

TEAM LEADER CHECKLIST

Team Leaders MUST:

- Participate as an **outreach group member** at least once before leading.
- Attend **team leader training** (offered immediately following breakfast and/or lunch).
- Be able to lead someone through the **Gospel wristband and Bible**, and guide team members in doing the same.
- You will **lead a team of 3 other people**, including men and women, and possibly children or teens if you have cleared a background check through Time to Revive.

Preparing Your Team:

- Your role as team leader is to **guide and direct**, not dictate.
- Make sure at least one team member is a **local** who can be the **navigator or driver**.
- Once your team has been assigned to you, appoint a team member to be the **scribe** who will submit your **electronic team roster**.
- After the scribe has entered your team roster **and** the team coordinator has released you, go **check-out your team** and **pick up your supplies** at the designated area.

Before Leaving:

- Find a quiet corner and **get to know your team**, introduce yourselves and share how each one feels about going out.
- Have each member **put on a wristband**. Go over the **Gospel wristband and Bible verses**, having each member read a verse, and assign someone to carry the supply bag.
- Pray with your team**, for each member by name, and ask the Holy Spirit to lead you today.
- Make arrangements with team members for **getting back to their vehicles**. *All teams must report to the next location at the assigned time.* Don't forget to visit the restroom, just in case.

While Out:

- Ask a team member to **pray as you leave** the parking lot.
 - Ask if someone has a **sense from God about where to go**. You do not have to go to the mapped area, this is just a guide. If the Holy Spirit is leading somewhere else, follow that leading.
 - Love, Listen, Discern and Respond** as you share and pray with people in the community.
 - If entering a business or organization, **always ask for permission** from the manager to pray for people in their establishment. Be sure to **explain who you** are and offer to pray with them first.
 - All 4 team members **should not** approach someone together. It's best to approach people in pairs. Remember, **men approach men - women approach women**.
 - When you encounter someone and they are open to follow up, the **scribe** should **record their name and contact information** to be entered into the **electronic encounter form**.
 - Debrief** after each encounter. Return to the car and ask: What went well? What didn't go well? What did you learn? Encourage your team members in this.
- Text Prayer Requests to the prayer team:**
 - Text Your Location to today's photographer:**
 - Send your own pictures to: pics@timetorevive.com**

Upon Return

- Return to the next location (lunch or dinner) and **check-in your team** and **return any supplies**.
- Remember **Rule 24**: Discuss with your team who will follow up with each encounter within 24 hours.
- Scribe to submit encounters** if not already done online while you were out.