



breakthrough

JOB DESCRIPTION

Homework and Printed Materials

Purpose

To ensure participants receive correct homework on every occasion.

General Description

During the training, the homework team member ensures that participants receive the correct homework along with other key paperwork. This team member works with the sponsor in compiling the materials to be used and then takes care of their distribution. This position requires attention to detail and basic organizational ability.



Before the Training

Prepare participants' homework:

- ➔ Be crystal clear on what homework is needed on what days of the training and at what times.
 - ❗ Thursday Night Homework
 - ❗ Friday Dinner Homework
 - ❗ Friday Night Homework
 - ❗ Saturday Night Homework
- ➔ Get clear "master copies" of each of the homework sheets from the [Breakthrough Resources web page](#). To access this page, go to theflourishinglife.org and scroll to the footer at the bottom of the page. Once there, click on the [Breakthrough Resources](#) link. The password for the page is '**legacy**'. Homework appears in the second column below the heading **Resources for During the Training**.
- ➔ Make enough copies for all the participants in the training.
- ➔ Make five extra copies of each of the homework sheets.

Create Thursday Packets/participant folders:

Master copies of the participant-folder documents can be found on the [Breakthrough Resources web page](#) under the heading "**Thursday Packets**" in the **Resources for During the Training** section.

Procure enough **pocket folders** and **pens** so there are enough for one for each participant plus five extras. Check with the team member in charge of supplies before making any purchases as they may already have some folders and pens with the supplies. In these pocket folders you will place the following:

- | | |
|---------------------------------------|-----------------------------|
| ➔ Purpose Statement | ➔ Ground Rules – Signed |
| ➔ Purpose Vocabulary | ➔ Ground Rules – Not Signed |
| ➔ Hold Harmless (2 copies per folder) | ➔ Pen |

Creating Sunday Packets consisting of:

Master copies of most of these documents can be found on the [Breakthrough Resources web page](#) under the heading “**Sunday Packets**” in the **Resources for During the Training** section. The group photo will be created by another team member and will need to be inserted into the packet before the end of the training. Upcoming training information may or may not be available for inclusion. Check with your sponsor.

Procure enough **large envelopes** (9” x 12”) so there are enough for one for each participant plus five extras. Check with the team member in charge of supplies before making any purchases as they may already have some folders and pens with the supplies. In these envelopes you will place the following:

- ➔ Declaration of Commitment, Big Bold Promises
- ➔ Survey Reminder
- ➔ Reinventing Relationships
- ➔ Breakthrough Music list
- ➔ Recommended Reading
- ➔ Contribution Slips
(Put one in each packet. More will need to be printed. See the note in the next section.)
- ➔ Group Photo
(Coordinate with the person who has the Sticks and Group Photo job.)
- ➔ Upcoming Trainings
(Brochures, and/or registration forms for upcoming trainings—check with your sponsor to see if any are available to be included.)

Print Miscellaneous Handouts

- ➔ Participant Introductions (2 per small group) [Needed on Thursday]
- ➔ Buddy and Committed to Cause List (4 copies) [Needed on Thursday]
- ➔ Lifeboat Statistics Sheet (15 copies) [Needed on Friday]
- ➔ Contribution Slips and Envelopes (Print enough for two for each participant plus enough for one for each anticipated guests) [For handing out on Sunday – additional slips go in participant Sunday Packets.]
- ➔ Re-Entry Ground Rules (one per participant and team member) [Needed for Sunday]
- ➔ What’s Next Coaching Conversation Sign Up (3 copies) [Needed for Sunday]

Master copies of most of these documents can be found on the [Breakthrough Resources web page](#) under the heading “**Stats, Tracking, Etc.**” in the **Resources for During the Training** section.

During the Training

- ➔ Have the completed Thursday Packet Folders ready for distribution on Thursday morning.
- ➔ At the Thursday morning grounding, remind team members that you have **Buddy and Committed to Cause Lists** so the team can capture this information at the appropriate time.
- ➔ Keep the homework with you in the room.
- ➔ Give the trainer and team captain a copy of each homework before it is distributed.
- ➔ Be ready to hand out the homework in advance of the trainer’s announcement to the participants. The trainer will alert you.
- ➔ At the Friday grounding for the *Lifeboat* exercise, make the team aware that you have **Lifeboat Statistics Sheets** to help capture data during the exercise.

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- ➔ Hand out the **Declaration of Commitment** worksheets as directed by the trainer on Sunday afternoon.
 - ➔ Hand out contribution slips to guest, team, and participants on Sunday.
 - ➔ Have copies of the **Re-Entry Ground Rules** ready to hand out Sunday afternoon when the trainer calls for them.
 - ➔ Prepare and have the **Sunday Packets** ready for the participants by dinner time on Sunday.
 - ➔ Coordinate with your team captain on Sunday asking if the **What's Next Coaching Conversation Sign Up** sheets are needed and where they should be placed.
 - ➔ Pray for the training and its team, trainer, and participants.

After the Training

- ➔ Return all surplus copies in a neat and orderly fashion to the person in charge of handling supplies at the conclusion of the training.