

Lay Director Responsibilities

Responsibilities

- Form the team
 - Invite eligible people to be on the team
 - Create the team roster, speaker assignments and prayer responsibilities
- Build the team
 - Set the tone by establishing clear vision and leading by example
 - Pray regularly for each team member and the team as a whole
 - Coalesce the team through team activities, prayer partners, varied seating, etc.
 - Engage team members one-on-one to offer support and counsel
 - Encourage HSD, Head Agape, Head Kitchen and Music to develop their teams
- Lead team meetings and weekend preparations
 - Provide oversight at team meetings
 - Engage your primary leaders to assist in monitoring and supporting preparations
 - Communicate with the team through reminders, announcements, notes, etc.
 - Keep track of team members and follow up when members are absent
 - Manage the talk preview schedule adjusting as necessary
 - Prepare and preview Talk #14 *Staying Power*
 - Review LD responsibilities in the ZGB Timeline and LD/SD Manual
- Lead the weekend
 - Execute LD responsibilities in the ZGB Timeline and LD/SD Manual
 - Focus on the team providing support, prayers and encouragement
 - Run team meetings on Thursday and Friday nights
 - Manage through issues and crises as they arise
- Shepherd team members and guests after the weekend
 - Attend and encourage others to attend the Fourth Day Meeting
 - Help guests get connected into reunion groups
 - Attend Community Gatherings especially the one after the weekend
 - Encourage participation in future Great Banquet activities

Suggestions & Notes

- Regularly remind team members to:
 - Invite guests
 - Attend meetings and arrive on time
 - Contact you in advance of any absences
 - Let you know if they need name badges
 - Make an effort to get to know every team member
 - Refrain from writing in the binders except on lined notepaper
 - Write letters to the extent possible prior to the weekend
 - Support the other team during their weekend
- Make sure meetings stay on track
 - Don't get side tracked on issues that can be handled outside of meetings
 - Don't wear the team out with extensive activities or demands
 - Finish no later than 9:30 PM
- Actively shepherd those who have never been on a team
- Make sure Agape and Kitchen attend meetings except during Agape Party nights
- Coordinate with Music Director on Theme Song
- Prepare your talk preview early to act as the emergency back-up
- Schedule a meeting with CLD to walk through detailed weekend responsibilities
- Lean on the CLD for questions or advice on handling major issues as they arise

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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