

## Prior to Walk

Time:	Who:	Duty:
		Check with LD to see if he/she wants you to be responsible for any of the following items: <input type="checkbox"/> Cross lanyards <input type="checkbox"/> Bed name tags <input type="checkbox"/> Name tags (have extra blanks in case of misspellings) <input type="checkbox"/> Folders for conference room (Women) <input type="checkbox"/> Line up photographer: Some previously used listed below: Dan Whitt: 513-846-3085, Linda Gallon: (513) 836-5010 text to contact, Kristin Haacke: (513) 255-1580 <input type="checkbox"/> Line up someone to make communion bread (10 loaves) <input type="checkbox"/> Communion elements for team mtgs. & team commissioning.
		Check with LD to see how he/she wants to handle medications, when snack Agape should start (Friday morning or after Justifying Grace talk) and how Community Agape letters and Agape drops should be handled (lots at first or build gradually?). Adjust schedule accordingly.
		Recruit 20 volunteers for Wednesday night set-up. You may also want to get a few volunteers to help carry luggage on Thursday night. Passing around a sign-up sheet at Gatherings is a good way to get volunteers. Also, the Board member in charge of the Community data base will have some suggestions.
		Make copies of each of the following items for the 4th Day packets for the pilgrims and the Spiritual Director: <input type="checkbox"/> Suggestions for Sponsors <input type="checkbox"/> Points to Remember <input type="checkbox"/> Agape Letter (Don't put in SD packet so she doesn't tell them about it. They won't have gotten their agape letters yet.) <input type="checkbox"/> Things You Should Know <input type="checkbox"/> Follow-up Meeting/Gathering Flyer (from LD) <input type="checkbox"/> A Request for Reservation (Emmaus application) - ON WEBSITE <input type="checkbox"/> Reunion Group List - ON WEBSITE <input type="checkbox"/> Emmaus Willing Servant form - ON WEBSITE <input type="checkbox"/> Chrysalis Servant Reference Sheet - ON WEBSITE <input type="checkbox"/> Website Information <input type="checkbox"/> Scripture Reference List from the ALD _____ <input type="checkbox"/> Team name/address list (LD) <input type="checkbox"/> Pilgrim name/address list from REGISTRAR _____ (After Check-in at start of walk)

		Print name labels for Team and Pilgrims OR hand write names on 4 <sup>th</sup> Day packet envelopes.
		Stuff 4th Day packets if time permits.
		Arrange for a laptop computer and printer to be available during the Walk.
		Decorate Agape bags if so desired.
		Put crosses and white tags on lanyards.
		Print mug labels for team and pilgrims and/or have sharpies at mug table during check-in.
		<p>Tour facility with LD to make decisions on use of the facility:</p> <p>_____ Walk through and identify sleeping rooms for team and pilgrims</p> <p>_____ Arrange to use their copy machine, stage, podium with built-in mic/speakers.</p> <p>_____ Make sure we can set up Conf Room, dining area, registration, Agape room, prayer chapel, and all sleeping rooms Wednesday night. What time can we access these rooms on Wednesday?</p> <p>_____ Understand deadline for resetting Sunday School classrooms on Sunday AM if at a church.</p> <p>_____ Get training on lights, sound, AV in Sanctuary.</p> <p>_____ Check with the Pastor to see if Spiritual Director of opposite sex from the Walk can use his office to sleep.</p>
		<p>Contact Board member in charge of Logistics _____</p> <p>_____ Confirm when NLE trailer will arrive on Wednesday for set-up.</p> <p>_____ Get code for trailer locks. _____</p> <p>_____ Inventory items in trailer. See "Items Quartermaster Supplies" for conference room items</p> <p>_____ "Cheat sheets" there? (Prayer to Holy Spirit, Name/Walk/Table, Name, Walk, Table and Two Questions for closing). If not, make them.</p> <p>_____ Needs Board there? If not, make one.</p> <p>_____ Disposable, colored, paper-backed plastic table cloths; large roll of newsprint; or opaque table covering to cover windows.</p> <p>_____ Sand/White bags &amp; candles for luminaries</p> <p>_____ Duct Tape to tape wires; Painter's tape to cover windows</p> <p>_____ Dinner napkins to cover communion elements/Coordinate with Kitchen.</p> <p>_____ Ant and roach spray.</p> <p>If possible get following items in advance:</p> <p>_____ Agape Letter bags (label &amp; decorate?)</p>

		<p>_____ Crosses/Lanyards/Price Tags to assemble</p> <p>_____ Fourth Day booklets</p> <p>_____ Manila envelopes for 4th Day Packets</p>
		Check with Book Table supplier (Inner Blessings@yahoo.com, Karen Doerlein) to confirm timing of delivery and pick up at end of Walk.
		Contact Photographer to confirm date/time, set-up, supplies needed, who places photo order.
		At team meeting, secure 10 drying racks and 5-10 fans for sleeping rooms, and 1-2 clothing racks for speaker changing room. Make sure they are tagged with lender's name and address.
		Discuss Agape snack table schedule with Kitchen Lead.
		If the Women's Walk LD wants carnations for Sunday morning wakeup, call local retailers/florists and find best price. Pre-order, if needed, so they have sufficient supply and place final order/quantity once pilgrim count available (largest quantity would be 4 ½ doz.) Arrange pick-up by Agape member or by Community Member coming for Sat Dinner/Candlelight.
		Make copies of the team list (names, addresses and phone numbers) for the team and pilgrim 4th Day packets. Get this list electronically from LD. Check to see if the data base manager is making mug labels for team members.
		Get the pilgrim list (names, addresses and phone numbers) from the Registrar (hard copy). Don't make copies for the team and pilgrim 4th Day packets until you have all last minute corrections. Check to see if the Registrar is making mug labels for the pilgrims.
		If you don't want to print names on bed tags Agape bags, and 4th Day packets, make computer name labels. Print or put name labels on bed tags.
		Check nearby drug/grocery stores for photo services and pricing.
		Get pilgrim/sponsor list from the Registrar/LD in case any unauthorized gifts need to be returned.
		Call volunteers for set-up, tear-down, etc. to remind them.

## Wednesday

Time:	Who:	Duty:
		Agape Team Bring <input type="checkbox"/> hand vac for Sanctuary and upright vacuum cleaners for sleeping rooms. <input type="checkbox"/> Large cooler for ice at snack table <input type="checkbox"/> Air mattress pumps <input type="checkbox"/> Mirror for speaker changing room
7:00 PM		TAKE A PHOTO OF AGAPE ROOM BEFORE ANYTHING IS MOVED Set up Agape room <input type="checkbox"/> Cover windows if needed <input type="checkbox"/> Set up tables for Agape bags. <input type="checkbox"/> Move supplies from trailer to Agape room.
		TAKE A PHOTO OF EACH ROOM BEFORE ANYTHING IS MOVED AND PRINT FOR USE IN RESETTING SUNDAY MORNING Set up Pilgrim sleeping rooms: <input type="checkbox"/> Vacuum <input type="checkbox"/> Place mattresses or beds in rooms (if at church) <input type="checkbox"/> Place a chairs by each bed & tape bed tags to it (if at church) or on bed (if at camp) <input type="checkbox"/> Cover widow in door <input type="checkbox"/> Get room assignment lists for doors from LD and post outside rooms. <input type="checkbox"/> Put a drying rack and fan/heater in each room. (if at church)
		TAKE A PHOTO OF EACH ROOM BEFORE ANYTHING IS MOVED AND PRINT FOR USE IN RESETTING SUNDAY MORNING Set up Team sleeping rooms: <input type="checkbox"/> Vacuum. <input type="checkbox"/> Cover widow in door <input type="checkbox"/> Put a drying rack and fan/heater in each sleeping room. (if at church)
		Set up Dining Hall. <input type="checkbox"/> Set up enough tables for team, pilgrim, and sponsors (round if available) <input type="checkbox"/> Set up 2 rectangular tables for food. <input type="checkbox"/> Set up a table for drinks.
		Set up Sanctuary / Chapel: <input type="checkbox"/> Cross and 2 altar candles and lighter

		<input type="checkbox"/> Arrange chairs with center aisle (if at camp) <input type="checkbox"/> Find out how lights and sound operate.
		Set up Registration area: <input type="checkbox"/> Cover or block windows between the Conference Room and Registration area if needed. <input type="checkbox"/> Set up three tables: two for registration and one for mugs and name tags. Set up three chairs. <input type="checkbox"/> Get the master lists of pilgrims and room assignments from the LD for the registration table
		Set up Conference Room: <input type="checkbox"/> Platform (if using), podium, & mike <input type="checkbox"/> Round tables with enough chairs for each Table group <input type="checkbox"/> Table of Confusion - 2 long tables & chairs <input type="checkbox"/> Table and chair for Tech/projector <input type="checkbox"/> Table and chairs for Music team <input type="checkbox"/> Table for candle, lighter, cross, and Bible <input type="checkbox"/> Table for poster making supplies in rear corner by dining hall <input type="checkbox"/> Sound system and mike stands for music and announcements; make sure cords taped down. <input type="checkbox"/> 2 easels on platform <input type="checkbox"/> Partitions/Walls around perimeter
		Set up snack and drink tables.
		Set up book table against the partition outside the Conference Room. (Keep items in box under table)
		Set Up Prayer Chapel <input type="checkbox"/> Make sure Prayer Chapel is clean. <input type="checkbox"/> Cover windows and window in door if needed. <input type="checkbox"/> Move furniture (Prayer lead should have input) <input type="checkbox"/> Needs tissues.
		Set Up Speakers' Changing Room <input type="checkbox"/> Make sure it is clean. <input type="checkbox"/> Chair <input type="checkbox"/> Mirror <input type="checkbox"/> Clothes rack, <input type="checkbox"/> "Speaker Changing" sign.
		Check condition of showers and bathrooms. Make sure there are shower mats for all showers.
		Put up Emmaus signs where needed for directions and parking.

		Get Conference Room table list from LD
		Get keys for the church doors, church office, sleeping room doors, TP & Towel dispensers, and label them.
		Get copier code (if needed) and WiFi password from church office.
		Confirm who will provide TP, towels, etc. Locate where stored and set up tracking sheets to track usage, if needed.

Thursday

Time:	Who:	Duty
2:00 PM		Agape team arrive
		Check to make sure everything done from Wednesday setup. Finish if needed.
		Put tracking sheet on copier in church office to track # of copies if applicable
		Put up directional signs: Entrances, Bathrooms (Temp Women's), showers, Agape/Team Only. Prayer Chapel.
		Cover any clocks.
		Check poster supplies to make sure markers, glue, tape, scissors, etc. are usable and there is plenty of poster board.
		Using pilgrim list, write names of pilgrims on cross tags and hang crosses in alphabetical order on hooked cross.
		Put labels on Agape bags and 4th Day packets. Take mug labels and/or sharpies to Registration table
		Fill and deliver bathroom baskets, paper towels, toilet paper, Kleenex, air freshener, and urinal bouquets. (Women's Walks)
		Check Conference Room - have LD approve.
		Check pilgrim list, make any necessary changes to bed tags and room lists.
		Deliver earplugs to bed chairs if available.
		Set up Sanctuary for Team Communion _____ Chalice & plate, bread & grape juice, and napkins covering elements. _____ Turn Bible to Luke 24:13. _____ Turn sound system on. _____ Set-up "In Remembrance" DVD and test projection, sound.
		Conference Room Put "My New Best Friend" (hobby version) poster on easel, Purple Books and 2 bells on Table Of Confusion.
		Make sure team meeting room is in order - tables, chairs.
5:00 PM		<b>Team arrival</b>
		Note: Agape team eats now. If you are a sponsor, you <b>must</b> have a co-sponsor because you are needed to help with luggage and set up. You can attend Sponsor's Hour but not eat with your pilgrim.
5:30 PM		<b>Team communion</b>
		Set up Sanctuary for Sponsor's Hour _____ Remove elements – if > half loaf left, use for Sponsor's Hour; otherwise scatter leftovers to birds and pour juice onto ground _____ vacuum crumbs from floor and altar _____ Set up Sponsor's Hour communion elements- cover and conceal until after

	<p>Send-off</p> <p>_____ Get prayer vigil chart from Prayer Warrior - conceal until after Send-off.</p> <p>_____ Bring in pilgrim crosses hanging on cross - conceal until after Send-off</p> <p>_____ Take Agape box to Sanctuary - conceal until after Send-off.</p>
6:00 PM	<b>Pilgrims arrive/Dinner</b>
	<p>Registration:</p> <p>_____ Carry luggage and make beds</p> <p>_____ Ask registrar to confirm spelling of names and addresses with pilgrims and update their list. Get the list after registration.</p>
7:00 PM	<b>Send-off – Agape Team attends (names will not be called)</b>
	<p>Immediately after pilgrims leave, 2 Agape people:</p> <p>_____ Lay crosses in alphabetical order on altar. Pull any no-shows.</p> <p>_____ Put corrected pilgrim list from Registration on pulpit.</p> <p>_____ Put hooked cross on the altar.</p> <p>_____ Set out communion elements.</p> <p>_____ Set out prayer vigil chart.</p> <p>_____ Light altar candles.</p>
8:00 PM	<b>Sponsor’s Hour</b>
	<p>After Sponsor’s Hour, 2 Agape people:</p> <p>_____ Remove communion elements - dispose outside</p> <p>_____ Vacuum crumbs from floor and altar</p> <p>_____ Pull down Sanctuary screen.</p> <p>_____ Take Agape Letters to Agape room.</p> <p>_____ Take crosses and prayer vigil chart to Prayer Chapel</p>
	Check bathrooms by Conference Room and Sanctuary.
	Check pilgrim beds for unauthorized gifts. Mark and return to Agape room to be returned to sponsor.
	Sort Agape Letters into pilgrim bags. 12 MAX. Hold extras until Sunday when they will be placed in letter bags while pilgrims are in Cross Ceremony
8:15	<b>Pilgrims Watch “In Remembrance” video</b>
	Start the movie/or coordinate with ALD to have her do it.
	Lock up the church
	<p>Set up Conference Room for Friday:</p> <p>_____ Table name signs (Make sure to coordinate w/LD on which names and at what tables.)</p> <p>_____ Correct number of chairs for each table. Tape trash bag to back of TL’s chair.</p>

		<p>Stack folders on tables with steno pad and pen in each.</p> <p>Put tissues on each table.</p> <p>Put out poster supply boxes on table in rear corner.</p> <p>Put up Needs List poster.</p> <p>Set up table/chair for Tech, make sure projector is ready.</p> <p>Put tissues, Prayer to the Holy Spirit and "With a clean sheet of paper..." cheat sheets on podium.</p> <p>Set up "mini-altar" consisting of small table covered with cloth, cross, Bible, Christ candle on plate to catch wax, and lighter.</p>
		Put speakers' cross in Prayer Chapel. Check to make sure there is a candle there.
10:00 PM		Direct pilgrims to rooms in silence.
10:15 PM		Team meeting
		Straighten up sanctuary
10:30 PM		Final check of building: lights off, doors locked.
		Update Conference Room table list and make 2 copies for LD.

Friday

Time:	Who:	Duty:
5:45 AM		Rise and Shine (ALDs awaken team – Times may vary with Walk location)
		Check bathrooms and showers to make sure they are clean.
6:15 AM		ALDs awaken Pilgrims.
		Prepare Sanctuary: <input type="checkbox"/> Communion elements <input type="checkbox"/> Tissue boxes on pews <input type="checkbox"/> Lights on low <input type="checkbox"/> Sound system on <input type="checkbox"/> Light candles
		Deliver Speaker #1 Agape to Prayer Chapel
7:00 AM		<b>Morning Devotions</b> Prodigal Son <input type="checkbox"/> Save elements for Agape, Kitchen, and Prayer communion; then dispose <input type="checkbox"/> Check pews for trash <input type="checkbox"/> Vacuum <input type="checkbox"/> Restock tissues
8:00 AM		<b>Breakfast</b>
8:30 AM		Set up Conference Room with ice, pop, coffee and water on snack table. Use small cooler for ice.
9:00 AM		Pilgrims to Conference Room
9:15 AM		<b>Talk # 1 - Priorities</b> Speaker:
		Clean showers and all bathrooms. Restock and remove trash.
		Set up for group picture, per instructions from photographer.
		Set up 4 chairs for small group photos.
		Deliver speaker #2 Agape to Prayer Chapel. If walk-in clergy, take Agape bag.
		Organize Agape for 3 drops: Before long break (lots because it is the first), dinner, and bed. Sort out Agape from ATLS to use later in the Walk so pilgrims won't guess they are team members.
10:30 AM		Pictures <input type="checkbox"/> Have steno pad and pen for each row. Pass down row for everyone to print their names legibly. <input type="checkbox"/> For small group pictures, have Kitchen go first, then Agape, and Music & Prayer together. Each table will hold its table name. <input type="checkbox"/> 1 Agape person assist photographer in getting names.
		During picture taking:

		<ul style="list-style-type: none"> <li>_____ Straighten Conference Room and refresh drinks</li> <li>_____ Check poster supplies</li> <li>_____ Check Needs List</li> </ul>
		After group picture in Sanctuary, replace any moved furniture.
11:15 AM		<b>Talk #2 - Prevenient Grace</b> Speaker:
		Determine number of pictures needed. Group pictures to all, team and table pictures go to respective team/table. LD gets one of everything. Place photo order for 1 hour service. Pick up items on needs list and anything Kitchen might need.
		Type list of persons by row for all photos and copy for packets.
		Hang before and after meal graces posters in dining room.
		Continue sorting and counting Agape.
		Put Agape Letters in bags for any pilgrims not yet at 15 MAX.
		Check and restock bathrooms by Conference Room and Sanctuary.
		Correct and copy pilgrim name, address, and phone list for packets.
		Deliver Speaker #3 Agape to Prayer Chapel.
12:30 PM		<b>Lunch</b>
1:15 PM		Straighten Conference Room, replenish drink table.
		Continue sorting and counting Agape.
		Begin stuffing 4th Day packets, if not done ahead of time.
1:45 PM		<b>Talk #3 - Priesthood of All Believers</b> Speaker:
		Prepare candy baskets for delivery.
		Make sure bed and table Agape is ready to go.
		Check and restock bathrooms by Conference Room and Sanctuary.
		Choose several interesting Community Agape letters for Speaker #4 and deliver along with speaker Agape letters to prayer chapel. If walk-in clergy, take Agape bag.
		Pick up photos and any items for needs list and Kitchen.
		Mount photos on pages with typed names and stuff in 4 <sup>th</sup> Day packets.
2:30 PM		During discussion and posters for Talk #3 deliver Prayer Vigil chart to Table of Confusion.
3:00 PM		<b>Talk #4 - Justifying Grace</b> Speaker:
		Deliver bed Agape. Make sure table Agape is ready.
3:30 PM		Pin up Community Agape letters outside Conference Room. Use more than half but save any that mention 4th Day until Sunday.
		Put candy baskets and snack table Agape out during discussion following talk.
		Check and restock bathrooms by Conference Room and Sanctuary.
4:15 PM		<b>Long break</b>

		Set out table Agape after Kitchen has tables set for dinner.
		Deliver speaker #5 Agape to Prayer Chapel.
		Hang some of the banners in the Conference Room. Let ALDs know if some are from faraway places, so they can tell pilgrims.
		Pin up more Community Agape letters outside Conference Room.
		Put up Prayer Vigil chart inside Conference Room.
		Check Needs List.
5:30 PM		<b>Dinner</b>
6:00 PM		Straighten Conference Room: <input type="checkbox"/> Check poster supplies <input type="checkbox"/> Replenish candy, drinks, ice, and snacks. <input type="checkbox"/> Put Stool poster on easel, put Piety leg on podium. <input type="checkbox"/> Check Needs List.
6:30 PM		<b>Talk # 5 - Life in Piety</b> Speaker:
		Check and restock bathrooms by Conference Room and Sanctuary.
		Prepare Sanctuary: <input type="checkbox"/> Light Candles <input type="checkbox"/> Turn lights on low <input type="checkbox"/> Turn on sound system
		Deliver bed Agape.
7:15 PM		<b>Chapel</b> Emmaus Road Prayer Experience
		Straighten Conference Room and replenish candy, drinks, ice, and snacks.
8:30 PM		<b>Poster Party</b>
		Start to organize Saturday Agape. There will be 3 table and 3 bed Agape drops. Have breakfast Agape ready to go.
		Deliver speaker #6 Agape to Prayer Chapel.
9:30 PM		Lockup building.
		Check Sanctuary: tidy up, tissues, turn sound system on.
		Check and restock bathrooms by Conference Room and Sanctuary.
9:45		Prepare Sanctuary: <input type="checkbox"/> Tidy up <input type="checkbox"/> Lights on low <input type="checkbox"/> Sound system on <input type="checkbox"/> Light candles <input type="checkbox"/> Restock Tissues
10:00 PM		<b>Evening Chapel</b>
		Straighten up Conference Room:

		<input type="checkbox"/> Remove trash <input type="checkbox"/> Clean snack table <input type="checkbox"/> Replenish poster supplies <input type="checkbox"/> Replenish candy baskets <input type="checkbox"/> Check Needs List
10:30 PM		Bedtime for pilgrims
		Team meeting
11:00 PM		Straighten up Sanctuary and replenish tissues.
		Put 4 crosses for Chapel visits on Table of Confusion.
		Put up more Community Agape letters and banners.
		Hang one poster from each table inside Conference Room.
		Final building check: lights off, doors locked.

Saturday

Time:	Who:	Duty:
6:30 AM		ALDs awaken team (Time may vary by Walk location)
		Check bathrooms to make sure they are clean
6:45 AM		ALDs awaken pilgrims
7:00 AM		Set up Sanctuary (no communion): <input type="checkbox"/> Lights on low <input type="checkbox"/> Sound system on <input type="checkbox"/> Light Candles
		Set out breakfast table Agape. Make sure Agape is ready for 8:45 bed drop.
		Set up book table and put out Inner Blessings Bookstore forms and payment envelopes. Cover with a sheet.
7:30 AM		<b>Morning Chapel</b> Four Responses to Christ
8:00 AM		<b>Breakfast</b>
8:15 AM		Unlock Door.
		Clean up Sanctuary.
		Ready Conference Room snack table with drinks, ice, coffee, fruit and snacks.
8:45 AM		<b>Talk #6 - Growth Through Study</b> Speaker:
		Clean showers and all bathrooms. Restock and remove trash.
		Deliver Speaker #7 Agape to Prayer Chapel.
		Deliver bed Agape.
		Uncover book table.
		Sort & count Agape, put Agape letters in bags, ready 4th Day packets.
10:00 AM		Set up Sanctuary for Dying Moments communion: <input type="checkbox"/> Prepare elements (2 loaves, 1 chalice) <input type="checkbox"/> Set out basket/bowl <input type="checkbox"/> Restock lots of tissues <input type="checkbox"/> Sound system on
10:15 AM		<b>Talk #7 - Means of Grace</b> Speaker:
11:00 AM		Conference Room break - Talk #7 continues after break
		Check bathrooms when talk resumes.
		Light Candles in Sanctuary.
11:45 AM		<b>Dying Moments communion</b>
		Set out table Agape for lunch. Make sure Agape is ready for afternoon bed drop.
		Put up remaining banners and Community Agape letters, except those mentioning 4 <sup>th</sup> Day.
		Straighten Conference Room, replenish candy, check Needs List.
		Deliver Speaker #8 Agape to Prayer Chapel.

		Continue typing, copying, etc. for 4th Day packets.
12:30 PM		<b>Lunch</b>
		Clean up Sanctuary and dispose of elements as soon as Dying Moments is over.
1:15 PM		<b>Long break</b>
1:45 PM		Replenish snack table.
		Check with LD for Candlelight route.
2:00 PM		Pilgrims to Conference Room for Means of Grace Q&A
		Check and restock bathrooms by Conference Room and Sanctuary.
		Begin preparing luminaries (IF using for outdoor route) in team meeting location.
3:00 PM		<b>Talk #8 - Christian Action</b> Speaker:
		Deliver bed Agape. Make sure Agape is ready for dinner.
		Deliver Speaker #9 Agape to Prayer Chapel. If walk-in clergy take Agape bag.
		Count letter Agape. List pilgrims with fewer than 12 for Community Spiritual Director. Note that pens and stationery are available on table with Agape box. Also note if unauthorized gifts need to be picked up by Sponsors in the Agape room.
3:30 PM		Take down temporary Women's bathroom sign and remove urinal bouquet from Men's Room by Sanctuary.
		Have flowers been delivered/picked-up for Sunday AM wake up?
		During summaries for Talk #8: <input type="checkbox"/> Replenish candy baskets and snack table <input type="checkbox"/> Check Needs List <input type="checkbox"/> Check poster supplies
4:30 PM		<b>Talk #9 - Obstacles to Grace</b> Speaker:
		Offer to help decorate for dinner. Board Rep is in charge of decorating.
		Set out table Agape. Make sure Agape is ready for bed drop.
		Deliver Speaker #10 Agape to Prayer Chapel.
		Check and restock bathrooms by Conference Room and Sanctuary.
5:45 PM		<b>Dinner and entertainment</b>
6:30 PM		Conference Room: <input type="checkbox"/> Straighten up <input type="checkbox"/> Restock snack table, drinks, ice, and candy baskets <input type="checkbox"/> Check poster supplies and Needs List
7:00 PM		<b>Talk #10 - Discipleship</b> Speaker:
		Deliver bed Agape (last bed drop).
		Check bathrooms by Conference Room.
		Prepare for Candlelight:

		<p>_____ Set up luminaries if going outside. Be sure steps are lighted.</p> <p>_____ Cover landscape lights along Candlelight route with paper bags.</p> <p>_____ Set out Agape letter box on small table in Narthex. Line it with large trash bag to make it easier to carry letters to Agape room for sorting. Have pens, stationery and envelopes available on the table.</p> <p>_____ Set up a table in Narthex and put candles on it.</p> <p>_____ Put up signage as needed.</p>
8:00 PM		Restroom break for pilgrims - guard main hallway/doors. Pilgrims should be using restrooms off Conference Room only.
8:15 PM		<b>Poster party in Conference Room</b>
		<p>Set up Sanctuary for Community communion:</p> <p>_____ 2 chalices with juice</p> <p>_____ 2 loaves of bread on altar and 2 loaves wrapped and set on the chair behind and to the side of the altar.</p> <p>_____ Move furniture on platform to make room for pilgrims. (Could move altar into Narthex and use baptismal font for communion elements.)</p> <p>_____ Restock tissues in pews. Have several boxes behind altar rail.</p> <p>_____ Place copy of list of pilgrims needing letters and a copy of list of pilgrims by table on pulpit. If list by table includes TLs and ATLs, mark them off.</p> <p>_____ Lights, sound system on. Light candles on altar.</p>
		Check restrooms by conference room only.
8:30 PM		<b>Community gathers</b>
		Hand out candles to Community as they arrive.
		Notify LD when Community starts communion. Sit in rear and take communion.
		Light Luminaries.
		An ALD will notify Agape when pilgrims are on last skit.
		Agape notifies Community SD when pilgrims are lining up.
		Dim Sanctuary lights.
		Station person at back door to point out hazards to pilgrims.
9:45 PM		<b>Candlelight</b>
		Agape team line up in Narthex for pilgrims to walk through. Follow pilgrims into Sanctuary and line walls in rear on the right side so we will be in position to lead Community out.
		When Community sings "Let Your Light Shine" to pilgrims, walk up right side, SLOWLY cross in front of the altar rail, and walk down the left side to exit. Keep singing.
		Encourage Community to leave quickly and quietly by making a line that leads to the exit.
		Collect candles as Community leaves.
		Station someone with flashlight to point out curbs if light is inadequate.

		After Candlelight, Sanctuary is closed to all but pilgrims and Conference Room team.
		Keep 8-10 candles for morning wake up. Pack up remaining candles and return to the trailer.
		Take Agape letter box to Agape room.
		Put temporary Women's restroom sign and urinal bouquet back in/on Men's room by the Sanctuary.
		Check pilgrim beds for unauthorized gifts. Mark and return to Agape room to be returned to sponsor.
		Put candles and flowers in kitchen.
		Clean up Conference Room: <input type="checkbox"/> Remove poster supplies <input type="checkbox"/> Replenish candy baskets <input type="checkbox"/> Check Needs List <input type="checkbox"/> Hang one poster from each table
11:00 PM		<b>Ice cream party</b>
		Gather up luminaries. Save sand. Return to the trailer.
		After all pilgrims have left, clean Sanctuary and dispose of elements. Make sure windows are closed.
		Check bathrooms.
		Post signs on affected doors, instructing church-goers that an Emmaus walk is in progress and to enter through alternate entrances.
		Final check of building: lights off, doors locked.

Sunday

Time:	Who:	Duty:
5:15 AM		ALDs awaken team (times may vary with Walk location). Unlock church for Tear-down crew.
		Check bathrooms to make sure they are tidy.
5:45 AM		Team awakens pilgrims with songs, flower, candle light.
		Deliver Speaker #11 Agape to Prayer Chapel.
		Put out breakfast Agape. Make sure lunch Agape is ready.
		Turn lights and sound on in Sanctuary for morning devotions (no communion).
		Help pilgrims pack up and move things if applicable.
6:00 AM		Direct Tear-down crew to restore team sleeping areas to pre-walk conditions. Check to make sure pilgrims are out of their rooms before sending in Tear-down crew.
		Set up Sanctuary (no communion): <input type="checkbox"/> Lights on low <input type="checkbox"/> Sound system on <input type="checkbox"/> Light Candles <input type="checkbox"/> Restock Tissues
6:30 AM		<b>Morning Chapel</b> Humanity of Jesus
		Lock doors after Tear-down crew departs.
7:00 AM		<b>Breakfast (Occupations)</b>
8:00 AM		Clean up Sanctuary.
		Take down temporary Women's bathroom sign and remove urinal bouquet from Men's Room by Sanctuary.
		Set up snack table: drinks, coffee, ice, fruit, and snacks.
8:50 AM		<b>Talk #11 - Changing Our World</b> Speaker:
		Put up community Agape letters which mention 4th Day.
		Finish sorting letter Agape to bags. <b>Double check to make sure correct Agape in each bag!! No more than 15 letters. No gifts.</b>
		Finish 4th Day packets. Arrange by table with TL on top, then ATL. Put table name on them.
		Deliver speaker #12 Agape to Prayer Chapel.
		Clean showers and all bathrooms except those by Sanctuary. Restock and remove trash.
9:30 AM		Check snack table and candy baskets and Wish List.
10:00 AM		<b>Talk #12 - Sanctifying Grace</b> Speaker:
		Deliver speaker #13 Agape to Prayer Chapel.
		Prepare for Cross Ceremony: <input type="checkbox"/> Using conference table list; hang crosses on hooked cross by table in row order, with pilgrims in alphabetical order within table.

		_____ Cover with cloth.
10:45 AM		Check snack table, candy baskets, and Need List.
11:00 AM		<b>Talk #13 - Body of Christ</b> Speaker:
		Set out lunch Agape (last Agape drop). Put Team member leftover agape in their letter bags.
		Deliver Speaker #14 Agape to Prayer Chapel.
		Check bathrooms by the Conference Room.
12:00 PM		<b>Lunch</b>
1:00 PM		Straighten up Conference Room.
1:30 PM		<b>Talk #14 - Perseverance</b> Speaker:
		Deliver Speaker #15 Agape to Prayer Chapel.
		Check bathrooms by Conference Room and clean those by Sanctuary.
		Prepare packets for delivery grouped by table.
		Prepare Agape letter bags for delivery grouped by table. (tie them together)
2:15 PM		Check candy baskets, drinks, and ice. Remove other snacks.
2:30 PM		<b>Talk #15 - 4th Day</b> Speaker:
		Place 4th Day packets and Agape letter bags outside Conference Room and cover with sheet. (Alert ALD.)
		Check bathrooms by Conference Room.
		Take down Community Agape letters and meal posters.
		Pack up books from book table.
		Sort, clean up, and pack up the Agape room.
3:00 PM		Agape team delivers packets when advised by ALD.
3:30 PM		Agape team delivers letters when advised by ALD.
		While pilgrims read letters, prepare for Cross Ceremony AND Closing in Sanctuary: _____ Get table signs, brown reunion cards, cheat sheets, and speakers cross from ALD. _____ Put table names in Conference Room table list order on pew ends of rows 3. 4. 5. and 6 with poster putty. _____ Bring in covered crosses and put them on altar along with Reunion Group (brown) cards.  Prepare for Closing: _____ Prepare communion elements - 2 loaves, 2 cups of juice. _____ Put speakers cross on pulpit. _____ Put Questions for Closing and Name, Walk, Table cheat sheets on pulpit. _____ Put the team list and Conference Room table list for LD on pulpit.

		<p><b>During Cross ceremony.</b></p> <p>_____ PUT EXTRA AGAPE LETTERS ( &gt;15) IN PILGRIM'S LETTER BAGS WITH THEIR LUGGAGE.</p> <p>_____ Clean off snack table.</p> <p>_____ Remove candy baskets, trash bags, and red song books.</p> <p>_____ Finish taking posters/everything off walls.</p> <p>_____ Pack up. Make sure posters, cheat sheets and signs make it back to the trailer.</p> <p>_____ Final bathroom cleaning. Remove baskets, urinal bouquets, signs, and trash.</p>
		Community gathers for Closing.
4:45: PM		<b>Closing.</b> Agape Attends
		Transition keys, instructions etc. to Decommissioning Team/Board Member.
		Take home leftover Agape and bring to next Gathering to return to donors.
		DECON cleans up! Yeah! Yeah! Yeah!