



## BOARD REP REFERENCE MATERIALS

### Board Rep Manual

You will receive a portfolio from the Training Chair prior to the start of team meetings.

Contents include:

- Upper Room Emmaus Ministries Community Manual
- Upper Room Director's Manual (includes Key Points on Talks)
- Upper Room Team Manual
- Set of Upper Room Talk Outlines. (The Lay Director will receive a walk specific file that includes the talk outlines. You will need to get a copy of the file and print out the outlines.)
- *Agony of Christ* script (You need to print this out for the SD from the Board Rep Resource page.)

Please review all the above materials and familiarize yourself with our policies.

### Other Reference Materials

Additional resources are found on the [ngwte.org](http://ngwte.org) website under the Resources tab. All areas are password protected. The passwords are:

- Emmaus Lay Director – JesusLovesMe
- Emmaus Team Leaders - ComeHolySpirit
- Emmaus Board Reps - JesusLovesMe

### Review the following documents and copy them on a memory stick:

*All documents are located in the Emmaus Board Reps secured area unless otherwise noted.*

- NGWTE By-Laws and NGWTE Standing Rules (*Resources > Emmaus Lay Director > Initial Preparation > NGWTE By-Laws and NGWTE Standing Rules*)
- NGWTE Safeguarded Servants Policy
- Board Rep Report
- Helpful Emmaus Statistics

### Begin building your own Board Rep Notebook to contain the following printed

**materials:** *All documents are located in the Emmaus Board Reps secured area unless otherwise noted.*

- NGWTE Team Training Manual & Leadership Appendices (*Resources > Emmaus Team Leaders > NGWTE Training Manual*)
- Board Roster (*Resources > Lay Director > Initial Preparation*)
- Office Depot Card (*On hold for now*)
- Board Rep Form for Talk Reviews
- Preview Talk Critique Sheet
- Powerpoint Usage Guidelines

**Review the following documents** to begin your preparation for training. There is no need to print them at this time since you will modify them for your presentations later.

*Documents are located in the Emmaus Board Reps secured area*

- Board Rep Training (Powerpoint)
- Training Highlights for Safeguarded Servants
- All Scripts for Sendoff, Candlelight and Closing

**Suggested additions to your Board Rep Notebook the week prior to the Walk:**

*We suggest you add these to your memory stick as well so you have soft copies on the weekend*

- Team Roster - generated in MM and updated periodically
- Pilgrim Reports – generated from MM the night before the weekend. See Board Rep Checklist for details
- 3-Day Schedule – finalized after the schedule review meeting
- All Scripts – print final copies the week before the Walk when all variables are known. You will need printed copies of the *Sendoff Script, Candlelight Script, Script for Packet Review and Closing Script*. The others can be copied on your memory stick.
- KR Facilities Briefing Packet - received at one of the later team meetings
- Candlelight Seating Options
- Conference Room Table Diagram
- Pilgrim tables list
- Blank Music Inventory Form