great Banquet Weekend Reminders* document review  
 Question & answer session regarding weekend  
 Theme Song practice  
 Previews & closing prayer