Walk Lay Director's Checklists

CHECKLIST #1 - ASSEMBLING THE TEAM:

Key information:

Contact emails:	Leadership Chairperson	**leadership@new-arkemmaus.org**
	Registrar	**registrar@new-arkemmaus.org**
	Communications Team	**communications@new-arkemmaus.org**

Walk to Emmaus Team page: **https://new-arkemmaus.org/team/wte**

[ ] 1. **Pray for God's guidance** and let the Holy Spirit lead you.

[ ] 2. **Participate in Team Selection** under the guidance of the Leadership Chairperson.

The Leadership Chairperson will provide information on the persons to be considered for the live-in team, including their 'Willing Servant' history.

After the Team Selection meeting, you will be given a completed **Team Selection Candidate List** with which to do your calling (it will be given to you by the Leadership Chairperson at the conclusion of or after the meeting).

[ ] 3. **Make calls** to secure the live-in team members.

Use the **Team Selection Candidate List**, the **Community Database** (a link to the file is on the Walk Lay Directors' team page), and the **Team Calling Checklist** (**at the end of this section**).

NOTE: Keep in mind the church diversity goals that are to be met when assembling the live-in team:

- LD and ALDs – have 3 or 4 churches represented (ideally, 4 churches should be represented; but, since there is a limited eligibility pool for these roles, you may be required to relax this goal according to who is able to say 'yes' to team)
- Entire live-in team – at least three denominations represented
- Entire live-in team – no more than 6 team members from any one church (fewer is better)
    - to help meet this goal, identify the roles for which there are limited candidates and fill those roles first
    - if the 6-team-member limit for a church has already been met, you must skip over persons in the Team Selection Candidate List (that you might have otherwise called) if they are from that same church

If you have any questions, issues, or problems, please contact the Leadership Chairperson.

[ ] 4. **Obtain the talk and team role manuals** from the Leadership Chairperson.

Distribute the team role manuals as soon as those positions have been filled (Music Director(s), Technical Director(s), etc.). Distribute the talk manuals for the preselected assignments: 'Perseverance' (Walk Lay Director), 'Priority' (Priority ALD), and 'Fourth Day' (Experienced ALD).

[ ] 5. **Prayerfully select speakers** for the remaining lay talks.

For a given speaker, choose a talk that they can communicate with insight and experience whether they are a new or a seasoned team member. In general, you should try to assign each person a talk that he or she has not given before.

[ ] 6. **Distribute talk manuals** to the remaining lay speakers.

Emphasize that they need to read the Community Talk Notes section, which includes the weekend talk schedule information.

[ ] 7. **Conduct the 'Speaker Training' for all Walk lay speakers.**

Soon after the talk manuals have been distributed, hold the 'Speaker Training' to discuss the talk-writing process and the expectations of the lay speakers.

Consider assigning a 'talk mentor' to work closely with each first-time Table Leader: talk mentors may be persons outside the live-in team, or the Board Representative and the ALDs are good candidates to fill these roles.

[ ] 8. **Schedule a time for a walkthrough** of all of the Walk Lay Director's forms and files.

Contact the Leadership Chairperson to schedule the setup and walkthrough *before* you attempt to change the files on your own; this will save you time! **Discuss options with the Leadership Chairperson if you feel you will need assistance managing the files.**

[ ] 9. **Assign the table leaders (speakers) and the assistant table leaders to tables.**

Complete the talk preview schedule and the **team roster** (see the ***Walk_LDForms*** folder, file ***TeamAndMeetingInfo.xls***). This needs to be accomplished no later than 2 weeks before the first team meeting.

In general, the TL and ATL at a given table should not be from the same church; however, sometimes it is better to put a TL and ATL from the same church together at a table so that there are sufficient remaining tables with no TL or ATL from that same church (e.g. if there is a total of 6 TLs and ATLs from the same church, putting them all at different tables may severely restrict the table placements for pilgrims from that same church).

[ ] 10. **Provide Team Roster information** to the Registrar and Communications Team.

Send the ***TeamAndMeetingInfo.xls*** file to the Registrar, and to the Communications Team.

[ ] 11. **Email or mail* an 'information packet'** to the members of the live-in team.

Include the following (from the ***Walk_LDForms*** folder):

- introduction letter (file ***TeamIntroLtrMW.docx*** or ***TeamIntroLtrWW.docx***)
- team meeting dates, and the schedule of talk previews, devotions and refreshments at the team meetings (printed from the ***TeamAndMeetingInfo.xls*** file ***Schedule*** tab)
- listing of team members and their prayer partners (printed from the ***TeamAndMeetingInfo.xls*** file ***PrayerPartners*** tab)
- the Emmaus Team Canon (***EmmausTeamCanon.pdf*** from the team web page)

***Please turn in a receipt to the Treasurer to be reimbursed for postage costs.**

CHECKLIST #2 - TEAM CALLING:

Key information: Contact email: Leadership Chairperson **leadership@new-arkemmaus.org**

Use the **Team Selection Candidate List** to (1) determine whom to call and in what order, and (2) record your progress. If you have any questions about how to use the Candidate List, please talk to the Leadership Chairperson **before** you start making your calls.

Also, **confirm all team meeting and Walk dates and times** with the Leadership Chairperson prior to beginning your calling.

[ ] 1. **Pray before calling** each prospective team member.

[ ] 2. **If you are unable to reach the prospective team member by phone**, take one or more of the following steps as appropriate:

- If the phone number seems to be correct but there is no answer, leave a message and ask that they return your call. If you have not heard back within a few days, call again, and, if there is again no answer, leave another message stressing your need to reach them, and giving them options for getting in touch with you.
- If the phone number appears to be incorrect, check online (whitepages.com, etc.) for an alternate phone number. If unable to find another phone number, reach out to them via email (use email address from the Community Database, if available).
- If the phone number is incorrect, and there is no valid email address, contact the Leadership Chairperson to determine what steps to take next.

If all attempts to reach the prospective team member have been exhausted, discuss with the Leadership Chairperson whether you should move on to the next person on the list. Unless it is necessary to meet church diversity goals, *do not skip* a person who is higher on the Team Selection Candidate List without consulting the Leadership Chairperson.

[ ] 3. Once you speak with the prospective team member, **let him/her know that you are calling about the upcoming Walk team**, and that **the call is confidential**. Ask that they not share *any* information about the call (that they were called, whether they accepted or declined, etc.) until the whole team has been approved and published by the Board.

The prospective team member should discuss the invitation with their spouse or family members who will be affected by their decision, but should let them know that it is confidential. **The prospective team member should not discuss the invitation with their friends or their Share Group; and they must not mention it on social media.**

[ ] 4. **Ask if the prospective team member is currently active (regularly participating) in a sharing or accountability group** (the 'accountability' aspect is key). A 'home' or 'life' group or a Bible study *generally does not qualify*. If they are in an accountability group rather than an Emmaus Share Group, check if they are using their Group Reunion Card, and, if they aren't, encourage them to do so! If they are not currently active in a sharing or accountability group, briefly explain that it is a requirement for being on the live-in team, thank them for their time, and gracefully conclude the conversation.

NOTE: Check with the Leadership Chairperson for the current Community procedures regarding handling of the above requirement for team members.

[ ] 5. **Ask if the prospective team member is already a sponsor or is planning to be a sponsor** for a pilgrim on the Walk. If so, they should decline the invitation to be a member of the live-in team (Sponsorship is job #1!).

NOTE: It is not desirable for the team member to just 'find someone else' to be his or her pilgrim's sponsor; this may result in the substitute being the pilgrim's sponsor in 'name only,' and results in the pilgrim being on the Walk with the person who really intended to be their sponsor: the Upper Room guidelines stress that this situation is to be avoided. Also, once a person has committed to being on the live-in team, they are not to encourage their close friends or family members to attend the Walk for which they are on the live-in team.

[ ] 6. **Ask if the prospective team member is currently active in (regularly attending) a local church;** in the interest of having a diversity of churches represented on the team, ask and record the church that they are a member of or are attending regularly (**please let the Leadership Chairperson know** if the church on the candidate list is different from the church the person says they are attending). Use your recorded church information to ensure that the church diversity goals are met, including the limit of no more than 6 team members from any one church (fewer than 6 is preferable).

[ ] 7. **Explain the team meeting expectations, location(s), and dates.** Team meetings are typically six Thursday evenings and one Saturday morning meeting (the Saturday meeting is usually after Thursday meeting #3 or #4) prior to the Thursday beginning the Walk.

[ ] 8. **Inform the prospective team member of the Walk weekend dates**, and arrival and departure times. **Team members must be at the Walk location for the entire Walk**, just like the pilgrims.

[ ] 9. **Inform the prospective team member of the cost** of the weekend ($80); let them know that partial scholarships are available if needed and communicated to you (the Walk Lay Director) before the team fees are due.

[ ] 10. **Let the prospective team member know** that they will be asked to help provide (along with 1 or 2 other team members) a light snack for one team meeting; and some drinks and snacks (as directed) for the Walk weekend.

[ ] 11. **Ask the prospective team member to pray about their decision**, and to call you back within a few days (whatever amount of time you determine – probably less than a week). **Do not leave it open-ended – set a time limit for a decision.**

If you have any questions, issues, or problems (including the need for additional names), contact the Leadership Chairperson. Once your calling is complete, return a copy of your notes to the Leadership Chairperson, along with your final team list.

CHECKLIST #3 - PREPARATION FOR TEAM MEETINGS:

Key information:

Contact emails:	Leadership Chairperson	**leadership@new-arkemmaus.org**
	Communications Team	**communications@new-arkemmaus.org**

[ ] 1. **Contact the Communications Team to setup or confirm your team's email forwarders.**

The mwld@new-arkemmaus.org (Men's Walk) or wwld@new-arkemmaus.org (Women's Walk) Walk Lay Director email forwarder will be setup to send emails to your preferred personal email address. Email forwarders will also be setup for the following team roles: Spiritual Director, Board Representative, Talk Information ALD, and the Technical Director.

[ ] 2. **Review and confirm the agendas of all team meetings**.

The weekly agendas are automatically generated via the ***TeamAndMeetingInfo.xls*** file in the ***Walk_LDForms*** folder; however, some adjustments may be necessary. Several of the agenda items require printing and making copies of forms or received information ahead of the team meetings. Things to keep in mind:

- Decide whether communion will be part of each week's devotions, and, if so, determine who will bring the communion elements each week.
- Pilgrim roster update information will be obtained from the Registrar via email or the Emmaus mailbox each week; confirm delivery mode with the Registrar.
- For the last team meeting, plan for a special service of consecration of the team; coordinate plans with the Spiritual Director.

[ ] 3. **Begin writing and practicing the "Perseverance" talk**.

[ ] 4. **Participate in the Walk Orientation** presented by the Community leadership.

[ ] 5. **Schedule (reserve a room) and conduct the 'Arrears Meeting.'**

The purpose of this meeting is to go through and become familiarized with the Walk timeline (this will take 1 ½ - 2 hours). A template agenda for this meeting is included in the ***TeamAndMeetingInfo.xls*** file (***ArrearsMtg*** tab). The Community Lay Director and Walk Spiritual Director are invited to participate in the first part of the meeting.

Before this meeting, check with the Leadership Chairperson to make sure the LD/ALD timelines have been produced. Be prepared to discuss assignments and to review any additional ALD manual items (e.g. the Cross Ceremony setup and process, the Pre-Walk Team Meeting duties, etc.). **This meeting is typically held the Thursday or Sunday just prior to the first team meeting.**

CHECKLIST #4 - OVER THE COURSE OF TEAM MEETINGS:

Key information:

Contact emails:	Registrar	**registrar@new-arkemmaus.org**
	Agape Chairperson	**agape@new-arkemmaus.org**
	Logistics Chairperson	**logistics@new-arkemmaus.org**
	Supply Chairperson	**supply@new-arkemmaus.org org**

[ ] 1. **Read through and become familiar with the Walk Lay Director's weekend 'speeches', and with the entire flow of the Walk.**

The Walk Lay Director is to conduct the weekend in accordance with the Upper Room's Three-Day Schedule; **the Walk Lay Director IS NOT to add any elements to or remove any elements from the Community-provided schedule.**

[ ] 2. **From week to week, review the weekly agenda for the upcoming team meeting**.

Each week's agenda is in a ***Mtg#X*** tab in the ***TeamAndMeetingInfo.xls*** file. Make any final adjustments to each week's agenda as necessary. Print the agenda, making enough copies for all team members; print any needed forms that will be circulated at the meeting (see the ***Prep-Mtg#X*** tabs for a list of forms for each meeting).

[ ] 3. **Schedule time for the ALDs to receive training from the Logistics Chairperson**.

Contact the Logistics Chairperson to schedule training for the ALDs on the lighting system in the Sanctuary, and a walkthrough of the church facilities; **a suggested time might be in conjunction with the Saturday team meeting.**

[ ] 4. **Notify Chairpersons of which team members will be sleeping in the pilgrims' rooms.**

Once the <u>two</u> volunteers who will sleep in the pilgrims' quarters are identified, send their names and email addresses to the Agape and Logistics Chairpersons.

[ ] 5. **Finish writing & continue practicing the "Perseverance" talk** in preparation for preview.

[ ] 6. **Starting at the 3rd team meeting, assign team members to start calling pilgrims.**

The Registrar will provide 'Pilgrim Info' call sheets that are pre-populated with the pilgrims' and sponsors' contact information**; assign pilgrim names to team members (record the team assignments)** so that they may call the pilgrims to confirm registration and obtain other information. NOTE: If the Registrar provides the 'Pilgrim Info' call sheets via email, assignments may be made via email as soon as the call sheets are available so that the team members have additional time to make their calls.

Have the team report back (return their assigned call sheets) in subsequent meetings (to be completed by the 5th meeting if possible). **If there are changes to the pilgrims' contact information, ask the team members to email the corrected information to the Registrar.** As this information is gathered, also ask the team members if they have any friends or relatives on the pilgrim list (or if any of the pilgrims know each other) so that they are not placed at the same table.

[ ] 7. **After the 4th team meeting, send the Book Table suggestions to the Supply Chairperson**.

The information should be **sent <u>as soon as possible</u> after the 4th Thursday meeting**, and **<u>no later than 2 weeks before the Walk</u>** (earlier is better).

[ ] 8. **Send the team roster and emergency contact information to the Registrar**.

Once you have completed and corrected the team roster and emergency contact information in the ***TeamAndMeetingInfo.xls*** file, send the updated file via email to the Registrar **<u>no later than 2 weeks before the Walk</u>**.

Additionally, the original printed privacy form(s), with persons' initials, must be given to the Registrar (in person or via the Emmaus mailbox) **<u>no later than 1 week before the Walk</u>** (earlier is better!).

[ ] 9. **Ask persons to do Special Music for the Walk.**

The file ***SpecialMusicAgapeInstructions.pdf*** on the Walk Lay Director's team page contains information and instructions to guide your selection of Special Music Agape for the Walk.

[ ] 10. **Update the roster and emergency contact information as the persons giving the Clergy Talks are identified.**

Update the clergy speaker information in the ***TeamAndMeetingInfo.xls*** file; send the updated file via email to the Registrar and the Communications Team **<u>no later than 2 weeks before the Walk</u>.**

One or more additional privacy forms should be printed as needed to obtain written permission from the clergy to have their information included in the Walk roster; again, these initialed forms must be given to the Registrar (in person or via the Emmaus mailbox) **<u>no later than 1 week before the Walk</u>.**

CHECKLIST #5 – LAST TWO WEEKS BEFORE THE WALK:

Key information:

Contact emails:	Registrar	**registrar@new-arkemmaus.org**
	Agape Chairperson	**agape@new-arkemmaus.org**
	Kitchen Chairperson	**kitchen@new-arkemmaus.org**
	Logistics Chairperson	**logistics@new-arkemmaus.org**
	Supply Chairperson	**supply@new-arkemmaus.org org**

[ ] 1. **If not already done, send the Book Table suggestions to the Supply Chairperson**.

[ ] 2. **If not already done, send the team roster and emergency contact information (including the information for the clergy speakers) to the Registrar**.

Send the updated ***TeamAndMeetingInfo.xls*** file via email to the Registrar; also, if not already done, **deliver the original and any additional printed privacy form(s)**, with persons' initials, to the Registrar (in person or via the Emmaus mailbox) **no later than 1 week before the Walk**.

[ ] 3. **Give the phone number that is to be on the Sponsor Emergency cards to the Registrar.**

Contact the Registrar (email preferable) to provide the phone number that Sponsors are to call in case of an emergency (usually the Board Representative's cell phone number).

[ ] 4. **Prepare and sign agape notes from the team for the Willing Servants and host church.**

At the last 2 team meetings, have the team sign agape notes for the kitchen workers, logistics workers, and agape room workers; also, a 'thank you' note to the host church (Newark First United Methodist) is appropriate.

[ ] 5. **Let the Registrar know whether there are any changes in the Pilgrims' information.**

Once the pilgrims have been confirmed by the team's calls, contact the Registrar (via phone or email) immediately with information about any pilgrim nickname and/or address changes **(contact the Registrar whether or not there are any changes).**

[ ] 6. **Compile the pilgrim and team dietary concerns and send to the Kitchen Chairperson.**

Complete the ***DietaryNeeds_T-1wk.docx*** form from the ***Walk_LDForms*** folder, and **send it to the Kitchen Chairperson** at least one week before the Walk. The form should be sent to the Kitchen Chairperson even if there are no issues (write 'None' or 'NA', etc.).

[ ] 7. **Ask the Registrar to provide the *LayDirectorInfo* file**, and assign pilgrims to tables.

Once the list of pilgrims is set, use the additional information in the ***LayDirectorInfo* file** and the information collected on the Pilgrim Info calling sheets to **make the table assignments for the pilgrims** (use the file ***TableAssignmentsMW.docx*** or ***TableAssignmentsWW.docx*** from the ***Walk_LDForms*** folder). Assignments should be made keeping the following in mind:

- Do not place Pilgrims from the same church at the same table; and, if at all possible, avoid placing a Pilgrim with a Table Leader or Assistant Table Leader from his/her church (sometimes the latter cannot be avoided, and is preferable to putting two Pilgrims from the same church together at the same table).
- Do not place a Pilgrim at a table with persons who are friends or relatives.
- Do not place two clergy Pilgrims at the same table.

After preliminary table assignments have been made, send the file to the Registrar and the Agape Chairperson.

[If any changes occur in the Table Assignments after the start of the Walk, the updated information must be communicated to the Registrar by noon on Friday (an instruction to contact the Registrar (to make updates or provide confirmation of the Table Assignments) is included in the Walk weekend timeline; the Registrar will then send the final roster to the Agape Chairperson and the Community Lay Director).]

Print enough copies of the file to share with the entire team at the Walk's Thursday night team meeting; also include one copy each in the two places in the Walk Lay Director's Manual where you are to announce the pilgrims' names by table ('Three-Day Schedule' tab section, Page 111; and at the end of the 'Three-Day Schedule' tab section as part of the alternate 'Talk at Closing' text).

[ ] 8. Compile the list of cot and bed placement needs for the pilgrims and the team.

Complete the ***LogisticalNeeds_T-2days.docx*** form from the ***Walk_LDForms*** folder and **send it to the Logistics Chairperson and the Registrar no later than two days (Tuesday) before the Walk**.

[ ] 9. **Confirm that the LD of the previous Walk is supplying the Thursday night team snack.**

Call the LD of the immediately previous Walk (whether Men's or Women's) and make sure that he or she is supplying the snack for the team meeting Thursday night of the Walk.

[ ] 10. **Review the Sunday Closing Talk in the Walk Lay Director's Manual.**

The Sunday Closing Talk is at the end of the 'Three-Day Schedule' tab section (if it is not there, contact the Leadership Chairperson). Include a page with the pilgrims' names and table assignments (***TableAssignmentsMW.docx*** or ***TableAssignmentsWW.docx***) so that you can read them as part of the talk.

[ ] 11. **Prepare agendas for the Walk's Thursday & Friday Night Team Meetings.**

Use the ***WalkWeekendThursTeamMtg.docx*** and ***WalkWeekendFriTeamMtg.docx*** files from the ***Walk_LDForms*** folder; make enough copies for the entire team, and print with the Emmaus Team Canon on the reverse side.

CHECKLIST #6 – DURING THE WALK WEEKEND AND BEYOND:

Key information:

Contact emails: Registrar **registrar@new-arkemmaus.org**

[ ] 1. **As the Walk begins, obtain the team and pilgrim emergency contact information**.

On Thursday night of the Walk (after all have checked-in), get the team and pilgrim emergency contact information from the Registrar. Discard (shred) after the Walk.

[ ] 2. **After the Walk, send agape letters to the pilgrims**.

Within a few weeks after the Walk, send an agape letter to each pilgrim and, optionally, to each team member.

[ ] 3. **Provide the Thursday night team snack for the very next Walk**.

Remember that you (and the ALDs, if desired) are to provide the snack for the Walk's Thursday night team meeting on the very next Walk (whether it is a Men's Walk or a Women's Walk).