

# WEEKEND BOARD REPORT FORM

Texas Epiphany Ministries, Inc.

www.texasepiphany.com

Unit: \_\_\_\_\_ Wknd #: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Submitted By: \_\_\_\_\_ email: \_\_\_\_\_

Do you, the B. Rep, regularly serve on this team? \_\_\_\_\_ Is this your first time serving as B. Rep? \_\_\_\_\_

## GENERAL INFORMATION:

LD: \_\_\_\_\_ SD: \_\_\_\_\_

ALD: \_\_\_\_\_ ADV. LD: \_\_\_\_\_

WC: \_\_\_\_\_

Have the Leadership Members been through Epiphany Training? \_\_\_\_\_

#Inside Team: \_\_\_\_\_ # Outside Team: \_\_\_\_\_ #New Team Members: \_\_\_\_\_

#Stars Expected: \_\_\_\_\_ #SuperStars Expected: \_\_\_\_\_ # of Tables: \_\_\_\_\_

#Stars at Closing: \_\_\_\_\_ #SuperStars at Closing: \_\_\_\_\_

If there were any changes in the # of Stars or Superstars, please explain the reasons:

**TALK INFORMATION:** Were all talks previewed? \_\_\_\_\_

TALK (allotted min.)	SPEAKER S NAME	START TIME ex. 12:55	END TIME ex. 01:12	TOTAL TIME ex. 17 min.	OUTLINE COVERED?
GOALS (15)					
MY WORLD (15)					
YOU ARE NOT ALONE (25)					
DISCOVERY (15)					
A CHRISTIAN (15)					
PRAYER (15)					
LOVE (15)					
HANG IN THERE (15)					
FOURTH DAY (15)					

*Were the Life of Christ and Chapel Meditations presented well and within Manual guidelines? \_\_\_\_\_*

*Were Chapel Services and Closing Ceremonies conducted in accordance with Manual guidelines? \_\_\_\_\_*

**PRAISES / STRENGTHS:**

**CONCERNS** *(Areas that do not follow the manual or need improvement):*

*Please list no more than five, if any. If more than five issues exist, please choose the most important issues to be addressed. You may be asked to clarify or provide additional information to the State Board.*

**ADDITIONAL COMMENTS/RECOMMENDATIONS:**

*You may use additional paper if necessary.*

**PLEASE ALSO PROVIDE A BRIEF NARRATIVE PRAISE REPORT TO BE INCLUDED IN THE NEWSLETTER.**

## **THINGS TO CONSIDER AS YOU OBSERVE:**

*Remember the “Riverbank” philosophy. If something is not in accordance with the manual, before listing it as a concern, consider the reasons behind the change. For example, is it due to a facility issue or space limitation?*

### ***Regarding the Team:***

- *Did any team members drop off last minute? Why? If so, what adjustments were made to cover their positions?*
- *Are there any team members who will not be staying the entire weekend? Why and where are they serving?*
- *Are there any team members serving who have not been on a walk? If so, where are they serving?*
- *Do new team members appear to be well informed—i.e., were they aware of the greeting process, weekend guide expectations, etc.?*

### ***Regarding Talks & Meditations:***

- *Were Talk Outlines and Meditation Guidelines followed?*
- *Was the Life of Christ Series presented well?*
- *Did the Fourth Day Speaker comply with guidelines and time limit?*

### ***Regarding Script and Schedule:***

- *Did the LD/ALD follow the script?*
- *Were Stars greeted well?*
- *Were there any major Schedule challenges or gaps? Did anything have to be cut from the schedule?*

### ***Regarding Team Member Responsibilities:***

- *Any praises/concerns regarding the various teams: Agape, Outside Kitchen, Inside Kitchen, Super-Stars/Table Servants, Skits, Rec, Music?*
- *Any praises/concerns regarding Adult interactions with the Stars?*
- *Any praises/concerns regarding Weekend Guide times?*

### ***Miscellaneous:***

- *Any praises/concerns with Set-Up or Tear-Down process?*
- *Any praises/concerns regarding the Birthday Party or Celebration/Fiesta?*
- *Any praises/concerns regarding the evening Team Meetings?*