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| **AS ASSIGNED** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Print and review* BR Overview & Guidelines
* BR Reference Materials
 | *ngwte.org > Resources > Emmaus Board Reps > Preparation* |
|  | Reach out to Lay Director. | Confirm meeting dates, ask to be included in Leaders Orientation Meeting and Schedule Review Meeting. |
|  | Review ALL documents in the *Emmaus Board Reps* secure area of the website. | Reach out to the Board Team Selection Chair, CLD, or ACLD if you have any questions. |
|  | Begin building your personal Board Rep Notebook. | *See Emmaus Board Reps > Preparation > “BR Reference Materials”* |

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| **ONE MONTH PRIOR TO FIRST TEAM MEETING** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Clarify with LD who will make roster updates in MM (LD or Board Rep). | Both the BR and LD can update information in MM, but only the BR can print rosters. Need to coordinate with team leadership as to who is responsible for circulating rosters each week for review. Coordinate with Board Technology Chair with any MM access issues. |
|  | Leadership Team Training Manuals | Clarify with Board Training Chair whether crates will be delivered at ALD training or if you will be responsible for delivering them to the Leaders Orientation Meeting. |
|  | Obtain Manual for Spiritual Director.  | From Board Training Chair |

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| **LEADERS ORIENTATION MEETING** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Attend meeting if you are able.  | You have no responsibilities but it is a great opportunity to meet the leadership team and be available to answer questions. |
|  | Deliver Team Training Manuals to ALD responsible for signing out manuals. | If the training manuals were not previously transferred from the Board at the ALD training session. |
|  | Deliver Spiritual Director Manual to Spiritual Director. | They will be returned to you at the end of the weekend. Only the Spiritual Director gets a set of manuals. Not the Assistants. |

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| **1-2 WEEKS PRIOR TO FIRST TEAM MEETING** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Confirm with LD when you are scheduled to conduct Co-Board training sessions and review materials. | Safeguarded Servants (15 min) – must be done at 1st meeting Co-Board, Emmaus, and the Upper Room (10 min)  |
|  | Review *“BR Training on Upper Room & Emmaus”* PowerPoint and customize for your planned training session.  | *Emmaus Board Reps > Team Meetings*Also reference Chapters 11 and 16 in the Upper Room Handbook on Emmaus. |
|  | Review Safeguarded Servant policy and build your presentation.  | *Emmaus Board Reps > Team Meetings > “NGWTE Safeguarded Servants Policy” & “Training Highlights for Safeguarded Servants.”* |
|  | Send both presentations to the team’s Technology Director the week prior to your scheduled training. | Have a backup copy on a thumb drive. |
|  | Get Set-up bins. | From Board Set-Up Chair  |
|  | Update the Safeguarded Servants Commitment Form with team members’ names beside the positions and print. | *Emmaus Board Reps > Team Meetings > “Safeguarded Servants Commitment Form”* |
|  | Update the *Liability Waiver* with team member’s names beside the positions and print. | *Emmaus Board Reps > Team Meetings > “NGWTE Team Liability Waiver”* |
|  | Ensure you have a copy of the *“Board Rep Form for Talk Reviews”* in your Board Rep Notebook. | *Emmaus Board Reps > Team Meetings.*  |

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| **DURING TEAM MEETINGS** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Lead training sessions as scheduled. | Safeguarded Servants (15 min) Co-Board, Emmaus, and the Upper Room (10 min.)  |
|  | Have the *Safeguarded Servants policy and Liability Waiver* available for signatures at all team meetings. | Make manual adjustments as team members drop or are added. |
|  | Distribute manuals to Spiritual Director. | If SD did not get manuals at the Leader Orientation Meeting. |
|  | Deliver Set-up bins to leadership. | Agape Coordinator, Facilities Coordinator, Chapel Coordinator. ALD is responsible for name badges. |
|  | Monitor abbreviated talk outlines, note talk times, A/V use, etc.* Provide feedback on talk duration
* Let LD know if the talk deviates from the UR abbreviated outline
 | Use *“Board Rep Form for Talk Reviews.”*Target time for preview talks is 20 minutesTalk to SD if any clergy talk goes long. |
|  | Make notes helpful for improving future Walks. | See *“Board Rep Report”* in your Board Rep Notebook or maintain on soft copy until after the weekend. |
|  | If you are responsible for roster updates, update team contact information in MM database between meetings. | Make final edits one week prior to the Walk so that information is current for Weekend Communications. |
|  | Deliver Pilgrim Packets to Agape Coord. | From Board Weekend Communications Chair prior to weekend. |

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| **NEXT TO LAST TEAM MEETING** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Confirm SD has a copy of *“Agony of Christ.”* | *Resources > Board Reps > Scripts*It is also part of the Appendix A script.If Spiritual Director does not want to read The Agony, ensure that another Assistant Spiritual Director is assigned to read it.  |
|  | Share pastor letter with the SD to receive their edits. | Weekend Communication Rep will update and send to you (original found in *Emmaus Board Reps > Weekend Files > “Pastor Letter” ).* If a church has multiple pilgrims, ask the SD if they prefer one pastor letter that mentions all pilgrims, or individual letters for each pilgrim. |
|  | Check status of signatures on *Liability Waiver and Safeguarded Servants*. | May have to start walking the form to those who have not yet signed it. Candlelight Coordinator can help. Must have 100% signatures on both. |
|  | Review the *“Script for Packet Review”* and ensure you have no questions. | *Emmaus Board Reps > Scripts* |
|  | Confirm Area Coordinators have access to the reports they need. | *Google Drive Walk Specific Reports* Specifically Medical/Emergency Contact and Name Tag |
|  | Check with Agape Coordinator regarding general agape letters. | Direct questions to Board Agape Chair |
|  | Check with Chapel Coordinator to ensure location and proper delivery of prayer boards. | Direct questions to Board Agape Chair |
|  | Ensure pilgrim crosses have been received and delivered to Chapel Coord. | From Board Set-Up Chair |
|  | Ensure LD and all Spiritual Directors know that the NGWTE 3-Day Schedule is the one we follow on the weekend. | NGWTE 3-Day Schedule trumps the Upper Room Schedule that is included in the Spiritual Director manual. |

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| **TWO WEEKS PRIOR TO THE WALK** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Read through the weekend schedule. | *Emmaus Team Leaders > 03 Weekend Schedule*Ask other Board Members for clarification on any questions. |
|  | Attend the Schedule Review Meeting. | Offer clarification as needed. Remind team leadership that the Board Rep needs to be consulted on the weekend if the schedule deviates by greater than 15 minutes. Remind SD that the NGWTE schedule trumps the Upper Room schedule. |

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| **WEEK PRIOR TO THE WALK** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Print a copy of the final 3-day Schedule. | File in your Board Rep Notebook. |
|  | Ensure final roster updates have been made in MM for team contact info. | No later than Monday evening prior to the weekend. |
|  | Ensure LD has entered all Table Communities into the Table Communities File. | *Google Drive Walk Specific Reports* No later than Tuesday evening prior to the weekend. |
|  | Send *“Lay Director Weekend Report to the Board”* to LD with reminder. | *Resources > Emmaus Lay Director > After the Weekend* Must be returned within two weeks after the Walk. |
|  | Update all variables in the Send-Off and Closing Scripts and print. | Add to your BR Notebook. |
|  | Print *“Script for Packet Review.”* | Add to your BR Notebook. |
|  | Review the *“Send-Off PowerPoint.”* | Ensure the slides are in sync with your script and fill in variables. *Emmaus Board Reps > Weekend Files* |
|  | Forward the “*Send-Off PowerPoint”* and the updated *“Send-Off Script”* to the Technology Director. | Technology Director will add song lyrics to the PPTX once the Send-Off songs are decided by the music team. They should note when slides will be advanced on a printed copy of the script. |
|  | ALD reminder re: Leaders Manuals | You will collect them at King’s Retreat. Suggest ALDs email a similar reminder to any leaders who have not yet returned them. |
|  | Spiritual Director reminder re: manuals | Bring to King’s Retreat. |
|  | Email reminder to Agape/Chapel/ Facilities Coordinators & ALD re: Set-up bins. | Bring to King’s Retreat with any leftover supplies. |
|  | Email reminder to Facilities Coordinator regarding allowance money. | They will return their accounting forms, receipts, and unspent funds to you at the end of the weekend |
|  | Do a test run of all reports (see next section). | Save copies on your flash drive of the reports from the Board Registrar Chair. Be sure you know how to access them. Don’t wait until Wednesday night.  |
|  | Coordinate with Weekend Communications Representative assigned to your Walk. | They should contact you the weekend before the Walk.Confirm process/timing for pastor letters and for roster updates during the Walk weekend. |
|  | Email team leaders. | Let them know you will be soliciting their feedback after the weekend regarding improvements, concerns, etc. This feedback will be included in your report to the Board. |
|  | Print page 4 of the *Liability Waiver* for the Guards (women’s Walks). | *Emmaus Board Reps > Team Meetings > “NGWTE Team Liability Waiver.”* |

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| **WEDNESDAY NIGHT BEFORE THE WALK** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Prepare list of pilgrims, TLs / ATLs for LD to read off at Send-Off. | Random order. Start and end the list with 1-2 team members, not pilgrims. You can use the *Name Tag Report* found in *Google Drive Walk Specific Reports* to help create this list. |
|  | Print 2 copies of the formatted “*Pilgrim Roster” and “Pilgrim Medical and Emergency Contact Report.”* | *Google Drive Walk Specific Reports Check-In*. You may receive this as early as Tuesday. Note, the *Pilgrim Medical and Emergency Contact Report* is in 2 pages that can be taped together. |
|  | Print out a list of Table Communities. | *Google Drive Walk Specific Reports;* Using the *Table Communities Report* copy the pilgrim’s last name and first name and table name into an Excel file. Add the TL and ATL into the file. Add a role column and indicate pilgrim, TL or TLA (this spelling is intentional for sorts). Sort by Table, then role, and then last name. After the sort, can change the TLA to ATL but might want to wait until final print in case you have to make changes. Save file on computer or thumb drive for future use. Print a copy of your new file. |
| **Prepare current reports:** Save files to your computer if you plan to take your laptop to camp, or to a thumb drive so you can print them from someone else’s laptop. Those that you will need in print are noted. All may be printed if that is your preference. |
|  | Print *“Fees Paid Report.”* This will tell you if you need to collect fees from anyone on Thursday night at check-in. | *Google Drive Walk Specific Reports Check-in* |
|  | Print the *“Pastor Report*” to be used for pastor letters. Will also need to print a copy of this report for the Agape Coord. | Weekend Communications Rep will send to you.  |
|  | Confirm with Area Coordinators that they have printed their specific reports. | *Google Drive Walk Specific Reports*  |
|  | Print “*Medical and Emergency Contact Report.”* | *Google Drive Walk Specific Reports* (This is different from the one found in the Check-In reports as it is in a smaller format). |
|  | Print out pastor letter for each pilgrim  | Weekend Communications Rep will generate the report and send to you by Tuesday or Wednesday morning. |

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| **PACKING LIST** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Board Rep Manual issued by the Board |   |
|  | Abbreviated Outlines for all 15 talks |  |
|  | Board Rep Notebook | Walk-specific materials that you have assembled including all the reports. |
|  | Emmaus name badge and cross |   |
|  | Purple Book |  |
|  | Pens and reports for Send-Off | Red pens + blue/black |
|  | Large envelope for Candlelight Offering |  |
|  | Printed pastor letters for SD to sign |  |

If there are any accidents during the weekend with community members, team members, or pilgrims, complete the “*NGWTE Accident Report Sheet”* which is located on the *Emmaus Board Reps* secure area of the website in the *Weekend Files* section. Likewise, if there are any suspected incidents reported which violate our Safeguarded Servants Policy complete the *“Safeguarded Servants Incident Report”* immediately*.*

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| **THURSDAY** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Meet with the KR Superintendent. |
|  | * Get current combination for the locked Board cabinet in the North Georgia closet.
 | Unlock the cabinet if it is still locked. |
|  | * Get current King’s Retreat wireless router password.
 | The Technology Director is now the keeper of the password. |
|  | * Get a copy of the KR Closing Checklist.
 | Add to your Board Rep Notebook. |
|  | Familiarize yourself with the camera and tripod. Ensure you have a computer available that can read the memory card.  | You need to be able to download digital pictures from the camera.You can take a couple of extra pictures on your iPhone just in case you run into problems on Friday. |
|  | Have Spiritual Director sign all pastor letters. | Remind them letters will remain open until the close of the weekend should they want to add any personal notes. |
|  | Take the signed pastor letters and the *“Pastor Report”* to the Agape Coord. | Agape team will stuff and address the stamped envelopes that are in the Set-up bin. Envelopes should not be sealed.  |
|  | Ensure Agape Coord has the Agape Sponsorship Report with **ALL** phone numbers for each pilgrim sponsor. | *Google Drive Walk Specific Reports Agape.* Be sure if any phone #’s are updated at check-in that the Agape Coord receives these edits. |
|  | Ensure you can print reports from your laptop or other computer. | A wireless printer is located in Shepherd’s Staff. Instructions for emailing documents to the printer are on the mirror.  |
|  | Check with Music Director to ensure inventory of equipment and songs will be kept. |   |
|  | Take *Liability Waiver* to Head Guard for all guards to sign as they check-in (women’s weekends). | Sheet will be collected on Sunday. |
|  | Prepare Chrysalis Room for Send-Off. | See next page |
|  | Coordinate *“Send-Off PowerPoint”* with Technology Director to ensure slides will be ready to go.  | *Emmaus Board Reps > Weekend Files*Make sure you are both clear on when to advance slides.Make sure Music Director has supplied songs / lyrics. |
|  | Review Send-Off Script with the Lay Director and Spiritual Director. | Ensure Spiritual Director knows they will open in prayer |
|  | Discuss Send-Off logistics in the Chrysalis Room with Chapel Coordinator. | Communion elements, pilgrim crosses, prayer boards |
|  | Ensure the pamphlet carousel in the Chrysalis Room is stocked. | Brochures are stored in the NGWTE closet.Note whether the stock is low on any brochures. At the end of the weekend let the Board Set-up Chair know this information.  |

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| **THURSDAY TEAM DINNER** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Make sure all medically trained team members are identified. | Know where they are serving and where they are sleeping. |
|  | Make sure everyone knows where the AED is located in case of emergency.  | Kitchen near the telephone. |
|  | Verify signatures on the *Safeguarded Servant policy and Liability Waiver* against the roster to ensure 100% of signatures are received on both.  | You must collect any remaining signatures at the team dinner.  |
|  | Check in with all Area Coordinators to be sure all team members have arrived. | Make sure someone follows up with anyone who has not arrived if we have not heard from them regarding their delay. |

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| **SETUP FOR PILGRIM CHECK-IN** (be ready to receive guests by 6:30)  |
| Be sure Technology Director has PowerPoint queued and welcome slide projected. |
| **Supplies / Reports Needed*** Blue/black pens for emergency contact information on back of name badges.
* Red pens for editing the contact information sheets.
* Pilgrim Roster Report formatted for edits printed from *Google Drive Walk Specific Reports Check-In*.
* Pilgrim Medical and Emergency Contact Report formatted for edits printed from *Google Drive Walk Specific Reports Check-In.*
* “Fees Paid Report” printed from *Google Drive Walk Specific Reports Check-In*.
* Send-Off Script.
* List of pilgrims, TLs, ATLs in random order for LD to call out.
 |
| **Set up one table** with name badges that pilgrims will pick up as they enter the room.* Consider having the name badge NOT pre-inserted in the plastic sleeves since the first thing we ask them to do is remove it and put their emergency contact information on the back.
* This might be a good place to use the Candlelight Coordinator to welcome pilgrims.
* Emergency contact should not be the sponsor.
 |
| **Set up a second table** for pilgrims and sponsors to verify their personal contact information. The Board Rep and Facilities Coordinator can do this. * Ask them to check the information closely and initial or place a check mark beside their name so you can keep track of who has arrived.
* If the name badge name is different from the name they registered with, ask them how they would prefer to be listed in the database.
* Try to collect email addresses from those who did not provide it at the time of registration. Explain this is how we send our monthly newsletters.
* Review each edit while pilgrim/sponsor are present to ensure legibility.
* If the pilgrim’s church had changed, consider impact to the pastor letters being addressed by the agape team and to table assignments for the LD.
* Discreetly collect any fees due (ask sponsor, not pilgrim.)
* Remind them to keep their name badges after the Walk.
* Make note of difficult name pronunciations for LD when calling pilgrims.
 |

**OTHER GUIDELINES**

* Do not send pilgrims into the Dining Room until a small group has arrived. We do not want them to feel overwhelmed or smothered.
* Monitor time and call sponsors of missing pilgrims (about 7:20) to see if they are en route and when to expect them.
* We prefer not to start Send-Off without all pilgrims present, so if they are running just a little late, delay Send-Off. You also don’t want that pilgrim to feel bad as they rush in late so allow them a few minutes to grab a drink and snack in the kitchen before beginning. We are not on a tight schedule Thursday night.
* If someone is running VERY late due to extenuating circumstances, we will need to start without them. Use your judgment. Be available for their expected late arrival.
* Before Send-Off and Sponsors Hour begin, make any adjustments to the pilgrim list the LD reads to account for any name changes, pronunciations, very late arrivals, or no-shows.

**SEND-OFF AND SPONSORS HOUR** (to begin at approximately 7:30)

* Music team will lead 2-3 songs then proceed to Send-Off script.
* After pilgrims depart for the Conference Room, Board Rep continues with the script.
* Ensure prayer board is full before sponsors leave.

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| **THURSDAY NIGHT OR FRIDAY MORNING** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
| You must attend the Thursday night team meeting to capture any changes to table communities. |
|  | Email the Board Weekend Communications Representative to share any changes to pilgrim information and table communities. | Do NOT make changes in the MM database as Weekend Communications is working from a previously formatted roster. They will make the changes in MM. |
|  | Update sponsor contact info in MM. | You can either make these updates yourself or send them to the Weekend Communications Representative if they have agreed to make the updates for you. |
|  | Contact the Board Registrar if there are any no-shows, additions, or unpaid pilgrims. | Registrar will follow up if there are still any outstanding fees.  |
|  | Update Table Communities Excel File saved earlier if needed and print for Kitchen/Agape/Chapel Coordinators & Tech Director. Send to Weekend Communications Rep. | Obtain final from LD after Thursday night’s team meeting.If have not done so already, change the TLA’s to ATL’s before printing. |

Throughout the weekend:

* Be in the Conference Room during all talks. Keep time for all talks on the *Board Rep Form for Talk Reviews* that was started during team meetings.
* Make notes as you observe things that need to be improved that will go in your *Board Rep Report*.
* Keep a low profile, recognizing your role is to observe and be a resource if needed.

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| **FRIDAY**  |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Check email/phone at morning break in case the Board Weekend Communications Representative has any questions about the submitted roster changes. |  |
|  | Consult with LD to see if they have a preference about how pilgrim tables will be seated at Candlelight. | *Emmaus Board Reps > Weekend Files > Candlelight Seating Options*This can easily be done during the long break on Friday. |
|  | Share the selected format with Kitchen Coordinator and Tech Director. | Share a printed copy. Tech Director will update the Candlelight PowerPoint with the appropriate diagram & pilgrim names. Tech Director reference is *Resources > Emmaus Team Leaders > 9 Music and Tech Documents*  |
| TEAM PHOTO |
|  | Consult with Lay Director on their preferred location for the photo. |
|  | Take photo per 3-day Schedule. |
|  | Transfer the best photo to a laptop and upload it to ngwte.org in the protected Board Login area.* In the menu to the left click on “*Media > Add New > Select Files*.”
* Navigate to the photo on your computer then click OPEN.
* Once the file has uploaded, click on the EDIT link.
* When the edit screen comes up, give photo a recognizable name like “M180 Conference Room.”
* Look for the window on the right called FOLDERs and check the box named WALK PHOTOS.
* Click on the blue UPDATE button.
* If you experience problems uploading the photo, please email it to the Board Weekend Communications Chair.
 |
|  | Email a copy of the photo to the Lay Director so they can have a high-resolution digital file. |
|  | NOTE: Pilgrims and the entire team, including Spirituals and Board Rep, will receive a link to the picture at the conclusion of the weekend. Pilgrims will receive a link to the photo in their new member Loveletter. The Lay Director will email the photo link to all team members. |

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| **SATURDAY**  |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
| PREPARATION FOR CANDLELIGHT |
|  | At some point during the day (well before Candlelight,) take a stack of Walk to Emmaus offering envelopes to the Chrysalis Room.  | These envelopes can be found in the locked cabinet in the NGWTE closet. |
|  | Be sure 3-4 offering baskets are available at the podium in the Chrysalis Room.  | Each basket should have offering envelopes and a couple of pens in them.  |
|  | Provide an envelope where the Candlelight Coordinator can place monies collected from the offering.  | Write “Candlelight Offering” on the outside of the envelope and store it under the podium in the Chrysalis Room. |
|  | Optional: Type up LD letter to the Community. | You can offer to do this as an agape for the Lay Director. |
|  | Meet with Technology Director in the Chrysalis Room in the afternoon to review PowerPoint and seating diagram. | Make sure they do not have any questions about the process or the script. Ensure they have a printed copy of the Candlelight script so they know when to advance slides. |
| REVIEW PILGRIM PACKETS WITH AGAPE COORDINATOR (Afternoon) |
|  | Ensure all items listed on the cover sheet are included in the proper order. |  |
|  | Answer any questions the Agape Coordinator has about this process. |  |
|  | Verify rosters for Sunday’s table review have been received from the Supply Assistant. | Supply Assistant will pick these up on a Saturday run to Office Depot. |
| FOLLOWING CANDLELIGHT |
|  | Return excess offering envelopes to the locked cabinet. |  |
|  | Collect the offering that was received. | If the Treasurer attends Candlelight, he/she will take the offering. If not, the Candlelight Coordinator will get the money to you. |

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| **SUNDAY** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Review *“Script for Packet Review.”*  | Ensure contents of packet are in the same order as the script. |
| COLLECT SUPPLIES, BINDERS, ETC. |
|  | Collect *Liability Waiver* from Head Guard (women’s weekends). | Touch base at breakfast to be sure it’s retrieved before they leave. |
|  | Get LD Manual from the Lay Director. |  |
|  | Get two crates of team training manuals from the ALD.  | Total of 24 manuals (not including LD or BR manuals)It is the ALD’s responsibility to run these down, not yours. |
|  | Get Spiritual Director training manuals from the Spiritual Director.  | Total of 1 manual |
|  | Get Set-up bin with leftover supplies and pilgrim packets from Agape Coord. |   |
|  | Get Set-up bin with leftover supplies from Chapel Coordinator. |   |
|  | Get Set-up bin with leftover supplies from ALD responsible for nametags. |  |
|  | Get Set-up bin, leftover supplies, and inventory from Facilities Coordinator. | Place the inventory sheet in the Facilities Coordinator bin. |
|  | Gather the table rosters after changes have been made during review in the Conference Room Sunday afternoon. | Note any pilgrim who does not have an email address. |
|  | Collect pastor letters from Agape. |  |
| COLLECT LEFTOVER MONEY, RECEIPTS, AND APPLICABLE ACCOUNTING FORMS |
|  | Supply Assistant |  |
|  | Facilities Coordinator |  |
|  | Kitchen Coordinator |  |
| PREPARATION FOR CLOSING (scheduled for 4:00 pm) |
|  | Review the Closing Script. | Make sure all variables are filled in accurately. |
|  | Review the script with the Spiritual Director and the Lay Director.  | Ensure everyone is clear on their roles at Closing. |
|  | Check in with Chapel Coordinator to be sure they don’t have any questions.  | Set up of chairs in the Dining Room, Communion set-up, etc.  |
|  | As a courtesy, if the team is running late, set expectations with the community on when the pilgrims should arrive.  | Could also deliver this message through the Facilities Coordinator. |
|  | Welcome the community and start Closing, using the Closing Script. |  |
| AFTER CLOSING |
|  | Be sure everything is stored back in the locked cabinet. | Camera/memory card, tripod, offering envelopes, music supplies, microphones, etc. |
|  | Check in with KR Superintendent. | Be sure there is nothing requiring your attention before you leave. |

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| **SUNDAY NIGHT OR MONDAY MORNING** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Send final roster changes to Weekend Communications Representative. |  |
|  | Let Weekend Communications Representative and Registrar know if any pilgrims left the weekend prior to Saturday night activities.  | Also advise Weekend Communications Rep and Board Team Selection Chair if a team member had to leave before Saturday. |
|  | Let the Weekend Communications Rep know if there is a pilgrim without an e-mail address. | An information packet, photo and roster will be mailed to the pilgrim if they have no e-mail address. |
|  | Confirm with Weekend Communications Rep that the updated roster will be emailed to the Lay Director for email distribution to the team. | Ask them to copy BR and the Candlelight Coordinator on this email to the Lay Director, and on the new member Loveletter when it is sent to the pilgrims. |
|  | Let Board Set-Up Chair know if any brochures stock needs to be replenished. |  |

*Your job is not finished until you complete all tasks
over the next two weeks and return all manuals and boxes!*

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| **MONDAY – WEDNESDAY AFTER THE WALK** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Pull pastor letters for any pilgrims who did not complete the weekend and mail all other letters. |  |
|  | Send Candlelight Offering; any pilgrim fees collected at Send-Off; and any receipts and leftover allowance money to Co-Board Treasurer.  | If the next Board meeting is approaching quickly, you can arrange to take it to the next meeting. Coordinate with the Treasurer.If sending through US Mail, please write a personal check to cover any cash collected. |
|  | Remind Lay Director it is their responsibility to forward the links to the team photograph and final roster to the team. Ask to be copied.  | The Weekend Communications Rep will send these links to the Lay Director as soon as all updates are made and the Walk is “committed” in MM. Should occur within the week. |
|  | Remind Lay Director you need to receive their report to the Board within two weeks. |  |
|  | Remind Music Director it is their responsibility to email music inventory and CCLI song list to Board Music Chair. They should also let Board Music Chair know if any music equipment is broken so it can be quickly repaired.  | Copy the Board Music Chair on this email to the Music Director so they will know how to contact one another directly, should additional follow up be necessary. |

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|  | Send all ALDs the *ALD Weekend Feedback* form and ask them to complete and return within two weeks. | *Emmaus Board Reps > After the Weekend* |
|  | Send an email to all team members asking about issues encountered and soliciting ideas for improvement in the areas they led. They might also share about servants who showed great servant leadership qualities or others who they have concerns about.  | Please forward all personnel feedback to the Board Team Selection Chair. Ideas for improvement can be incorporated in your *“Board Rep Report”* to the Board. If ideas are specific to one area they can be directed to the appropriate Board Chair without waiting for the next Board Meeting. |
|  | Send an email to all Table Leaders/ Assistant Table Leaders asking for feedback on future team members.  | Forward this feedback to the Board Team Selection Chair. |
|  | Scan the *Liability Waiver* signatures and *Safeguarded Servants Commitment Form* separately, and upload them to the Board area of the website. Save them as .pdf files. | Naming convention: *W#xxx Liability Waiver*, *M#xxx SS Commitment Form*. **To upload**: *ngwte.org > Board Log In > WP-Filebase > Files*Select the Category *C. NGWTE Board Archive > Waivers* (and year) before clicking on ADD FILE. |
|  | Scan the completed *“Board Rep Form for Talk Reviews”* and upload it to the Board area of the website. Save as a .pdf file.  | Naming convention: *M#xxx Talks*. Save it as a .pdf file.**To upload**: *ngwte.org > Board Log In > WP-Filebase > Files*Select the Category *C. NGWTE Board Archive > Talk Review Forms* before clicking on ADD FILE. |
|  | If there was a *NGWTE Accident Report* filled out over the weekend scan and upload to the Board area of the website. Save as a .pdf file. Please share details directly with any Board Chair who needs to know. | Naming convention: *W#xxx Accident Report***To upload**: *ngwte.org > Board Log In > WP-Filebase > Files*Select the Category *C. NGWTE Board Archive > Waivers* (and year) before clicking on ADD FILE. |

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| **WITHIN TWO WEEKS** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | If you have not received pilgrim roster & team photo from Lay Director, or new member Loveletter from Weekend Communications within a week, follow up as necessary for status. |  |
|  | Receive the *“Lay Director Weekend Report to the Board”* and post on the website.  | **To upload**: *ngwte.org > Board Log In > WP-Filebase > Files*Select the Category D *– Board Weekend Files* |
|  | After feedback is received from team leaders and the Lay Director, prepare your *“Board Rep Report”* to the Board and post it on the website. | *Emmaus Board Reps > After the Weekend***To upload**: *ngwte.org > Board Log In > WP-Filebase > Files*Select the CategoryD *– Board Weekend Files*  |
|  | If there are specific issues noted which do not require the entire Board’s attention, forward those thoughts to the responsible Chair on the Co-Board for their action. |  |

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|  | Once both the LD Report and the BR Report have been posted, notify the Secretary to add the review of these reports to the next month’s Board Meeting agenda. |  |
|  | As feedback forms are received from the ALDs, forward to the Board Team Selection Chair. If any of the ALDs need further evaluation, or did not perform their duties as capably as you hoped, follow up with the ALD directly and provide constructive feedback.  | If you are uncomfortable providing this feedback, please consult with the Board Team Selection Chair.  |

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| **TAKE TO THE NEXT BOARD MEETING** |
| **CK** | **TASK** | **COMMENTS / REFERENCE** |
|  | Four Set-up bins  | To the Board Set-Up Chair |
|  | Three crates of Training Manuals | To the Board Training Chair |
|  | Board Rep Manual | To the Board Training Chair |
|  | Lay Director Manual | To the Board Team Selection Chair |
|  | Leftover Pilgrim Packets | To Board Weekend Communications Chair |
|  | Candlelight offering; any pilgrim fees collected at Send-Off; and any receipts and leftover allowance money.  | To Board Treasurer, if not previously mailed  |
|  | LD Report and BR Report to discuss. | Reports should be posted well in advance of the Board Meeting where they are to be discussed. It is the Board members’ responsibility to read the reports prior to the meeting. You should highlight only those areas that need attention by the Board. |

***THANK YOU FOR YOUR SERVICE!***