BEGINNING EXPERIENCE WEEKEND MANUAL FOR COORDINATORS

A Guide to Its Use

TABLE OF CONTENTS

ESSENTIAL PROGRAM INFORMATION

Definition and Differences	3
Definition of "Coordinator" and Co-Coordinator as used in this Manual	
Establishing a Beginning Experience Team	7
Guidelines for the formation of a team in a new community	
Weekend Preparation	9
Describes "training for the ministry" vs. "training for the weekend," as well listing sample responsibilities	
Participants and Publicity	13
Addresses publicity and appropriate candidates for the weekend	
Objectives of the Weekend Program	15
A Review of what the weekend is intended to accomplish	
Small Group Formation	17
Address guidelines for small group formation and reasons for these guidelines	
About the Schedule	19
Stresses the need to keep program intact and in order	
Special Needs	21
Suggestions for ministering to those participants with physical disabilities	
Closing Liturgy	23
Rationale and purpose of the closing liturgy	

CD HARD COPY

MATERIAL IN THIS SECTION MAY BE REPRODUCED, AND IS ACCESSIBLE ELECTRONICALLY FROM
THE CD IN THE BACK OF THE MANUAL
Screening the Applicants
Use as a script in preparing applicants for the weekend
Applicant Spreadsheet
Use a master document with the merge feature of a word processing software program — create
documents for the weekend requiring contact information, such as a contact list to share at the close
of the weekend, participant details for facilitators, and weekend reports
Acceptance Letter
Adapt details for your team's weekend to send to participants as confirmation that they have been
accepted for the program
Emergency Form
Sample form to adapt as needed
Coordinator Tasks
Adapt details as needed for team's weekend venue
Sample Letter to Clergy40
Adapt details as needed for team's weekend venue

Sample Letter to Counselor-on-Call
Adapt details as needed for team's weekend venue
Talk Chart
Keep a record of team members who have written approved talks for the weekend; use to identify
needed talks for a particular weekend and talks members still need to write — useful in the event of an emergency.
Facilitator Chart
Keep a record of team members who have facilitated with each other to "even out" team
participation.
Friday Task List44
Adapt details as needed for team's weekend venue.
Sample Large Group Room Layout
Sample Directional Sign
Participant Overview Schedule
Adapt times as needed and post for participants.

Schedule for Presenting Team
Adapt start times, names of presenters and music, etc.; print for each facilitator.
Schedule for Coordinators67
Adapt details such as start times, names of presenters and music; to distinguish from presenting team
schedule, print on colored paper for each coordinator.
Continuing the Weekend Experience95
Grace Before Meals
Nuts and Bolts Sample99
Adapt details as needed for team's weekend venue.
Questions and Handouts
Make copies for each participant and presenting team member
Cross Ceremony
Provide a copy to each facilitator
Guidelines for the Reception of Communion
Provide a copy to each facilitator

Mark of Pain Scrolls	112
Copy on parchment paper to give each participant at the close of the weekend	
Friendship List Sample	113
Prepare from the Applicant Spreadsheet; add presenting team information	
Reunion Flyer Sample	114
Participant Evaluation of the Weekend Form	115
Reading List	117
Update as needed	
Invitation to Team Training Form	121
Team Evaluation of the Weekend Form	122
Weekend Report Form	123

WEEKEND RESOURCES

Music Suggestions
As your team discovers new music appropriate for a particular segment of the weekend, please
call the IMC for the song to be considered as an addition to this list
Sample Prayers and Meditations
This is by no means an exhaustive list—there are many resources available, as well as
spontaneous prayer
Reunion Sample #1141
Reunion Sample #2143

SCRIPTS

MATERIAL IN THIS SECTION IS IN PLASTIC SLEEVES AND IS INTENDED TO BE REMOVED, READ ON THE WEEKEND AND IMMEDIATELY RETURNED TO THIS MANUAL

Orientation and Focus I	147
Orientation and Focus II	151
An Honest Look at Me Meditation	155
Hand Meditation #1: Original	157
Hand Meditation #2: Alternate	159
Hand Meditation #3: Combination	161
Reconciliation Script	165
Closing Announcements	179
Sharing the Vision	183