

Overall Schedule*

Friday: 9:00 a.m. - 9:00 p.m. | Saturday: 9:00 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 5-7 people, including the church's mentor/coach.

*These times can be changed slightly as needed by the church – **IF Maria 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. Wi-Fi if possible. A waiting area for interviewees.

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. 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 Discussion & Dinner @6pm

Hospitality Note: Please help the WIT order and bring in dinner. Costs will be reimbursed. If the Friday Focus Group will be having dinner at the church, the WIT will eat with those who gather.

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 or use set up for Saturday event.

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

***Youth Focus Event** (this will happen ahead of the weekend-coordinate with Maria)

Plan on go minutes for the Youth Interview

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

Set Up: A circle of chairs in the normal youth space.

Hospitality Note: Please have snacks that your youth will appreciate.

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, current realities of the church in the U.S., demographics, and life cycles of a church. **We hope at least 20% of your church participates!**

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. Wi-Fi preferable. Wall space for large sticky notes. Please have a table and music stand for the presenter.

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. - 9:00 p.m. Saturday Afternoon WIT Meeting

After all the events of the day have finished, the WIT will meet to create the Innovations Report in consultation with the Senior Pastor. This report takes all pre-work and all work completed Friday/Saturday under consideration.

Hospitality Note: Please make sure WIT can stay at the church until 9:00 p.m. Please help the WIT order and bring in dinner. Costs will be reimbursed. Please feel free to leave a key/code with Maria 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. The report will need to be copied--one for each person expected in worship that day. **Please hold the reports out of sight/availability until needed.**

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 as a long choral piece or video; we will need about 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 any way prior to that time. **Consult with Maria if you have concerns about holding a single service.*

30 Days before the Weekend, please send Maria an email to MariaMaxwell@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 and expected to attend the Friday night event for newcomers and non-leaders.
- How many have been invited to 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 called church conference where the congregation will vote on implementation of innovations. (DS will lead this event)
- What is your plan for receiving feedback and meeting with people who have questions after the event.