

# Pre-Gathering Staff Meeting

## A.M. Check List

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- Designate a sign-in facilitator who will make sure everyone signs in (and will call in absences for oaK Group only). Have this person start at the Open House – for consistency sake.
- Designate a Snack Friend who will pick up snack daily (if needed), and prepare it if you like.
- Arrange a time with your staff to check in daily, either before or after you have children.
- Arrange a time to check in with the coordinator of the opposite session.
- Go over Missing Child Procedure and assign roles
- Double check your first aid kit contents.
- Set up your space for the children. Remind your staff that we are all committed until 4:00 today! If you finish early, send them to the JG Office!
- Remember all Junior Gathering Staff are required to help out with the overall Junior Gathering breakdown for one of these times: Friday afternoon, or Friday evening or Saturday morning.

# Pre-Gathering Staff Meeting

## P.M. Checklist

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- Remind your staff that we are all committed from 1:00 until 4:00 today.
- Designate a sign-in facilitator who will make sure everyone signs in (and will call in absences for oaK Group only). Have this person start at the Open House – for consistency sake.
- Set up a Daily Check- in Time with your staff, either before or after your group time.
- Set up a Daily Check-In Time with your ‘Coordinating Partner’
- Go over Missing Child Procedure and assign roles
- Remember all Junior Gathering Staff are required to help out with the overall Junior Gathering breakdown for one of these times: Friday afternoon, or Friday evening or Saturday morning.

# Pre-Gathering Staff Meeting Considerations

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One crazy thing about this week is that adults from many different places and many different philosophies with lots of different kinds of experiences who may not know each other in the least come together to create a space for a deeply spiritual and fun experience with children for a single week. It's quite extraordinary that it works and is a testimony to the presence of the Divine among us.

There are ways in which you can start the week that will facilitate it going smoothly.

- Find out how your support staff members function in group situations
- Let them know what your expectations are
- Let them know how you work as a coordinator, so you won't have to struggle through the first 3 days (1/2 the week) before you understand.
- Take the time on Sunday with your group for everyone to share what their expectations are for
  - Communication
  - Worship
  - Behavior management

Below are some queries to get your thinking started on these topics. It is helpful if you consider what your own style, preferences and expectations are before beginning this process with support staff.

## Communication

- Do support staff members like to be told what to do next?
- Do they like to be given a general idea of what's needed and then to figure out specifically what to do next themselves?
- How much feedback do they need?
- Share the same kind of information about yourself: Do you expect staff to jump right in or to be told what's needed?

## Worship

Share expectations for worship with children.

- How much herding and reminding do you want to do?
- How much do you want the children to learn from the experience of just seeing you centered in worship?
- How long do you expect it to be?
- Will it be traditional worship or more like worship sharing or something else altogether?
- How much instruction should the children be given? Who is taking leadership?

## Behavior Management

- How do you set up expectations about appropriate behavior?
- How do you deal with inappropriate behavior?
- What are your particular “buttons” or “pet peeves” about children’s behavior?
- What kind of support would you like from your peers in dealing with these behaviors when they show up?

## A.M. Daily Checklist

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- Pick up snack and requested supplies if needed.
- Share announcements with your support staff who did not attend staff worship.
- Call in absences to the JG office by 9:30 a.m. (oaK Group only.)
- Worship with the children.
- Provide snack to the children.
- Meet with your group's support staff to review the day.
- Freeze juice in ice cube trays!
- Check in with your coordinating partner about the rhythm and goings-on in the group.
- Breathe and remember that each moment, scary, fun, stressful or joyful is part of this blessed week we have among Friends and in the Divine.

## P.M. Daily Check List

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- Share announcements with your support staff who did not attend staff worship.
- Call in absences to the JG office by 7:30pm (oaK Group only).
- Worship with the children
- Meet with your group's support staff to review the day.
- Check in with your coordinating partner about the rhythm and goings on in the group.
- Freeze juice in ice cube trays.
- End the evening with a quiet activity.
- Breathe and remember that each moment, scary, fun, stressful or joyful is part of this blessed week we have among Friends and in the Divine.

# Post Gathering Checklist

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- Return locally rented or borrowed items at the rise of group on Friday morning. (This may be inconvenient, but it's when we have the truck available to return stuff).
- Return FGC supplies at the rise of group on Friday evening or before 9:00 a.m. on Saturday.
- If you have open packages of diapers, wipes, sun screen, bug repellent, bubbles, hand soap, Clorox or unopened snacks left over, share them with anyone who will take them (including yourself)! **Please do not return them.**
- Throw away all trash in your space.
- Return furniture to its logical place in your space.
- Fold up folding chairs and/or tables that may have been set up in your group space and place them together.
- Remove all physical evidence of your having been present! This may include washing surfaces, vacuuming, dishwashing, re-arranging furniture, etc.
- Remember all Junior Gathering Staff are required to help out with the overall Junior Gathering breakdown for one of these times: Friday afternoon, or Friday evening, or Saturday morning.