

# Cornerstone Weekend

## Team Formation and Program Guide

Adopted from the Church of the Presentation  
Cornerstone Retreat Manual - 1985

Now therefore you are no longer strangers and foreigners,  
but fellow citizens with God's people, and members of the  
family of God. And you are built upon the foundation of the  
apostles and prophets, the cornerstone being Jesus Christ himself.

Ephesians 2:19-20



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- III - Sample Welcome Letter**

# Cornerstone Weekend

## **I. Philosophy of Cornerstone**

Through Baptism we are united with God in a familial relationship. Through faith we believe that we share in the life of God; we are brothers and sisters with Christ; in community we form the people of God and thus, we are church. We are gifted with God's love and life and called to share in the mission of Jesus Christ, that is, spread the Good News. Christ, by his life, death, and resurrection, gave us a way to journey toward God. Thus, united by the grace of God, and in a relationship with Jesus Christ and each other, we, as community, both support and serve one another ... we are called to ministry.

The Cornerstone weekend provides a concentrated atmosphere for members of the community to revitalize their relationship with God. It is an invitation to engage in quiet reflective time; to become more actively involved in one's spiritual development; and a time to meet new people which will enhance the building of community.

The Cornerstone ministry is a time and effort commitment by the weekend participants to keep alive this Christian renewal program by preparing the next Cornerstone weekend. Each person on the team has a specific role, but there is only one goal: to grow personally in the knowledge and love of God, and help others to know and love God. This is a response to our Baptismal call.

The team consists of members of our faith community. Together, there is a mutual growth in the knowledge of one's giftedness. Whatever one's gifts, there is the responsibility to use these special blessings and abilities joyfully for others. In sharing, we acknowledge our gifts as coming from God, not to be buried, but to be developed and multiplied.

Together, we are companions on the journey...

## Cornerstone Weekend

### II. Team Formation and Structure

There are approximately 10 to 12 meetings. Each has a central formation theme. The format and structure may vary some, but the focus on the theme is primary. Examples of selected themes are:

Commitment - a look at our relationship with God.

Ministry - involvement in the life of the Christian community is an integral part of life's journey. How does ministry fit into my personal life? How do I share God's gifts and talents with others?

Scripture - a basic lesson of getting to know Christ better. It is good to share reflections from the scripture with others.

Prayer - there are ways to prepare for prayer, a variety of kinds of prayer, different ways to express prayer in daily life.

Beatitudes - a way of life. Have they become a conscious part of my life?

Image of God - What is my image of God? Is my image of God growing and maturing at the same rate that I am personally? How does my image of God reflect my relationships?

Discipleship - "Go forth and make disciples of all nations" (Matthew 28:19). "By this love you have for one another, everyone will know you are my disciples" (John 13:35).

As we focus on each theme, we grow through scripture, personal sharing, videos, articles and other creative resource material.

## Cornerstone Weekend

### III. Typical Meeting Format

The following is a sample agenda for a team meeting.

Theme: Discipleship

Opening prayer

Scripture reading

Meditation music for personal reflection

Brief sharing of the scripture as it relates to our Cornerstone team formation

Review guidelines for listening to witness talk

Witness talk

Team sharing on witness talk

Update on weekend

Team status reports

Suggestions and assignments

Closing prayer

Each meeting should take about an hour and a half.

## Cornerstone Weekend

### IV. General Description of Team Ministries

**Team Director** - is a member of the team whose ministerial role is one of prayerful leadership among the team members during formation. Together with the Facilitator and the Weekend Director, this person coordinates the various activities and meetings of the team members.

**Weekend Director** - works closely with the Team Director and Facilitator in team formation. This person directs the flow and activity of the weekend.

**Facilitator** - works with the Team Director and Weekend Director in organizing the entire weekend. This person is responsible for all advance preparations and purchases and facilitates timely flow of personnel and activities during the weekend.

**Speakers** - are those who give “witness” talks on a selected theme. The content is gathered from personal experience of God’s love and activity in one’s life. There is a strong emphasis on scripture within the talk. The thrust of each talk is recognizably distinct as various aspects of life’s spiritual journey are described for the participants of the weekend. The occurrences of the speaker’s life should be connected to the theme in whatever ways are possible.

These are witness talks and the following are some suggested themes:

- “Relationship with God” - discovering the reality of my faith. God becoming alive and active within and around me.
- “Grace” - a reflection of God’s gift of love in the ordinary.
- “Forgiveness and Reconciliation” - a reflection of God’s mercy and compassion in my life. We are called to forgive ourselves and each other. The importance of forgiveness and reconciliation in Jesus’ message of love.
- “Growth in Community” - development of my Baptismal vocation by the growing awareness of the larger community as people of God.
- “Outreach in Ministry” - the process of growth as an active Christian. My call and response to increased involvement in service to others in ministry.
- “My Journey with God” - a reflection of God’s unconditional love as manifested through my life’s story and significant times in my life when I responded to God’s love.
- “Prayer” - a deepening of my faith journey through getting to know Jesus better; a comfortable presence with the Lord; a growing relationship of open communication.
- “Discipleship” - responding to God’s call to ministry in my daily life.

- “Eucharist” - the outward sign of the body of Christ. We are all called to be the body of Christ for each other.

**Table Leaders** - are those whose role it is to lead and facilitate sharing and prayer at each table. This person encourages each one to participate in the discussion and activities. This person must be good listener.

**Sacristan/ Liturgist** - is the person who plans the liturgy and prayer services during the weekend. This person makes sure that there is music and song during the weekend and prepares the weekend chapel.

**Arrangements Coordinator** - works closely with the facilitator. Arranges for volunteers to help in the set-up beforehand (decorations, cots, chairs, tables, meeting room, etc.) and clean-up following the weekend.

**Publicity Coordinator** - coordinates total parish and team effort in publicizing, contacting, and inviting parishioners to attend the weekend.

**Letter Coordinator** - plans and coordinates the team effort in soliciting and gathering general and personal letters and prayer support for those making the weekend.

**Decorations Coordinator** - leads the committee that works with the Facilitator in deciding on colors, decorations, banner, and favors in keeping with the theme of the weekend. This person is responsible for purchasing supplies and scheduling work sessions to complete all phases of decorating.

**Kitchen Coordinator** - arranges for volunteers to prepare and serve the meal on the weekend and oversees the set-up and maintenance of the break room. This person plans the menu and purchases all food and beverages.

**Music Coordinator** - assists the Sacristan/Liturgist in preparing background music for the weekend.

## Cornerstone Weekend

### V. Sample Outline of the Cornerstone Weekend

The following is an example of the schedule utilized in planning the weekend.

Thursday Evening / Friday Afternoon

Big set-up

Friday Evening

Chapel

Time Length

6:00 15 Team meeting

6:15 30 Team prayer

6:45 15 Team positioning

7:00 45 Scheduled arrival of participants

Meeting room

7:45 15 Welcome, opening prayer and orientation

8:00 10 Scripture reading and meditation music

8:10 20 Introduction of participants

8:30 20 Talk 1 - "Relationship with God"

Scripture reading and talk

8:50 20 Table sharing

9:10 20 Table presentation

9:30 10 Evening Break

9:40 20 Talk 2 - "Grace"

Scripture reading and talk

10:00 15 Table sharing

10:15 15 Table presentation

10:30 20 Talk 3 - "Forgiveness and Reconciliation"

Scripture reading and talk

10:45 15 Group sharing

Chapel

11:10 35 Reconciliation service in chapel with  
opportunity for private confession

Dining room

11:45 45 Fellowship

12:30 Retire

Saturday Morning

6:30 60 Rising

Dining room

7:30 45 Morning prayer and breakfast

Meeting room

8:15	5	Orientation remarks	
8:20	20	Talk 4 - "Growth in Community"	
		Scripture reading and talk	
8:40	20	Table sharing and poster drawing	
9:00	20	Table presentation	
9:20	20	Talk 5 - "Outreach in Ministry"	
		Scripture reading and talk	
9:40	20	Table sharing	
10:00	20	Table presentation	
10:20	20	Morning Break - personal packing and clean up	
10:40	15	Video - Peace and Pardon	
10:55	35	Table sharing - Large group discussion	
			Dining room
11:30	45	Lunch	
Saturday Afternoon			
			Chapel
12:15	5	Introduction on prayer experience	
12:20	10	Bible presentation and passage experience	
12:30	20	Passage reading and group sharing	
12:50	20	Talk 6 - "Prayer"	
		Scripture reading and talk	
1:10	5	Introduction on support letter	
		Letter presentation	
1:15	30	Letter reading	
		Walk of thanksgiving and praise	
		Letter writing	
		One on one sharing	
			Meeting room
1:45	20	Talk 7 - "My Journey with God"	
		Scripture reading and talk	
2:05	20	Table sharing	
2:20	15	Table presentation	
2:35	10	Introduction on small group prayer service	
			Prayer rooms
2:45	15	Scripture reading, prayer and sharing in small groups	
			Meeting room
3:00	20	Weekend summary and poster	
3:20	20	Table presentation	
3:40	10	Afternoon break	
3:50	20	Talk 8 - "Discipleship"	
4:10	20	Table sharing	
4:30	30	New team formation and monthly meetings	

Commitment statement  
Community celebration format  
Donation request  
Song practice

Chapel

5:00	20	Talk 9 - "Eucharist"
5:20	10	Silent prayer and reflection (music)
5:30	20	Closing remarks, final sharing and prayers
5:50	10	Positioning for community celebration

Saturday Evening

Celebration room

6:00	60	Community celebration
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Dining room

7:00	90	Dinner with families and friends
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Big clean-up

## Cornerstone Weekend

### **VI. Helpful Attitudes**

God loves us exactly as we are - It is helpful to be patient with ourselves and with one another as we grow in our spiritual journey. Often we experience “growing pain”, that feeling of pressure and of restlessness that comes from within. With the awareness that this is a sign of growth, we can be more patient with and respectful of each team member with all of their strengths and weaknesses, as well as their gifts and talents.

Confidentiality - We share in trust that privacy will be respected and our joys and sorrows treasured as part of our human experience.

Commitment - We give the time needed for meetings and individual ministry roles which enhance team spirit and purpose.

Participation - It can come in many forms and not always verbally.

Flexibility - The Holy Spirit is the guiding force of the growth through our openness and desire to grow closer in an intimate relationship with the Lord. Be open and flexible for spiritual growth.

Listen - to each other with care.

Share - your story and experiences with truth and courage.

Preparation - of team formation and assigned materials enable fuller participation and learning.

On the Cornerstone weekend, be open and welcome towards the participants. Let Saint Paul's word be our guide in carrying out our role: “I did the planting, Apollos did the watering, but God made things grow. Neither the planter nor the waterer matters: only God, who makes things grow” (1 Cor. 3:5-8).

## Cornerstone Weekend

### **VII. General Team Instructions**

In preparing to minister to the Cornerstone weekend participants, keep in mind the following important guidelines:

1. Be conscious of the process of team formation, preparing prayerfully so that the team may grow together in faith, community and service.
2. Continue to share the gift of who you are with the team; be comfortable with your own spiritual journey and uniqueness.
3. Support the other members of the team in whatever way is possible.
4. Give priority in your scheduling to the team formation meetings. Be on time.

#### **A. Team Formation**

1. Attend all team formation meetings if possible. Participate fully. Notify the Team Director if you are not able to get to a meeting.
2. Be faithful to your own spiritual journey in daily prayer, worship and scripture reading.
3. Be sensitive and supportive to everyone on team. Pray for each other's needs.
4. Remember that what is shared at the team meetings is shared in trust and confidence. Be respectful of each other's privacy.
5. Read all assigned material. Prepare for each formation meeting by reviewing scripture text and other materials.
6. Make time to update the Team Director about the progress of your particular team role. Ask for help if needed.
7. Take an active role in inviting parishioners and friends to make the Cornerstone weekend. Make sure they fill out a registration form.
8. Involve your family in the formation process through family prayer, sharing scripture, and writing letters of support to other team members and participants.
9. Make time to write your own support letters.

#### **B. Weekend**

1. Be relaxed, prayerful, attentive and extend hospitality to all the participants.

2. Share your own Cornerstone experience if the occasion arises, but do not make comparisons. Each Cornerstone weekend has its own rhythm; individual responses are spontaneous.
3. Your full participation in the weekend is a powerful support to the participants. Your attitude of prayer, sharing, listening and ministering will speak for itself.
4. The Weekend Director, Team Director and Facilitator will take care of the smooth flow of the schedule. You do not have to be concerned with the time.
5. Each team member has a specific ministry during the weekend; however, if you can assist one another on team, do so. Do not be afraid to ask for help.
6. Try to get to know as many of the participants as you can. Do not associate with the same group all the time. Encourage the participants to move around also and get to know as many in their group as they can.
7. Remember, the Cornerstone weekend is mainly for the participants. Be with them, not with other team members.
8. Confidentiality is critical. Keep confidential and in trust what anyone may share about themselves or their family.

### **C. Continuation**

1. Participate in planning for the team reflection and reunion night. The team reflection night comes shortly after the Cornerstone weekend and provides the team an opportunity to share with all team members their lived experience of the weekend.
2. The reunion night comes about a month after the weekend. These meetings solidify the cycle of team ministry for Cornerstone.
3. Maintain personal contact with the participants between the weekend and the reunion night. Encourage them to attend the monthly meetings and/or be part of the next team formation process.
4. During the reunion night, be attentive to the participants. This evening is to give the participants an opportunity to come together again to share the story of their experience during and after the weekend.
5. Hand in, in writing, any suggestions you have for improvement of the weekend and formation process, especially your particular team ministry.

## Cornerstone Weekend

### **VIII. Particular Instructions**

#### **Team Director**

Your ministry is to provide leadership and inspiration to the team during the course of the team formation meetings. You will support the weekend Director in leading the participants in the activities of the weekend. Your ministry continues until the choosing of the next Team Director.

#### **A. Team Formation**

1. Be a person of prayer. Preparation for the team meeting and the weekend starts, continues, and culminates in prayer. It is this attitude of prayerfulness that sets the overall tone and mood of the team meetings. Be sensitive and supportive to the team in their ability and/or inability to share prayer in the group. Trust that the group will grow as a prayer group as they get to know one another better and as they are opened to different forms of prayer. Encourage the team to pray for one another daily.
2. Coordinate and plan each team formation meeting with the Weekend Director. The key to a smooth meeting is planning ahead. You are continually learning to take on more and more leadership as the formation meetings continue. In the beginning, you may need 1-2 hour preparation sessions with the Weekend Director prior to the meetings. As you become more comfortable with your role, that time decreases and more personal preparation is needed. Time is also needed occasionally for phone calls to team members concerning their responsibilities.
3. Lead and facilitate all team meetings with the Weekend Director. Encourage each member to participate. Don't let anyone dominate. The team grows in mutual respect for one another's gifts and concerns -- this is shared time. It is important to keep to the agenda of the meeting, to start and end on time. Know when to be flexible in preference to a particular need. Make comments and reports brief and concise. Make sure that team assignments are clear.
4. Additional meetings may be necessary to start the coordination with decoration, kitchen, etc. If necessary, schedule work meetings with entire team. Have the team decide when it is best for them to work together.
5. Be thorough in preparation, ensure that team formation meetings are essentially opportunities for spiritual growth. Call the team to scripture, sharing, sacrifice, and service. Lead with authority = promoter, originator, creator; not as authority = obedience, power, decision.
6. Periodically ask each team member to give a progress report on individual responsibilities. This also helps the entire team grow in the sense of team and helping one another when possible. Further encouragement may be needed during time between meetings. Know the

status of each one's progress.

7. Be a healing influence on any interpersonal irritations that may arise. The team is a group growing individually at different rates. Listen, reserve judgment, and consult with others in an effort to help any individual. Keep in mind also what is good for the group. Support, encourage, affirm and thank individuals and the group.
8. Continually emphasize the importance of trust and confidentiality. What is shared from the heart at formation meetings and on the weekend should not be broadcast.
9. In collaboration with the weekend Director, assign participants to tables. This does not call for a sophisticated strategy. Consult with other team members about the participants. It is suggested that known friends be separated and there be good distribution by age and vocation.
10. Make sure that Publicity and Letter Coordinators and Weekend Director are in close communication regarding participants list. This communication becomes even more essential as the weekend gets closer. Everyone should be made aware of known changes. Name tags, folders, table placement, etc. are all effected by changes.
11. Write a letter to each team member and as many, or all, of the participants with whom you feel comfortable sharing some thoughts. Start early. There are innumerable unexpected tasks at the last moment.
12. Keep a log of your role as you carry it out, including time involvement. This will assist the next Team Director.
13. With the Weekend Director, choose dates for the post weekend meetings. First meeting is the team reflection night for the team only; second meeting is the reunion night for the participants and team members.

## **B. Weekend**

1. Check last minute details with Weekend Director and Facilitator.
2. Team prayer time at 6:30 p.m. is a support for everyone.
3. During arrival time, circulate among the entire group welcoming all the participants.
4. Check with Publicity Coordinator for no shows by 7:45 p.m.. And have these people called.
5. Make sure the Weekend Director starts the weekend on time.
6. Stay in close communication with Weekend Director and Facilitator. Take turn praying with each speaker before and after each talk. Encourage team to be alert to participants needs.

Mingle with participants as often as possible, getting to know them.

### **C. Continuation**

1. Coordinate the team reflection night with the Weekend Director, Facilitator, Kitchen Coordinator, etc.
2. Remind the Table Leaders to contact each participant from his/her table to ensure that they come to the reunion night. Have Publicity person publish this in the bulletin. Have Facilitator remind all team members to attend.
3. Plan new team formation meetings with Weekend Director. You continue to be the Team Director until there is a new director. Pass on all helpful resources to the new director.
4. Set up a meeting with the Weekend Director and Facilitator to go over any significant areas of improvement for the entire team formation and weekend process.

## **Particular Instructions**

### **Weekend Director**

Your ministry is to provide leadership and inspiration to the participants during the Cornerstone weekend. You will support the Team Director as he leads the team in the formation process. Your ministry continues until the choosing of the next Weekend Director.

#### **A. Team Formation**

1. Be a person of prayer. Assist the Team Director in the preparation for the team meeting and the weekend. It is the attitude of prayerfulness that sets the overall tone and mood of the weekend. At times, you will be asked to lead team meetings (see Team Director section). Be sensitive and supportive to the team in their ability and/or inability to share prayer in the group. Trust that the group will grow as a prayer group as they get to know one another better and as they are opened to different forms of prayer. Encourage the team to pray for one another daily.
2. In collaboration with the Team Director, assign participants to tables. This does not call for a sophisticated strategy. Consult with other team members about the participants. It is suggested that known friends be separated and there be good distribution by age and vocation.
1. Be in close communication with the Publicity and Letter Coordinators and Weekend Director regarding the participants list. This communication becomes even more essential as the weekend gets closer. Everyone should be made aware of known changes. Name tags, folders, table placement, etc. are all effected by changes.
2. Write a letter to each team member and as many, or all, of the participants with whom you feel comfortable sharing some thoughts. Start early. There are innumerable unexpected tasks at the last moment.
3. It is suggested that the Weekend Director give the talk on Discipleship. If so, start early. Go over your outline with a member of the team. Have the talk completed and typed at least one month prior to weekend (see Speaker section).
4. Keep a log of your role as you carry it out, including time involvement. This will assist the next Team Director.
5. With the Team Director, choose dates for the post weekend meetings. First meeting is the team reflection night for the team only; second meeting is the reunion night for the participants and team members.

## **B. Weekend**

1. Check last minute details with Team Director and Facilitator.
2. Team prayer time at 6:30 p.m. is a support for everyone.
3. During arrival time, circulate among the entire group welcoming all the participants.
4. Check with the Team Director so that the weekend will start on time.
5. Start the weekend on time with opening prayer and orientation remarks. Be relaxed, peace-filled and joy-filled that the weekend is beginning. Set the participants at ease. Explain carefully the format of the Cornerstone weekend. Emphasize the importance of being a good listener and sharing a bit of themselves with people at their table. Of extreme importance is to assure everyone that trust and confidentiality are to be respected among all. Invite everyone to: (1) keep their name tags on at all times to learn each others' names; (2) to take off watches and not be concerned with time; and (3) in general, listen carefully to directions along the way.
6. Have everyone in the room introduce themselves, telling a little bit of who they are, what they hope they get out of this weekend. Start with team in the back of the meeting room, then on to each table.
7. Explain that there will be a scripture reading before each talk and after most talks there will be a table sharing then a group sharing.
8. During the weekend, introduce each speaker by simply giving the name of the speaker and the theme of the talk.
9. Stay in close communication with the Team Director and Facilitator. Visit tables during discussions and summaries. Encourage team members to be alert to participants' needs. Mingle with participants as often as possible, getting to know them.
10. Give Discipleship talk.
11. Conclude with a strong invitation for the participants to come back on the date of the reunion night to reflect on the experience of the weekend and to think about forming small faith sharing Christian communities and /or becoming a member of the next team.

### **C. Continuation**

1. Help coordinate the team reflection night with the Team Director, Facilitator, Kitchen Coordinator.
2. Plan new team formation meetings with Team Director. You continue to be the Weekend Director until there is a new director. Pass on all helpful resources to the new director.
3. Meet with the Team Director and Facilitator to go over any significant areas of improvement for the entire team formation and weekend process.

## **Particular Instructions**

### **Facilitator**

Your ministry is to facilitate the smooth flow of the schedule for the team and participants during the Cornerstone weekend. Your goal is to maintain an atmosphere of prayer, peace and joy. It is also your responsibility to coordinate the finance and purchase of supplies.

#### **A. Team Formation**

1. Read and follow carefully general team instructions.
2. Take your turn at team meetings to be prayer leader.
3. Work with the Team Director to develop a budget for the weekend. Review the possible sources for funds. Coordinate a possible fund raising activity by the team. Calculate the suggested donation from the team and participants. Hold all receipts from team.
4. Speak with the Facilitator of the previous Cornerstone weekend. Any personal input will enrich this description of your role. Check for left-over supplies, crosses and New Testaments need to be ordered early. Make sure you have the list of supplies for bulk purchasing, If possible, use the church's tax exempt status for purchase to save on taxes. Get a tax exempt ID number from the rectory. Check with the Team Director to clarify if there are to be any changes.
5. Coordinate meeting with team members to ensure that there are no unnecessary overlapping purchases.
6. Go over the weekend schedule with the Team and Weekend Directors. Coordinate feedback in all areas from team members. Make sure that there is time in the schedule for the Cornerstone donation request. Have donation envelopes and basket ready.
7. In general, oversee all arrangements. There will be many participants attending the Cornerstone weekend. This is a special time for each one. Together with the team try to provide for individual needs.
8. Have first-aid supplies available. Post emergency numbers for the ambulance , fire department, etc. Be informed of fire regulations and evacuation procedures. Post a floor plan of the entire complex.
9. Coordinate the purchase of table folders, name tags (enough for team, participants and volunteers), first-aid supplies, poster board, magic markers, masking tape, candy, tissues, bathroom supplies, etc.

10. Work closely with the Arrangement Coordinator. Many of the tasks can be divided between you.
11. Get a bell.

### **B. People to Contract Prior to the Cornerstone**

Tom Hickey - (Employee of the Parish) Tom knows where everything is and can answer any questions. Two months before the weekend, present Tom with the tentative weekend Schedule and a list of any plans he should be aware of regarding set up arrangements (cleaning rooms, etc.), Check with Tom again three weeks before the weekend. Invite him to attend the community celebration.

### **C. Thursday Night Before Cornerstone**

1. Be in the school with Arrangement Coordinator and volunteers (team members) to set up facilities for the weekend. The Arrangement Coordinator has copies of the plan to be followed for the movement of large furniture.
2. Bring in all supplies if possible and store them in a safe place.

### **D. Thursday Night or Friday Morning/Early Afternoon**

1. Coordinate the set up of : sleeping room, meeting room, break area, chapel, confession rooms and bathrooms.
2. Assign designated smoking areas. Have empty coffee cans with sand or kitty litter for ashtrays. Inform the Weekend Director about the designated smoking areas.
3. Make sure all clocks in the facility are covered and night lights are set for hallways.
4. Make sure TV and VCR are set up for movie.
5. Put up welcome signs for participants with directions to the reception area. Put up signs for each of the rooms (meeting, chapel, Break etc.). Put up directional sign to bathrooms. At last possible time, change gender designation on one door.
6. Double check that all folders are on table in the meeting room and all name tags are on the table in the reception area.
7. Post emergency number by telephone outside of the kitchen. Have cellular phone if possible. Know all exits and direct all participants in case of emergency.

## **E. Weekend**

1. Coordinate welcome of participants. All team members should be there to greet participants. Establish a warm, friendly atmosphere. Help with locating name tags.
2. Be available for instructions from both the Weekend and Team Directors. Alert them if a participant leaves premises.
3. Check with Arrangement Coordinator. Pay attention to lighting and air quality.
4. Facilitate and direct the movements of the group from one room to another - use the bell to get attention only. You should always check for stragglers.
5. Before each talk, you or the Team Director are to bring the speakers to the chapel for a quiet prayer, about 10 minutes beforehand, and then accompany them back to the meeting room.
6. You are in charge of closing up Friday night - lights, doors, etc. Make sure coffee-makers are off, and set up for the morning. You also are responsible for wake-up call Saturday morning. First turn on the coffee-makers, open the entrance doors, wake up the kitchen crew, then the team and participants.
7. If the Weekend Director gives the Discipleship talk, you are to introduce him.
8. Speak on giving participants and team an opportunity to make a donation to cover the cost of the weekend.
9. Help remove papers, cups, etc. from tables. Keep tables neat and organized. Do this when participants are going to meals, chapel or on break. Freshen the air in every way possible. When not in use, keep the doors to the meeting room open, use door-stoppers if necessary.
10. Coordinate Saturday night community celebration and dinner with Arrangement and Kitchen Coordinators.
11. Collect all unused supplies. See that Arrangement Coordinator has help for clean up. All team members are expected to stay to clean and tidy up. Close up Saturday, be the last to turn out the light to another Cornerstone weekend.

## **F. Continuation**

1. Prepare an inventory of items and quantities stored. If possible store at your home.
2. Prepare a financial accounting of the weekend expenditures and review it with the Team Director. Make sure all team members with outstanding invoices are paid.

3. Check with Team and Weekend Directors regarding preparations for the Team reflection and reunion nights and attend both.
4. Meet with the Team and Weekend Directors to go over any significant area of improvement for the entire team formation and weekend process. Discern if God is calling you to take more of a leadership role in the next Cornerstone weekend.
5. Present a written suggestions for improvement of the weekend to the Team Director.\_

## **Particular Instructions**

### **Speakers**

Your ministry is to share the story of who you are and your relationship with the Lord in the context of a particular witness theme. This is a truly Good News - what God has written in your hearts. You also assist or be a Table Leader in ministering to the participants.

#### **A. Team Formation**

1. Read and follow carefully general team instructions.
2. Begin early. As soon as you have your talk outlined, become familiar with its theme. Go over all the outlines so that you can clearly see the development of themes; the distinctions should be obvious to the listeners. Select a support person from the team.
3. Prepare in prayer. Read and reflect on what Jesus is communicating to you through scripture daily. Ask the Holy Spirit to guide you in gathering your thoughts.
4. During your talk preparation, jot down all thoughts. Sometimes while listening to music, reading, walking, waiting in line, or going to work, a thought related to your theme may occur to you. Record it - it will be most helpful later on.
5. Reserve quiet time for yourself to reflect on your life and relationship with the Lord. Take notes.
6. Be selective in choosing the events and circumstances of your life that are directly appropriate to your theme: times of awareness, growth, renewal experiences, etc.
7. Meet with your support person early to go over your outline. Be open and responsive to suggestions. This is a moment of growth in itself when you share your story with another. Trust that the Spirit is with you both.
8. Write your talk incorporating any suggestions received. Realize that in order to affect the participants and have them open themselves to the Spirit and one another, you have to open yourself to them. You chose to share what you are comfortable with and what is appropriate to the occasion and where you are in your journey. Have it typed in large type, underscoring key facts.
9. Plan with the Liturgist in selecting a scripture passage and any music selection that supports the theme of your talk.
10. Present your talk and the scripture passage to your support person for comments. Make any adjustments to the flow of the talk and your style of presentation. Consider rewriting

sections of the talk. Be mindful of the time limit.

11. It is important to keep in mind that your talk is about your own experience and your personal reflections and responses. It is not a lecture or advice session.
12. You will present your talk to the team on an assigned meeting. This is a good practice session. The team will comment on strengths and weaknesses of your talk in regard to your following your particular theme. It is another opportunity to fine tune your talk and get really in touch with the Holy Spirit that's moving you.
13. Should you have a moment of discouragement, listen to Jesus saying to you, "You did not choose me, but I chose you, and appointed you, that you should go and bear fruit." Communicate any apprehensions to your support person or Team Director. This will be reassuring and helpful to you in your presentation. Be comfortable with yourself and where you are in your spiritual journey.
14. You will be assisting a Table Leader. Be familiar with the particular ministry instructions for Table leaders. Attend their special meeting.
15. Write a letter to each participant at your table.
16. The time it takes to reflect, write and revise your talk depends on your particular approach. The time can be evenly spread out over a number of months. Start early. Have it written and typed by the assigned date.
17. Give your talk out loud over and over until you are comfortable with the flow. Do this as your offering to God for all he has done for you.
18. It is not necessary to memorize the talk, but maintaining eye contact with the participants is key. Let them feel you are speaking directly to them.

## **B. Weekend**

1. Help the participants find their table in the meeting room. Help them to relax. Friendliness, laughter, excitement and team spirit are contagious.
2. Leave the meeting room about ten to fifteen minutes before your talk in order to freshen up and then spend quiet prayer time in the chapel. Either the Team Director or the Facilitator will notify and escort you to and from the chapel.
3. Present your talk but try not to read it. Maintain eye contact with the group. Know that the Holy Spirit is with you and you are an instrument of the Lord.
4. Return to the chapel with either the Team Director or Facilitator after concluding your talk for a prayer of thanksgiving.
5. Return to the meeting room and rejoin your table for the discussion period. You may be able to clarify some points for them. The discussion centers around the theme of the talk,

Help the participants get in touch with their experiences. Now is your time to be a listener, an affirmer, and an enabler. Enjoy the fruit of your labor.

6. Be as watchful and sensitive as you can be to the concerns and needs of the participants. Help each one to become a full participant in the entire weekend. That means to encourage them to take an active part. This weekend is your opportunity to be Christ to the participants.

### **C. Continuation**

1. Attend the team reflection night following the weekend.
2. Write a note to stay in touch with each participant at your table encouraging them to come to the reunion night; assure them that you will be there also. Let them know that you are interested in how the weekend has been for them.
3. Be a support person for the next Cornerstone weekend speakers.
4. Present a written suggestions for improvement of the weekend to the Team Director.

## **Particular Instructions**

### **Table Leader**

Your ministry is to be present to the participants at your table. You are called to lead prayer, facilitate sharing, and to assist the participants in the activities of the weekend. Your role includes being an active listener, a caring friend, and an affirming enabler.

#### **A. Team Formation**

1. Read and follow carefully general team instructions and the appendix section on reflective listening.
2. Prepare in prayer. Become familiar with the scripture readings of each talk, reflect on them, and be comfortable sharing your insights. Take the opportunity at home and at team meetings to be a prayer leader.
3. Make a conscious effort at home, work and at team meetings to improve your listening skills. Be aware of your ability to listen, share, affirm, and enable.
4. You are the leader of your table. You lead shared prayer, group discussions, etc. Practice skills for group dynamics: affirm and encourage a quiet person to get involved; point out to the dominant personality politely that discussion time is shared time.
5. Familiarize yourself with the witness themes. Pay specific attention to the talks when given at the team meetings. Be prepared to lead the table discussion on the theme, not the speaker. Help the participants get in touch with and share their personal experiences. You may need to start with one of your own experiences as reflected from the talk.
6. Attend Table Leader special preparation sessions on group dynamics.
7. Write a support letter to each participant assigned to your table.

#### **B. Weekend**

1. Welcome participants as they arrive. Help them with their baggage.
2. Help lead the participants the meeting room, helping them to find their table and be settled so that the opening prayer can begin on time.
3. Ensure that the name tag reads as the participant wishes. Emphasize the importance of wearing them all the time.

4. Be attentive to the quality of spirit and health of the participants at your table. Be sensitive. Speak to individuals privately when you think it is appropriate. Advise the Team Director of any situation with which you would like assistance.
5. Be certain that everyone is present for the beginning of all the activities. Have the Facilitator look for anyone who is delayed.
6. Be alert when the presentations are about to begin. Inform your table members so they can get settled.
7. Listen attentively to the instructions of the Weekend Director. You may have to re-explain them. Continue to encourage each person to participate in their own way. Be patient.
8. During the talks give your full attention to the speaker. You may take notes if that will help you as a discussion leader.
9. To lead is to guide, to initiate activity toward a definite result. It does not mean to dominate or impose one's own ideas. Invite each person to share his/her own ideas. Keep the group centered on the goal of the discussion.
10. If you are asked a question that you do not feel qualified to answer, be comfortable in that. You are not a theological resource. Advise the person to speak to one of the Directors.
11. As a prayer leader, take the initiative to share first until the members at your table become more familiar with shared prayer. Take an opportunity Friday evening to explain shared prayer with your group. Remind them that the same Holy Spirit works in each of us.
12. For the Saturday afternoon small group prayer time, follow the format you have prepared and practiced. Pray for the Spirit to be guiding each of you during this time.
13. Meals and breaks are opportunities for future ministry. Some at your table may need your attention. You may also take this time to meet participants from other tables. Get to know as many participants as you can.
14. Remember the Weekend and Team Directors, as well as the entire team, are ready to give you support when you want it. Don't hesitate to make your need known.

### **C. Continuation**

1. Attend the team reflection night following the weekend.
2. Write a note to stay in touch with each participant at your table encouraging them to come to the reunion night; assure them that you will be there also. Let them know that you are interested in how the weekend has been for them.

3. Present a written suggestions for improvement of the weekend to the Team Director\_

## **Particular Instructions**

### **Sacristan/Liturgist**

Your ministry is involves working with scripture, planning prayer services, providing music with main focuses on the Friday night's reconciliation service and Saturday night's community celebration.

#### **A. Team Formation**

1. Read and follow carefully general team instructions.
2. Plan with the Arrangement Coordinator for the weekend chapel to be set up.
3. Create an atmosphere of simplicity in the chapel. Use simple posters, flowers, etc.
4. Plan with each speaker the scripture passage to be read prior to the talks. This scripture should set the tone and enhance the theme of the talk.
5. Should a speaker also want a music selection before or after the talk, make the necessary arrangements.
6. Coordinate with the Weekend and Team Directors the preparation for the reconciliation service. Agree upon the format of the service. You are expected to direct the reconciliation program.
7. Work closely with the speaker that will be giving the Reconciliation talk. This talk will set the tone for the reconciliation service.
8. Arrange for priests and ministers to be present for confessions and blessings. Make sure they know the time and exact place where the reconciliation service is to be held. Invite them to join in the fellowship that follows. Write a thank you note to the priests and ministers after the weekend.
9. Have a list of appropriate scripture passages ready for the participants to reflect on while preparing for confession or blessing. Select the appropriate background music for the entire service - main song and background music.
10. Select prayer(s) to be read before each meal. Select the scripture reading for the Table Leaders to be used for the small group prayer session.
11. Coordinate with the Weekend and Team Directors the preparation for the community celebration. Agree upon the format of the service. Select all prayers, scripture readings and music for the service. Choose lectors and ushers (from kitchen crew).

12. Coordinate with the Arrangement/ Decoration Directors for the set up of the community celebration.
13. Arrange for any music accompaniment two months prior to the weekend. Make sure all audio equipment is in working order - have back ups. CD's should be the medium of choice because of ease of track selection. There should be a CD player in the meeting room and the chapel.

#### **B. Weekend**

1. Have weekend chapel ready for team prayer by 6:00 p.m. Friday night. Coordinate a prayer service with a scripture reading to help the team to relax and be open to the weekend. Have appropriate background music.
2. Welcome participants upon arrival. You may have selected background music playing in the Reception area and the meeting room.
3. Be a prayer support in chapel before and after each talk if no additional ministries taken on by you interfere with this responsibility.
4. Be responsive to any help the Facilitator may need.
5. Mix with the participants as often as possible, especially during meals and on break. Unless you have taken on other responsibilities, most of your time may be spent in the meeting room.
6. From time to time check the air circulation in the weekend chapel. Make sure that no candles are left lit during the night.
7. Be aware of the progress of the Friday night program. An hour before the scheduled reconciliation service, post a welcoming sign by the door, directing where the reconciliation service is located. Coordinate with the Facilitator to make sure there are at least two greeters for the visiting priests and ministers at least 15 minutes before their arrival.
8. At least half an hour before the reconciliation service, check the lighting and atmosphere of the chapel. Have intervals of music so that it is well planned and uplifting, not distracting. This is a precious time for many people. Have prepared ahead of time the number of priests and ministers and where each will be stationed. Work out a system on how each participant is to have confession or blessing. Avoid confusion at this time.
9. Inform the priests and minister when the reconciliation service is over. Invite them to the dining room for fellowship.
10. Have Arrangement Coordinator set up the designated area for Saturday community celebration. Work with the Team Director in working out the floor plan and give it to the Arrangement Coordinator ahead of time.

1. Solicit help from other team members in helping you to dismantle the chapel and small prayer rooms. Return all objects to its respective places.

**C. Continuation**

1. Attend the team reflection night following the weekend.
2. Present a written suggestions for improvement of the weekend to the Team Director.

## **Particular Instructions**

### **Arrangement Coordinator**

Your ministry is to see that all the physical items for the weekend are in the right place at the right time. The greater part of this role is getting groups to help set up and take down furniture. You work very closely with the Facilitator and are of assistance to one another.

#### **A. Team Formation**

1. Read and follow carefully general team instructions.
2. Meet with the Facilitator to coordinate your job.
3. Contact the head of church maintenance for assistance.
4. Contact the previous Facilitator and Arrangement Coordinator for names of volunteers to help with furniture.
5. Have a list prepared of what is to be done where and when to facilitate the actual physical set up.
6. Be present the Thursday night before the weekend to coordinate as much of the physical set up as possible.

#### **B. Weekend**

1. Arrive early to coordinate final set ups.
2. Keep a general look-out to see that all is running smoothly. Check with Facilitator.
3. Be alert to any area that may need your assistance.
4. Be present to the participants during meals and breaks.
5. If you are not involved in a particular task during certain times of the weekend, be in the meeting room.
6. Make effort to clean up or take down any rooms that are not in use.
7. Make sure that enough volunteers are available for final clean up.

### **C. Continuation**

1. Attend the team reflection night following the Cornerstone weekend.
2. Coordinate with the Facilitator regarding the set up for reunion night.
3. Attend the weekend reunion night on the date set.
4. Present a written suggestions for improvement of the weekend to the Team Director.

## **Particular Instructions**

### **Publicity Coordinator**

Your ministry is to coordinate the parish and team efforts in inviting parishioners to make the Cornerstone weekend and to insure that the invitees feel welcome at all stages of preparation prior to the weekend.

#### **A. Team Formation**

1. Read and follow carefully general team instructions.
2. Make sure registration forms are up-to-date and available in quantity. Review last Cornerstone weekend list to check if any invitees that did not attend the weekend; invite them again.
3. Encourage and assist all team member in inviting parishioners. Pay special attention to new members of the church. Get an updated list from the church office.
4. Develop publicity poster, bulletin notice, short announcement at Mass to promote the weekend. Work up confirmation letter (see sample in appendix). This letter contains information regarding date, time, place, things to bring, and other necessary data.
5. Start general parish promotion about three to four months before the weekend. Work with the parish staff in putting up publicity poster, bulletin notice and an announcement made from the altar. Registration forms should be made available in the back of the church. Promotion should be intensified as needed as the Cornerstone weekend gets closer.
6. As registration forms are received, update it on the weekend mailing list. Mail a postcard acknowledging receipt of form and indicate they have been placed on the list of participants for forthcoming weekend; include your phone number on the postcard for any possible contact desired.
7. Initially, maximum of forty-five (45) applicants should be accepted. This will avoid unnecessary confusion as the number dwindles caused by changes and last minute cancellations. Those on the waiting list (number 37 on) should receive a card or telephone call indicating they have been placed on a waiting list and will be contacted as openings become available.
8. Send final confirmation letters to those coming to the weekend approximately one month ahead. Request in this letter that anyone who has had to change their plans get in touch with you immediately so those on the waiting list may be promptly accepted.
9. Eight to ten days prior to Cornerstone weekend, if there are any loose ends left, another call should be made to the participants. Double check any dietary or individual needs not yet

covered.

10. Provide a list of confirmed invitees (name, address, parish and telephone number) to Weekend and Team Directors and Sacristan as soon as you have 36 names so they can make necessary assignments and arrangements.
11. Provide Letter Coordinator with an updated list of confirmed participants; communicate changes promptly to keep last minute confusion to a minimum.

## **B. Weekend**

1. Be on hand to welcome the participants.
2. Contact by telephone those who have not arrived by 7:45 p.m.. Maintain a list of those who could not come, indicate the reason if known.
3. Prepare and provide a final list (name, address and telephone number) of all participants and team members on the weekend. Everyone should receive a copy.
4. Assist Letter Coordinator in whatever way needed.
5. Be in the meeting room when you're not assisting in another role.

## **C. Continuation**

1. Attend the team reflection night following the Cornerstone weekend.
2. Attend the weekend reunion night on the date set.
3. Provide a list of those who could not come and any suggestions for improvement of the weekend to the Team Director.

## **Particular Instructions**

### **Letter Coordinator**

Your ministry is to plan and coordinate the team effort in soliciting and gathering general and personal prayer support for participants and team.

#### **A. Team Formation**

1. Read and follow carefully general team instructions.
2. Get from the Publicity Coordinator an updated list of confirmed participants. Develop a weekend list of both participants and team members. Make two boxes to collect the letters, place one at the back of the church and one in the rectory. Coordinate with other Team members to help you to make calls and make sure all the calls are made.
3. Five weeks in advance of the weekend, contact the families of participants/team members and request prayer and support letters. Also extend invitation to the community celebration and reception on Saturday evening.
4. Contact various ministry groups in the parish and ask for prayer and support letters. Provide them with the weekend list.
5. Three, two, and one week prior to the weekend, remind parishioners of the date via the bulletin. Inform them of where they will find a list of names of team members and participants. By word of mouth, invite the team to assist you in inviting past participants to the Saturday evening community celebration.
6. Two weeks prior to the weekend, call families of participants/ team members to remind them about support letters. Encourage letters to be delivered by Friday evening of the weekend.
7. Coordinate with the kitchen crew to help sort letters on Saturday morning from approximately 10:00 a.m. to 11:30 a.m..
8. Use 9" X 12" large white envelopes so that each participant and team member has an individual envelope for letters. A few extra envelopes should be bought in case of errors. Check with the Facilitator regarding this purchase.
9. Prepare envelopes for support letters by writing the participant and team member on index cards and clipping them on the envelopes alleviates frustration caused by last-minute changes. Begin sorting letters as received to minimize pressure on the weekend.
10. Have writing materials ready (papers, cards, pens and envelopes) for the weekend.

#### **B. Weekend**

1. Be on hand to welcome the participants. Be certain you have an up-to-date list of the participants as the weekend begins.
2. Advise team members of any participant changes so that letters may be written for any last-minute attendees. Have writing materials ready (papers, cards, pens and envelopes).
3. Collect any additional letters from team or family members as the weekend proceeds and continue sorting.
4. Coordinate with the Kitchen Crew to help sort letters on Saturday morning from approximately 10:00 a.m. to 11:30 a.m.. Use the dining area if possible.
5. Name can be written or affixed on envelopes and index cards disposed of once a definite list of participants has been established.
6. Be certain that each participant and team member has at least five personal letters.
7. When you are ready on Saturday, organize the envelopes into table groups. At the appropriate time, deliver envelopes to the meeting room for presentation to all participants. Check with Facilitator about time.
8. If any personal letters come in after distribution of letters on the weekend, make an effort to deliver them to the participants promptly.
9. If any letters come in for person who was unable to attend the weekend, return or destroy those letters; do not pass them on.

### **C. Continuation**

1. Attend the team reflection night following the Cornerstone weekend.
2. Attend the weekend reunion night on the date set.
3. Provide a list of any suggestions for improvement of the weekend to the Team Director.

## **Particular Instructions**

### **Kitchen Coordinator**

Your ministry is to plan, prepare, and serve simple but appetizing snacks and meals on the weekend and see that any special dietary needs are. The greater part of this role is getting volunteers to help out with each meal.

#### **A. Team Formation**

1. Read and follow carefully general team instructions.
2. Obtain from the previous Kitchen Coordinator the routine for the weekend operation of the kitchen.
3. Check out kitchen facilities and make a list of all the supplies on hand.
4. Select a menu in which the majority of foods can be easily and efficiently prepared ahead. Keep them as simple as possible. Review the menu with the Team Director.
5. Ascertain your needs for food amounts and supplies needed. Check with Facilitator as to the budget amount and work closely with the Facilitator in purchasing supplies.
6. Check with the Publicity Coordinator as to special diet needs of any participants or team members.
7. Working with the menu, set up schedule of volunteers to bake and prepare foods prior to the weekend.
8. Set up a schedule of volunteers to work during the weekend and post names and time in the kitchen. Ideally you should have at least four volunteers to prepare and serve each meal. Ask each volunteer to bring an apron and a dish towel. Make sure name tags are prepared for them to wear while working during the weekend.
9. Once the weekend schedule is finalized, develop your own kitchen schedule as to when preparation of each meal should be started and what tasks are needed to be done. This will avoid your crew asking you when to start preparing for each meal and what needs to be done.
10. Check to make sure that you have all the kitchen utensils for the weekend.
11. Arrive on Thursday night with some volunteers to do any clean-up necessary on the kitchen, break area and the dining room. Make sure you have cleaning supplies available.

#### **B. Weekend**

1. Arrive early to drop off supplies and get kitchen and break area ready. Make sure you have volunteers on hand to help out.
2. Have coffee, drinks and snacks available Friday night for the team and participants on their arrival.
3. Be well organized with helpers during the weekend so you may participate in the spiritual activities throughout the weekend.
4. Always have a sufficient number of your crew on hand to help prepare, serve and clean up for each meal. Assignments can be made on a rotating basis to allow for more participation and not overburden any one member of the kitchen crew.
5. Post the menu and kitchen schedule next to the weekend schedule in prominent places in the kitchen to help in timing of food preparation. Inform the kitchen crew about the purposes of the schedules. Be flexible with the schedule during the weekend. Coordinate with the Facilitator as to the progress of the weekend.
6. The kitchen is restricted to kitchen crew only. Keep any noise down. Soft background music can help remind the crew of the spiritual nature of the weekend.
7. Refreshments and snacks may be served only at times specified.
8. Be organized for quick, efficient service during meals and snacks.
9. The kitchen and dining room should be completely cleaned and set up for the next meal as quickly as possible.
10. Clean kitchen area thoroughly Saturday night before leaving. Restore all equipment and supplies to their proper places.

### **C. Continuation**

1. Coordinate with the Facilitator regarding refreshments and snack for the team reflection and reunion nights.
2. Attend the team reflection night following the Cornerstone weekend.
3. Attend the weekend reunion night on the date set.
4. Provide a list of any suggestions for improvement of the weekend to the Team Director. Provide any outstanding invoice to the Facilitator for payment.

## **Particular Instructions**

### **Decorations Coordinator**

Your ministry is to coordinate the team in making decorations that incorporate the theme of the weekend. It is your responsibility to purchase supplies for any decorations to be made and to enthusiastically inspire the support and assistance of team members in these projects.

#### **A. Team Formation**

1. Read and follow carefully general team instructions.
2. Speak with the Decorations Coordinator of the previous Cornerstone weekend; personal input will assist in understanding your role. There is much overlapping into other areas where decorations are concerned (dining room decorations, folders, etc.) and open communication with the individuals involved will eliminate misunderstandings and duplicated efforts. All plans are coordinated with the Facilitator.
3. Once a theme has been decided upon by the team, have a meeting promptly to discuss how it can be incorporated into your decorations. Start discussions early since you may find it difficult to locate or create decorations associated with the theme. Included in these meetings should be the weekend and Team Directors, Facilitator and anyone on team with talent or experience in this area. Review with the Facilitator regarding the allocated budget for decorations.
4. Be conscious of the talents of team members and plan decorations that will be a reflection of your group's individuality. Remember that you are trying to create a peaceful, warm atmosphere, and simplicity can have a very calming effect on the participants. Decorations can easily turn into drudgery, rather than works of love, for people who don't have talent in this area.
5. Make a list of specific projects decided upon (colors, quantities, etc.) and who will take responsibility for each; supply copies to all involved to keep confusion to a minimum. No one team member should be overburdened with tasks; this is a team project.
6. Any required purchases should be made promptly after each meeting; early procurement of supplies will limit pressure and allow time for ordering items where stocks are low. Coordinate purchases with the Facilitator.
7. Schedule workshops for decorations to be hand-made which bring team members together with a common goal; this is a wonderful opportunity to become closer to one another in a relaxed atmosphere. Be sensitive to family and other outside commitments when planning these workshops; before and after regularly scheduled team meetings may be most convenient for the majority.

8. Enthusiasm and excitement grow as each decoration takes shape, but so does the pressure as the weekend draws near. You are coordinating a group effort, so try to be aware and assist in any area which seems to be lagging unnecessarily.
9. If possible, put up most of the decorations on Thursday night.

### **B. Weekend**

1. Arrive early on Friday to coordinate final placement of decorations. If any items will be added or changed as the weekend progresses, make sure the Facilitator is apprised of this and where the decorations are stored.
2. Be on hand to welcome participants.
3. Coordinate the removal and storage of all decorations after the weekend.

### **C. Continuation**

1. Prepare and submit to the Facilitator a financial accounting of expenditures for decorations. Provide any outstanding invoice to the Facilitator for payment.
2. Attend the team reflection night following the Cornerstone weekend.
3. Attend the weekend reunion night on the date set.
4. Provide a list of any suggestions for improvement of the weekend to the Team Director.

## **Particular Instructions**

### **Music Coordinator**

Your ministry is to assist the Sacristan in providing music at intervals throughout the weekend which will communicate a feeling of relaxation and familiarity to the participants. While team members can be solicited for preferences and suggestions, selection is basically your responsibility.

#### **A. Team Formation**

1. Read and follow carefully general team instructions.
2. Decide at what times during the weekend music could enhance a particular feeling you would like to convey. Possibilities are: Friday night arrival, following opening prayer, reconciliation program, or background music during the small group sharing.
3. Select music with a specific intention in mind: to reinforce the theme of the talks, to set a mood without words, or to relay a message through vocals. There is a wealth of music available from traditional church hymns, updated religious songs such as those in our song books, and recordings by current artists.
4. Ask team members if they will willing to share any music selections from their collection. Let them know specifically the type of music that you are looking for.
5. Make a list of all music selections and review it the Sacristan and Weekend Director. Play selections as backdrop music during meetings and workshops to familiarize team members with it.
6. Arrange for any music accompaniment two months prior to the weekend for community celebration.
7. Make arrangement with Facilitator for equipment required, appropriate safe placement of equipment, and timing for introducing music. Make sure all audio equipment is in working order - have back ups.
8. Compact disks should be the medium of choice because of its ease of track selection. Background music can be pre-recorded on a long-playing (90 minute) cassettes. There should be a CD/tape player in the meeting room and the chapel.
9. Test out the placement of audio equipment in each room for best sound quality.

## **B. Weekend**

1. Arrive early to set up and test all audio equipment. Review Friday evening music selections with Weekend Director and Sacristan.
2. Be on hand to welcome participants.
3. You are responsible to operate the audio equipment; be attentive to when to play and when to stop each music selection during the weekend.
4. Remove all audio equipment and music selections.

## **C. Continuation**

1. Coordinate with the Facilitator regarding music for the team reflection and reunion nights.
2. Attend the team reflection night following the Cornerstone weekend.
3. Attend the weekend reunion night on the date set.
4. Provide a list of any suggestions for improvement of the weekend to the Team Director.  
Provide any outstanding invoice to the Facilitator for payment

## Appendix I - Sample Framework of Talks

### “Relationship With God”

#### Framework for reflections

1. A brief description of my years growing up in terms of religious tradition and practice.
2. Events, persons, times which led me to the adult realization of my faith in God. The turning points) when I started to make free choice in my religious practices; when I responded to God’s call for relationship.
3. What it means for me to be in relationship with God - faith responsibilities - new life - inner peace/struggle - new perspective on life knowing Christ in scripture.
4. What have I done with relationship that have been painfilled and broken..

#### Scripture passage:

1 Corinthians 1: 23-31	God’s choice of persons know no human limitations
Colossians 3:10-17	Christian behavior
John 1:19-34	The witness of John the Baptist
Mark 1:1-22	Introduction to Jesus’ ministry; the call of the first disciples

### “Growth in Community”

#### Framework for reflections

1. My first experiences of community - family, friends, neighborhood, parish.
2. How has these experiences nurtured my image of God/image of community as the body of Christ.
3. Realization that as my relationship with God grows, so does my involvement in community - response to Baptism vocation.
4. Experiences in parish/community that nurtured my relationship with God. Reflect on situations in which you can see you have been called more and more out of yourself for others in community.

#### Scripture passage:

Ephesians 4:1-6	A call to unity of the body	
Acts 2:42-47	Early Christian community	
Acts 9:1-19	The conversion of Saul	1
Corinthians 12:12-27	One body with many parts	

## “Outreach in Ministry”

### Framework for reflections

1. The unfolding in one’s life of the reality that Gospel values are the center, the core, of one’s activities. Jesus is the meeting place with God’s mercy, grace, truth and love.
2. With this insight, as one with an adult relationship with Jesus, trace the building of one’s active role in ministry as a community member.
3. Outreach - how you have become involved in building Christ’s body on earth with all its present needs.

### Scripture passage:

1 Corinthians 13:1-11

Love is the heart of the ministry

Matthew 5:1-16

Beatitudes - the spirit of ministry

Mark 2:1-6

Going beyond to help a neighbor

John

13:12-17

“...I have given you an example...”

## “Discipleship”

### Framework for reflections

1. How does the New Testament describe Disciple?
2. What’s was the original disciples’ (apostles) relationship to Jesus?
3. Do I see Discipleship in terms of redemptive relationship. Those who called me to greater goodness and service; acceptance of myself; a deeper faith; an opportunity to be more personally involved in ministry.
4. In terms of the meaning of Discipleship and relationship, am I coming closed to the conviction that I am called and responsible for spreading the kingdom response to my Baptism.
5. What would be some dreams for the future in terms of how I can be involved in ministry?

### Scripture passage

Matthew 10:1-4

Call of the first disciples

Matthew 10:37-42

Way of life of Disciple

Mark 6:6-13, 8:17 -33

Instruction of Disciple’s behavior

Luke 9:57-88; 10: 1-16

Commitment of Disciples

## Appendix II - Reflective Listening, a Guide for Table Leaders

### **Reflective listening**

There is a distinction between hearing and listening. I can hear what another person is saying without really listening to him.

### **Listening involves:**

1. Hearing accurately what the other is trying to communicate.
2. Understanding what the other is feeling.
3. Accepting the other's feeling.
4. If there is a problem, a commitment to be with the other as this person works through this problem and comes to a solution on his/her own.

### **Processes of active listening:**

1. First, really hearing and understanding what the other person is saying to you through their words and body language.
2. Second, being able to reflect these feelings and thoughts through your words, tone of voice, body posture and gestures so that the other knows he is understood and will probably be helped.

### **Benefits of reflective listening:**

#### **To the person being listened to:**

1. Being understood is essential to the development of one's identity.
2. Productive listening helps the other develop self-esteem.
3. Reflective listening helps the other to think and speak more clearly.
4. An effective listener helps the speaker listen to himself.
5. An empathic listening helps the other deal more effectively with their emotions.
6. Defensiveness is diminished by an accepting listener.
7. Constructive listening strengthens and liberates the speaker.
8. Productive listening helps the other person arrive at their own solution to their own problem.
9. Listening to another helps them to stay in touch with other people.

#### **To the listener:**

1. Listening expands the listener's personal world; it keeps him growing.
2. Effective listening provides a person with needed information.
3. Listening helps clarify what the listener is expected to do.
4. Listening empathically helps the listener deal with the complaints of others.
5. Listening to others can be a powerful motivator.
6. You benefit from the positive results of what listening affords the speaker.

7. Listening is an expression of your deeper strength and control.

### Appendix III - Sample Welcome Letter

#### Holy Trinity Church, Hackensack, N.J

Date: \_\_\_\_\_

Dear \_\_\_\_\_

We welcome you to the *Women's/Men's* Cornerstone weekend on \_\_\_\_\_  
in the school of the Holy Trinity Church.

The team is looking forward to greeting you on Friday evening between 7:00 and 7:30 p.m. Refreshments will be served until 7:45 p.m. The weekend will close with a community celebration at \_\_\_\_\_ on Saturday evening, followed by a reception, and your families are invited to attend both celebrations which will be held in the school.

We invite you to stay overnight. Everyone will be provided with a cot, but we ask you to bring your own sleeping bag, pillow and blanket. Please bring a hand towel and your personal toilet articles as well.

Dress for the weekend is very casual. We suggest that you wear your most comfortable clothing and shoes and bring along a sweater should you need it. We also suggest that you bring a seat cushion.

If you have any special dietary needs, or if you need a ride to or from the weekend, give me a call at \_\_\_\_\_ and I will be happy to make the necessary arrangement .

We have a very special weekend planned for you!

May the Lord Jesus bless you and your family.

\_\_\_\_\_

Publicity Coordinator