

PREPARING A ROLLO

It is very important not to modify or deviate from the talk outline. Doing so may break the continuity between the talks. The Rollos given on a weekend are not stand alone talks. Each talk, given by 15 different people, represents one part of the overall picture. Said another way, there is one Rollo on a weekend divided into 15 different parts and given by 15 different people.

Deliver a copy of your written Rollo or e-mail a Word document (best) to the Rector by the first team meeting. This removes a tremendous amount of pressure from you and the Rector before the team meetings start. At the latest, you must deliver your Rollo to the Rector at least one week before your team talk is scheduled.

Guidelines for Preparing the Rollo:

- Convey the vision of the talk! Become very familiar with the outline and use it as the basis for your talk. Write-Downs are the outline points and each outline point must be given as a write-down.
- Be an idealist; open yourself to the Spirit's leading into new thoughts and ideas.
- Do not use talks from the old outlines as examples.
- It is not necessary to write the talk in sequence. You can start anywhere. Crossing out and re-writing are a normal part of the writing process.
- Write your rollo word-for-word. Change it to be more conversational as you practice. Avoid clichés, buzz words, and sarcasm in any way.
- Have an introduction, summary, and conclusion. Stay on the subject.
- Support your ideas with succinct, personal examples appropriate for your talk. Don't force fit testimony if it's not applicable. You do not have to cover everything God has done in your life. You can save some of your testimony for another time.

Your finished talk should be double-spaced with a large, easy-to-read font for use at the podium. Number the pages! You may sometimes lose your place, so be very familiar with the talk, rehearsing it several times (say it out loud) in front of a mirror before you share it at the team meeting. Time yourself. Stay on-track. Do not ad-lib.

While the team talk helps prepare you for weekend, it is also for the team to become prepared for the weekend. It is the only time some team members will hear what the Lord has to say through you. Eye contact with the team and candidates is important and will help you feel comfortable speaking to them.

Keep your talk as organized and free flowing as possible. Referring to materials other than your written talk can cause confusion and disrupt the talk. Try highlighting your write-downs to make it easy to return to that point in the talk. "Please write this down" is the correct phrase to say before each write-down. Allow adequate time for write-downs.

Each talk should be 20 minutes, except for Ideals (15 min) and Piety (40 minutes), including introductory songs and time needed for write-downs. It is important to stay close to the time allotment so the weekend stays on schedule. You will seldom be lead by the Holy Spirit to exceed your time guidelines or make a significant diversion from your written talk! If you have *any* doubt about what to do, stick to what you've prepared. If you have any significant changes or questions before giving your talk, ask the Head Cha or Rector for permission before giving the talk.

Be prepared to end your talk if the Head Cha or Rector indicates you are exceeding your time limit. This is also a strong indication the Holy Spirit is not leading you to exceed the time allotted.