

# The Weekend Away Coordinator

*Serves as a member of the Alpha Team and reports to the Director.*

The key responsibility of this person is to plan and oversee the Weekend Away by selecting and directing a team of workers who will facilitate all the practical aspects of the weekend.

## **Qualifications**

A mature or growing Christian; experienced in overseeing and delegating responsibility to others; organized; able to train others; understands that the heart of Alpha is to provide a safe and comfortable environment where nonchurchgoers feel welcome; has good interpersonal skills; sensitive; gifted in areas of administration and help; and has a servant's heart.

## **Specific Responsibilities**

1. Select and oversee people to organize the following aspects of the Weekend Away:
  - One-on-one informal counseling,
  - Saturday evening entertainment,
  - Sports and other free-time activities on Saturday afternoon,
  - Child care, if you decide to have children come with their parents,
  - Sunday morning Communion.
2. Select and confirm a location for the Weekend Away within a one- or two-hour drive. During site selection ask the following questions:<sup>1</sup>
  - Can you handle a group of \_\_\_\_\_ (numbers) people on \_\_\_\_\_ (dates)? What is the maximum and minimum number of registrants your facility can accommodate?
  - What room accommodations are available? Can you provide sleeping rooms for the number of people expected? Are bathrooms private?
  - What is the size of your largest meeting room? What is the cost?
  - What food services can you provide and at what cost? (Obtain prices for snacks and meals; find out if the gratuity is included.) May we bring our own food, beverages, and/or snacks?
  - What meeting room equipment is provided (sound system, podium, overhead projector, etc.)? Will using this equipment cost extra? May we bring our own equipment?
  - What recreational facilities do you have? When are they open?
3. Obtain an agreement in writing from the facility specifying everything you discussed—menu, all costs for rooms and food, tips, meeting rooms, payment due dates and method, room types and prices, food or equipment you may bring, etc. Keep a copy on file at the church and carry a copy with you to the facility.
4. Obtain a map of how to get to the facility and a diagram of the facility. Duplicate and distribute this information to all attending.
5. Two or three weeks before the weekend, distribute a copy of the “Alpha Weekend Sign-Up Form” to each Small Group Host.

# The Weekend Away Coordinator (cont.)

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This form serves two purposes:

- To obtain information from those who will attend regarding special diets, need for rides, requests to room together, etc.
- To provide information to those planning to attend regarding cost and location.

Also provide a copy of the weekend schedule, map to the facility, and list of what to bring for each small group member.

6. Check with the responsible person that the following items are available at the site:
  - Task Force Leader—Books from the recommended reading list; supplies for Sunday morning Communion and for snacks and meals as planned.
  - Worship Leader— Any audio/video/DVD equipment needed; songbooks or overhead transparencies.
  - Treasurer—Cash box; checks to pay for all expenses; calculator; baskets for Sunday morning offering (which will be used to offset any amount individuals cannot afford); and all registration information including how much each person has paid.
  - Alpha Dinner Coordinator—Food and beverage for any snacks or meals prepared and brought in by the church.
7. Make room assignments based on information obtained on the Weekend Sign-Up Form. Have this information available as people arrive.

<sup>1</sup>This information has been adapted from *Creative Weekends*, compiled by Paul Petersen (Colorado Springs: David C. Cook Publishing Co., 1995), p. 234. Used with permission.