

Overall Schedule*

Friday: 9:00 a.m. - 9:30 p.m. | Saturday: 9:30 a.m. - 9:00 p.m. | Sunday: Worship

Please offer child care for your congregants for **as much of the weekend as possible**. Child care is **especially important** for the [Friday night newcomers event](#) and [Saturday daytime retreat](#).

The NLI Weekend Innovations Team (WIT) consists of 5-8 people. Sarah will provide the number prior to your weekend.

*These times can be changed slightly as needed by the church – **IF Sarah is notified well in advance.**

Friday:

9:00 a.m.

Weekend Innovations Team (WIT) Meets

Set Up: A quiet room (away from others) for WIT to meet and to work in between meetings. One large table. Ability to project onto screen/wall. Wifi is needed. A waiting area for interviewees. (Friday interviews can also use this room.)

Hospitality Note: Please have water, coffee/tea and light snacks available for WIT use during the day.

9:30 a.m. - 11:00 a.m.

First interview with Senior Pastor and church tour

11:00 a.m. - 11:30 a.m.

30 minute interviews (dreams/visions for the church, as well as growing edges)

11:30 a.m. - 12:00 p.m.

Invite: Key staff and leaders

12:00 p.m. - 12:30 p.m.

There are 11 available slots for individual interviews.

12:30 - 1:00 p.m.

Lunch

Hospitality Note: Please help the WIT order and bring in lunch. (We are looking for something like Chipotle/Panera/Zoe's.) Costs will be reimbursed.

1:00 p.m. - 1:30 p.m.

1:30 p.m. - 2:00 p.m.

2:00 p.m. - 2:30 p.m.

2:30 p.m. - 3:00 p.m.

3:00 p.m. - 3:30 p.m.

3:30 p.m. - 4:00 p.m.

4:00 p.m. - 4:30 p.m.

4:30 p.m. - 5:00 p.m.

30 minute interviews of key staff and leadership continue

5:30 p.m. - 7:00 p.m.

WIT Dinner & Discussion

Hospitality Note: WIT will need a quick dinner. (Please recommend a nearby restaurant & provide menus and delivery help.)

7:00/7:30 - 9:00 p.m.

Focus Group for Non-Leaders (Young Adults & Newcomers!)

Invite: Those who are new (fewer than 5 years) and young adults. **No church leaders** (even if they fit the age/time criteria). **Goal: 20-30 participants.**

Please be diligent and intentional about invitations for this Focus Group to ensure we hear their perspective. *No spouses of staff in this group.*

Set Up: A circle of chairs for participants and WIT.

Hospitality Note: Please have water/coffee available, possibly fruit or a dessert.

Youth Focus Event

Plan on 90 minutes for the Youth Interview, **either Friday evening at 7:00/7:30 p.m., or Saturday morning around 10:00 a.m.**

Invite: Youth of all ages AND key youth staff or your lead volunteers. **Not parents!**

Set Up: They will need a room separate from other events. A circle of chairs.

Hospitality Note: Please have something fun like doughnuts or cookies for them.

Saturday: Church-wide Retreat Day

9:30 a.m. – 3:30 p.m. **All Church Retreat**

This should be an 'all hands on deck' event. Important information will be covered, including the results of mystery worshipper reviews and the Real Discipleship Survey. There will also be training in how to tell faith stories, demographics, and life cycles of a church. **We hope to see at least 20% of your church participate!**

Invite: ALL leadership, all staff, and anyone else who would like to attend. The more people, the better – *please pack the room!*

Set Up: Set up tables for small group discussion in the fellowship/social hall. Projection and voice amplification ability required. Wifi preferable. Please have 2 easels and a table for the presenter available. Staff should have their own table.

Hospitality Note: Please have breakfast snacks, coffee/tea/water throughout the day, and an easy lunch for the whole group. (Pizza, potato bar, salads, sandwiches, etc.)

3:30 p.m. - 8:00 p.m. **Saturday Afternoon WIT Meeting**

After all the events of the day have finished, the WIT will meet to create the Innovations Report. This report takes all pre-work (including self-study) and all work completed Friday/Saturday under consideration.

Hospitality Note: Please make sure WIT can stay at the church until 9:00 p.m. WIT will need dinner and help with delivery. Please feel free to leave a key with Sarah so that she can lock up instead of needing someone to wait around.

Sunday:

Early Morning

The WIT will transmit the final report as soon as it is available to the Senior Pastor, who will review it with the church's NLI team leader for questions. The report will need to be copied--one for each person expected in worship that day. **It should be held out of sight/availability until it is called for at the end of the worship service.**

Sunday Worship:

Set Up: Plan for one single, combined worship service that will run approximately 90 minutes.* *Be sure to think through how to handle visitors and children's ministry.* The opening of worship should be according to your normal plan, except the sermon portion should be arranged at the end of the worship. **Please do not add any unusual lengthy elements such a long choral piece or video; we will need about 40-45 minutes for the sermon and report at the end of the service.**

After opening, prayers, offerings, etc., a member of WIT will preach, then another will give the report. Worship will close with a word from the pastor (approximately 5 minutes). Ushers will give out the report upon instruction from the WIT member presenting the report. The report will not be circulated in and way prior to that time.

**Consult with Sarah if you have concerns about holding a single service.*

14 Days before the Weekend, please send Sarah an email to SarahCalvert@vaumc.org with:

- Who is being interviewed at what time on Friday, and what their role in the church is.
- How many people have been invited to the Friday night event for newcomers and non-leaders, and the number expected.
- What time/day the Youth Event will occur.
- How many have been invited and are expected to attend the Church Retreat on Saturday.
- The dates, times and places for the town hall meetings (2-3).
- The date for the charge conference where congregation will vote on implementation of innovations. (Arrange with the DS, who will be attending.)

