



Lighthouse

FAMILY PARTNER LEAD TIMELINE

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. - 1 Peter 4:10

This timeline is designed to support you. These are some best practices we've learned over the years that we encourage you to partner with us in using as you equip your team.

GOAL OF A FAMILY PARTNER LEAD:

To shepherd your team through connection, communication, and prayer throughout their entire Lighthouse retreat journey.

• 10 WEEKS OUT

- Download a Roster from GoMethod (don't forget to include the Staff/Leadership tab!)
- Email – introduction to team
 - Share who you are and who is serving with you
 - Include 2 scheduled meeting dates/times
 - Share the [Lighthouse Volunteer Landing Page](#)

• 8 WEEKS OUT

- Host first team meeting (make sure to record it!)
 - Use [LFR Team Meeting Agenda](#) template to help guide your meeting
 - Share Zoom recording with the team via email and encourage fundraising!
 - Reach out to volunteers who couldn't attend

• 6 WEEKS OUT - ALL VOLUNTEERS SHOULD BE 50% FUNDED!!

- Share "Fundraising Video" with your team as encouragement and reminder of the 50% funding checkpoint
- Check Go to see how the team is doing with fundraising
- Do individual check-ins to celebrate fundraising or offer support
- Lighthouse Staff will facilitate an introduction to any Team Leaders on your retreat, please respond with a hello!

• 3-6 WEEKS OUT

- Continue to connect with individual volunteers/families. If you are unable to connect with a volunteer, please make Lighthouse staff aware
- Text/phone call with every family unit serving with you
- Encourage fundraising and share fundraising resources
- Answer questions and ask how you can pray

• 2-3 WEEKS OUT

- Host 2nd meeting, record it
- Use LFR meeting agenda template to help guide your meeting
- Send recording to team via email
- Encourage the team to keep fundraising even if their individual goals have been met!

• 1 WEEK OUT

- Join the Leadership Team Call (led by the Staff Lead on your retreat)
- Personal check-ins with every member of your team via call or text
- Make all aware that you are reachable to help as they get ready and travel to retreat
- Give final details

• DAY OF ARRIVAL

- Communicate with all members of your team
 - Ensure they know where they are going and arrival time
- First 24 hours
 - Get face time with each volunteer/family unit to check-in
 - Encourage and problem solve any issues