

INSTRUCTIONS FOR LAY DIRECTORS

All communication with the prison **MUST** go through the Prison Liaison. Please **DO NOT** contact the prison directly unless instructed to do so by the Prison Liaison.

REC's Current Prison Liaison for FMC, Atwood and Blackburn is Carolyn Wyckoff. She may be contacted at:

Carolyn's email: cwyckoff@sbgnet.com

Carolyn's cell number (859) 433-6317

The Lay Director is expected to fulfill certain responsibilities in order to maintain and protect the integrity of REC. Note the following guidelines:

- Pray that God will empty you of your own thoughts and fill you with His wisdom and make you humble.
- Seek God's agenda and the Holy Spirit's guidance in His time.
- Prayerfully select a team.
- Review the Lay Director's manual and become familiar with the duties of your assistants.
- Maintain a current team roster.
- Lead team formations.
- Coordinate details of the REC weekend with:
 - REC Prison Liaison (Direct all questions to the Liaison; do not go directly to the prison.)

- Spiritual Director
- Wheat Team Leader
- Music Leader
- Assign roles for team members and provide necessary information
- Provide the team roster to Prison Liaison to present to the Chaplain
- Ask the Prison Liaison to obtain a list of participating residents from the Chaplain.
- Prepare a schedule to lead team and residents during the weekend.
- Give “Beyond REC” talk.
- Assist succeeding Lay Director during the next REC formation and weekend when requested.
- Allow your team to assist; do not attempt to do everything personally. The responsibility for the weekend should be distributed among all team members. Planning should include coordination with the Assistant Lay Director, Spiritual Director, Wheat Leader and Music Leader.

It is the Lay Director’s responsibility after the REC weekend to:

1. Rest and have a period of thanksgiving to God for allowing you to serve.
2. Return all material to Wheat Board Chairperson.
3. Send all expense receipts to Treasurer.
4. Send a thank you letter to the Chaplain and Warden at the prison.
5. Mail out a team critique to all team members.
6. Write a walk report for the Board of Directors, including suggestions to improve the program.
7. Continue to pray for the team, residents, facility and staff.

8. Create a curriculum/program for each monthly reunion meeting. (There is a suggested curriculum available through the Prison Liaison or create your own through curriculum ideas.) The meeting should include speakers, music, etc.
9. Notify the Prison Liaison at least one week prior to **each** monthly reunion meeting. It should include the upcoming reunion date (4th Sunday of each month), list of names of REC members (team included) planning to attend the reunion group.
10. Send an email to team members reminding them of the reunion group meeting.

All glory be to God our King and our Lord Jesus
Christ!

TIMELINE FOR LAY DIRECTOR

When you accept the position as Lay Director and the Prison Liaison has scheduled the date for the REC walk with the facility where you will be serving:

- Pray and seek God's guidance for His walk.
- Choose an Assistant Lay Director (ALD – next year's LD) and submit the name to the REC Board prior to asking the person to serve.

FOUR MONTHS BEFORE THE WEEKEND (Date: _____)

- You may begin to choose a team if the walk preceding yours is finished. You may recruit immediately following the completion of the previous walk.
- Assign talks to those the Lord leads you to use.
- Assign positions and table leaders.
- Instruct Wheat Team to bring examples of wheat and explain it to the team members at the first meeting.
- Instruct the Prayer Team to have cards ready to hand out for prayer vigil recruiting.
- Assign a snack recruiter for team formation meetings and meal on the day of prison entry.
- Select a church to have team meetings (Liaison will assist if necessary).

EIGHT WEEKS BEFORE THE WEEKEND (Date: _____)

- First team meeting
- Assign prayer partners
- Preview three talks
- Team formation exercises (one should include an introduction time)

Instructions

Revised 3/3/10

- Assign prayer cards for team prayer chart sign-ups (due the third team meeting)
- Demonstrate and explain wheat (samples for chaplains due on second team meeting)
- Give the NCIC forms to the non-badged people to be completed for submission to the prison by the Prison Liaison

SIX WEEKS BEFORE THE WEEKEND (Date: _____)

- Second team meeting
- Preview three talks
- Team formation exercise
- Wheat samples for approval from FMC
- Pick up and forward NCIC's to the Prison Liaison for approval by prison
- Study prison rules

FOUR WEEKS BEFORE THE WEEKEND (DATE: _____)

- Third team meeting
- Assign table leaders to each table, give them acquaintance and prayer time
- Preview three talks (one can be **Means of Grace** with **Dying Moments** and **Communion** for the team)
- Completed wheat items should be given to Wheat Team to give to the Prison Liaison to take into the prison
- Team formation exercise
- Return prayer cards to Prayer Team leader for placement on prayer chart

TWO WEEKS BEFORE THE WEEKEND (DATE: _____)

- Fourth team meeting
- Preview one talk
- Review prison rules
- Team formation exercise

THE DATE THE WEEKEND BEGINS (DATE: _____)

- Final team meeting
- Devotional
- Review prison rules
- Answer questions
- Lunch
- Leave for prison