

# **iTEE Monday Staff Gathering**

## **Thoughts and Devotional Template**

Since its inception iTEE Global has offered a time on Monday's for the staff and volunteers to come together for the purpose of encouragement and prayer. With staff spread out across the U.S. and around the world, having a consistent time together has been important and meaningful. This scheduled time includes a segment for a devotional, led by one of the staff, and a segment for sharing praises and prayer requests and then praying together. It is a format and practice that has served iTEE well.

In 2024 the iTEE Leadership Team (LT) decided it would be helpful if the first Monday of each month would focus on reporting to the staff pertinent updates and developments about the various happenings related to the overall ministry of iTEE Global. This meeting is intended to be two hours with the first hour devoted to sharing and praying together, and the second hour focused on providing ministry wide updates. That change has been implemented throughout 2025.

As 2026 begins the Leadership Team discussed how we might optimize the time in our regular Monday meetings so it is more meaningful for everyone, both personally and its relevancy to staff needs and ministry development. The thinking has been to keep the same format with a "devotional" time, followed by a time of sharing and prayer. The consensus of the LT was to also refocus the devotional time so those are more consistently pertinent to the staff and overall iTEE ministry. It was also thought that adding some options for scheduling hosts and devotional presenters, and sharing praises and prayer requests might improve that time together.

### **Scheduling host and devotion volunteers:**

Volunteers for hosting and devotions will now sign-up by logging into the iTEE Global website - [iteeg.org](http://iteeg.org). On the Homepage select the "**Work**" link at the top. In the drop down menu select "**Prayer**". Then select "**Weekly Prayer Meetings**". This will open to the schedule. Scroll down to the date you are available. Click on "Sign-up" for "Host" or "Devotion" by the appropriate date. If a person's name is listed, that slot is already filled. Please select another date. A reminder email will automatically be sent prior to your scheduled date.

There are also links at the top of the "Weekly Prayer Meetings" page for the "**Devotional Guide**" and "**Steps for Hosting a Zoom Meeting**".

At the conclusion of each weekly prayer time the "CEO" will remind everyone who is scheduled for the next week and who is on deck for the following week. The CEO may also remind staff to go to the sign-up to fill in open slots on the schedule.

## **Devotion Presentation:**

Based on how iTEE trains pastors and Christian leaders, and reflecting on our recent conversations in the monthly staff meeting regarding story telling, the LT's thinking has been that moving forward it would be best that each "devotion" be prepared incorporating aspects of the 4 L's, the Head, Heart and Hands model, asking substantive questions and/or telling stories. It is too easy to have the devotion come across as an "information dump" and miss the iTEE model for teaching and training. So, moving forward, the plan is that each presenter use the template as a guide included below when preparing their devotion.

## **Considerations for Topics:**

- Focus on something about God and His character
- Developing biblically based character qualities
- Ways to build up the church while involved in a para-church ministry
- Encouragement from specific passages of Scripture
- Relate to iTEE's mission of education and making disciples
- Principles for effective teaching; cross cultural ministry
- Pre-selected passages, or books (next person takes the next section)
- What God is doing in your area of ministry (stories, and more stories)

## **Topics to Avoid:**

- Doctrinal issues, especially those that vary among denominations and would not be considered core doctrines
- Political views / controversial societal issues
- Personal "hobby horses" or "pet peeves"

## **Prayer Requests:**

While the intention is to continue the group praise and prayer each week, everyone will be encouraged to post praise and prayer requests throughout the week. These can be submitted using the link on the - [iteeg.org](http://iteeg.org) - website. On the Homepage select the "**Work**" link at the top. In the drop down menu select "**Prayer**". Then select "**Prayer Requests**". Enter your request and submit it. Those submitted during the week will be added to the Chat Room for the Monday meeting.

Those requests would then be included with items shared during the Monday meeting for the Prayer Reminder sent out by the "CEO". Prayer requests may also be entered in the "Chat" window during the Zoom meeting.

The intent is that incorporating these changes will result in our weekly time together being more meaningful and purposeful for everyone.

# iTEE Staff Time Devotion Template

1. Select your topic, passage of Scripture, or the next pre-selected topic or Scripture, or ministry related update. NOTE: Plan for 25-30 minutes – discussion takes longer

Topic/Theme:

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2. After studying, or reviewing, your information, identify the main idea, concept, teaching or encouragement you view as relevant for the staff.

Main idea/point:

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3. Determine appropriate Head, Heart and Hands components for presenting this topic.

Head:

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Heart:

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Hands:

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4. Incorporate the 4 L's in your presentation. [Look back, Look here, Look deeper, Look forward]

Look back:

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Look here:

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Look deeper:

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Look forward:

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5. Develop open-ended questions that will spur dialogue and interaction.
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6. Incorporate any stories that will illustrate or highlight your main point, or ask someone else to share a story that you see as complimenting your main point.
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7. Closing thought
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