

WEEKLY SCHEDULE

MONDAY

AM: BIBLE STUDY
PREP/TRAINING/
PLAN THE WEEK

AFTERNOON: FLEX

PM: **NN (6:15
STAFF ARRIVAL)/
AFTERNAVS**

TUESDAY

AM: D-SHIP
/TRAINING BSTUD

AFTERNOON:
**OFFICE HOURS
12:30-2:30
(OR 1-3)**

PM: FLEX

WEDNESDAY

AM: **ETAWG
(ZOOM CALL AT
9AM TO START)**

AFTERNOON:
**STAFF LUNCH*
/TRAINING
(12:30-2:30)**

PM: FLEX

THURSDAY

AM: **OFFICE
HOURS (10-12)
*DIRECTORS
MEETING AT 9**

AFTERNOON:
D-SHIP/TRAINING
BSTUD

PM: ***DLT (7-9)**

FRIDAY

AM: **STAFF
MEETING
(9:45) 10-12
STAFF LUNCH**

AFTERNOON:
D-SHIP
/TRAINING BSTUD

PM: FLEX/
***NAV-HANGOUTS**

NOTES

**IF IT'S BOLD -
YOU GOT TO GO**

EVERYONE NEEDS
TO TAKE A
SABBATH/HAVE A
FULL DAY OFF

FOLLOW THE
RULE OF THIRDS

CLEAR WEEKLY RHYTHMS:

NURTURING CONNECTION, COLLABORATION AND CARE



Principle 1: Setting clear weekly expectations builds trust and helps our new staff grow in professionalism.



Principle 2: Seeing one another frequently creates natural teaming opportunities.



Principle 3: Syncing up our rest time/ETAWG ensures it's protected time in our schedule.



Principle 4: Being together on campus helps create our culture or ministry identity. It also builds rapport with students and allows for cross-discipleship.



Principle 5: Having a combination of structured and flex time built into the schedule allows training staff to feel cared for and take ownership without being micro-managed by supervisors.



Principle 6: The "rule of thirds" is an important concept to teach the team for healthy work/rest rhythms.
Especially with an atypical work schedule.



Principle 7: If something isn't working - make a change.