

# NGWTE Assistant Lay Director Job Description

## SERVANT DESCRIPTION

The Assistant Lay Directors (ALDs) are the workhorses of the team. Their primary responsibility is to help the Lay Director (LD) prepare the team prior to the Walk and make sure the weekend itself runs smoothly and on schedule. They should strive to free the LD of concern for details as much as possible so the LD can pay attention to the team, pilgrims, and overall progress of the Walk. They attempt to anticipate preparations needed for each event of the Walk. The LD will select which ALD will serve as:

- Timekeeper = Outside ALD
- Conference Room Coordinator = Inside ALD
- Logistics Coordinator = Escort ALD

Please arrive at King's Retreat on Thursday by 10:00 AM to do a walk through with the KR Superintendent.

## ASSISTANT LAY DIRECTOR CHECKLIST

There are many responsibilities listed below. Work with the Lay Director to distribute the job responsibilities equally between the three Assistant Lay Directors.

### A. LEADERSHIP ORIENTATION

- ALD attendance is required.
- Inside and Outside ALDs **lead respective breakout sessions** in partnership with the Weekend Coordinator and Facilities Coordinator. Prepare for these sessions by reviewing materials at [ngwte.org](http://ngwte.org) / [RESOURCES](#) / [Emmaus Team Leaders / 12-Training](#). Collaborate with the appropriate Coordinator and the Lay Director on any other specific topics to cover. Practice your session.
- **A designated ALD will sign out the Upper Room Training Manuals** to all area coordinators and Conference Room team servants at their first chance so they may start reading the material. This is best done during Leadership Orientation.
  - It is your responsibility to make sure these are returned to you BEFORE the end of the weekend.
  - You will turn these to the Board Rep.
  - These manuals are expensive to replace, so please collect them all.
- **Use the Upper Room Team Manual** supplied to you from the Training Committee as well as the Leadership Orientation information you received.
- **It is the responsibility of the ALDs, Weekend Coordinator (WC), and Facilities Coordinator (FC) to ensure that team leadership is reading and understanding leader documentation and their job descriptions.** (v 1.1) Use section breakout time to revisit chunks of this material.

### B. TEAM FORMATION & TEAM MEETINGS

- **Print a copy of this job description and keep it with you.** Make notes as appropriate.
- **Prepare your talk** for preview and serve as a model for future previews.
- **Be aware** that the Board Rep (BR) brings these supplies to the first or second team meeting which are provided by the Co-Board Set-Up Chair:
  - The engraved bell
  - Pilgrim crosses, hand crosses
  - 4th Day books
  - Poster board, pens, notebooks, service cards
  - White agape letter bags
  - Nametag template pages and labels for emergency contact info
- **Take charge of Team Roster.** At each team meeting, have a copy of the roster at each team table community to check for accuracy. After each meeting, a predetermined person (an ALD, the LD, or BR) should enter roster updates into the Ministry Manager database, including any team drops or adds. The roster is printed from the Ministry Manager database.

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- **Assist the LD in leading team meetings.**
  - Keep the meetings and talk previews on schedule. This is good practice for the weekend.
  - Inside ALD and WC to assist speakers with visual aids if used (at team meetings and on the Walk).
  - Escort ALD should escort the speakers out of the room during critique time and remain with them until after the critique is completed. Chapel servants will also be escorts.
  - Arrive early to set up the meeting room. Stay late to break down the meeting room.
  - Have routine supplies such as nametags, pens, extra paper on hand at each meeting.
  - Help build community.
  - Get to know all team members.
  - Be available to team members. Remember almost everyone is serving in their role for the first time. Help with talks, offer support, share ideas. Most of all, train team members in the performance of their responsibilities.
  - Encourage prayer agape by example.
  - Be a servant at all times to others on the team.
- **Specific ALD responsibilities during team meetings**
  - Announcements & Agendas
  - Attendance sheets
  - Nametags & Introductions
  - Team fee announcements
  - Training
  - Prayer partners
  - Meal schedule for team meetings
  - Team roster changes
  - Train about joke time on the weekend (clean, short, funny)
- **All lay and clergy speakers are expected to keep to the allotted time for the talk (20-25 minutes including music).** Each speaker is one-fifteenth of a talk that God is creating for the pilgrims. It is essential that we submit to the structure and schedule for the weekend. Our obedience to the schedule enables God to convey His message and provides the pilgrims sufficient time for discernment, open discussion within their table community, and to share their expressions with the Conference Room through artistic representations of the talks. (v 1.1)
- When lay talks are critiqued and changes are to be made, **the Inside ALD should check the talk before the weekend** to make sure the appropriate changes have been made.
- **The Lay Director will designate one ALD to collect team fees** at the team meetings.
  - Be bold about asking for team fees. It is not an imposition. God loves a cheerful giver.
  - Use the **Team Fees Template** spreadsheet from the [ngwte.org / RESOURCES / Emmaus Team Leaders / 04-ALD Documents](https://ngwte.org/RESOURCES/EmmausTeamLeaders/04-ALDDocuments) to track the receipt of fees. The Board Treasurer or designee will connect with you about how to track cash, checks, online payments, vouchers, and scholarships, and about frequent updates to him/her. This is the time to ask all your questions.
  - Do not commingle team fees with any funds collected for team mementos such as shirts/mugs/bags, etc. Ask team members to pay for that separately so the team can handle ordering. Do not send those payments to NGWTE, nor include the accounting for those on the spreadsheet template.
  - After the last team meeting, postal mail checks to the Treasurer/designee and then email the spreadsheet. Please note the Walk Number on each check.
  - If a team member pays with PayPal, have the team member forward to you a copy of the receipt so you can email it to the Treasurer/designee for payment verification.
- **Create and print nametags for team and pilgrims**
  - Nametag Template is at [ngwte.org / RESOURCES / Emmaus Team Leaders / 04-ALD Documents](https://ngwte.org/RESOURCES/EmmausTeamLeaders/04-ALDDocuments). Our standard name is "North Georgia"
  - Have the template at the camp for name/spelling changes or additions.
  - Ensure all team members understand they need the "standard" name tag with Emmaus logo.
  - Always use "Nametag Name" from appropriate report when generating pilgrim nametags.

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- By the last team meeting, ensure Agape Coordinator receives **general agape letters** from other communities. Coordinate with Co-Board Agape Chair.
- **Take charge of Guards** (women's weekends only and if Lay Director doesn't want to handle) including recruitment during team formation, identifying a Head Guard, and verifying he knows how to recruit and schedule guards and has downloaded the job description for himself and other guards: [ngwte.org / RESOURCES / Team Leaders / 02-Job Descriptions](http://ngwte.org/RESOURCES/TeamLeaders/02-JobDescriptions).
- **Consider bringing a laptop to camp** for printing nametags or coordinate with the LD or Tech Servant to use their laptop. There is a printer at the camp. Bring paper in case the camp's supply is low.
- Be in charge of **creating the NGWTE 3-DAY SCHEDULE** via Excel document instruction found under [ngwte.org / RESOURCES / Emmaus Team Leaders / 03-Weekend Schedule](http://ngwte.org/RESOURCES/EmmausTeamLeaders/03-WeekendSchedule).
  - Be prepared for the **Weekend Schedule Review** by doing your own line by line review in advance.
  - After the weekend schedule has been created, **verify that the following leadership servants have a copy of the schedule**: Lay Director, Assistant Lay Directors, Weekend Coordinator, Facilities Coordinator, Spiritual Directors (5), Music Leader, Supply Assistant, Facilities Assistants, and the outside area coordinators of Kitchen (3), Chapel, Agape, Housing/Dorm, and Head Guard.
  - The schedule for the weekend is critical to the coordination of all the weekend activities. It will take all three ALDs working as a team to ensure team meetings and the Walk are on schedule.

### C. DURING THE WALK

- During the Walk, carry out your assignment and role each day according to the LD's agreement with the ALDs.
- The ALD who is not giving the Priority talk will help the WC seat the tables on Friday morning.
- Follow the weekend schedule and be flexible for special needs and a sense of natural flow.
- **Identify your smokers on Thursday night.** Be very specific with your instructions to the smokers and other pilgrims about where they can smoke and where/when everyone can go outside or you will have problems on Saturday keeping them from going outside when community starts arriving. Do this on Thursday night with reminders on Friday and Saturday. Specific instructions are in the weekend script.
- ALDs should meet and discuss any physical limitations of pilgrims and/or team members. Movement from one location to the other should be carefully planned to accommodate these limitations. Even Candlelight can be held inside if it provides the best experience for the pilgrims. (v 1.1)
- On the weekend you need to fully engage in what is going on during the moment including giving the speaker, the schedule, or whatever else needs your full undivided attention. Please do not write agape letters while sitting at the head table.
- On Saturday afternoon and Sunday morning, encourage pilgrims to get all of the books on the book table.
- Collect inventories and comments from team members that need to be passed on to the Board for action at the close of the weekend and give to the Board Rep.
- Before leaving on Sunday – the ALDs and FC will ensure all areas are checked off and cleared by the King's Retreat Superintendent by speaking directly with them BEFORE leaving the camp.
- All ALDs and FC will be the last to leave King's Retreat. Do not leave the camp Superintendent alone at KR on Sunday evening.
- ALDs should send a written report to the Co-Board on anything that is wrong at the camp. If it is something that needs attention immediately, call the Co-Board contact and then follow up with a written report.

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## **ROLES ASSIGNED TO SPECIFIC ASSISTANT LAY DIRECTORS**

The next pages provide information about responsibilities that are assigned to each ALD.

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## OUTSIDE ALD

- King's Retreat walk through inspection.
  - **REQUIRED to be at camp at 10:00 AM.** The King's Retreat Superintendent will not do the walk through until you are there.
  - Prior to the weekend, contact KR Superintendent to let him/her know you are the Outside ALD and confirm you will arrive at 10:00 AM.
  - The Facilities Coordinator is required to do this walk through with you.
  - The keys to the camp will be given to the FC at this time.
  - You will be given instructions for the weekend and other items you will need.
  - Have with you printouts of the documents found at [ngwte.org](http://ngwte.org) / [RESOURCES](#) / [Emmaus Team Leaders](#) / [11-Kings Retreat Information](#) and be prepared to review with appropriate leadership the Safety and Security document.
  - At the end of the walk through, discuss how you want to work the HVAC controls since the FC cannot go into the Conference Room or Chapel when pilgrims are in there.
  - Notify the WC, LD, area coordinators, and other ALDs what time the walk-through will be.
  - Kitchen leadership are required to be at camp at the same time as you.
  - Dorm/Agape/Chapel Coordinators are required to be at camp for walk through of their areas at 12:00 PM.
- You are the Bell Ringer and the Timekeeper on the weekend and at team meetings.
- Should be in Conference Room during all talks. For issues going on outside the Conference Room, rely on the FC to handle it.
- After talks – communicate with FC regarding any outside team questions.
  - Utilize FC to communicate needs to outside section heads.
  - Solicit help from FC when needed.
  - Let FC know when to tell community to enter kitchen for Candlelight.
- Help the Supply Coordinator to keep snack and drink line moving. Ask FC to help during this time.
- Stay outside of the Conference Room when pilgrims are in the hall to keep track of all pilgrims.
- **Partner with FC in training area coordinators during/outside of team meetings. Share your job description with FC.**
- **Coordinate with the FC to attend each outside section meeting at least twice during team formation.**
- Assist the FC, Supply Assistant, Facilities Assistants, and Housing/Dorm servants in cleaning the outside servant areas of King's Retreat for inspection on Sunday.

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## INSIDE ALD

- Responsible for training TLs and ATLs. The Weekend Coordinator is to assist with this training.
- PowerPoint presentations are available for all talks and are at [ngwte.org](http://ngwte.org) / [RESOURCES](#) / [Team Leaders](#) / [10-Emmaus Talk PowerPoint Files](#).
- Help the Study talk speaker ask the team to donate books. This announcement needs to be specific about what team members are to donate: They need to be books:
  - That the team member has personally read.
  - That are doctrinally sound.
  - That changed and/or improved their walk with Christ.
  - Other items that can be donated are journals, devotionals, Bibles, and Christian CDs.
- During the weekend, stay in the Conference Room when pilgrims are in the Conference Room.
- Bring and remove the posters and supplies from all the tables with Weekend Coordinator.
- Joke Time: have the first one planned. Know who you are calling on and know the joke. After that, call on pilgrims, not team members, to tell jokes.
- Light candles for every speaker except when giving your talk.
- Coordinate with Housing/Dorm Coordinator and FC to dispense all pilgrim meds while in Conference Room.
- Get copies of each lay speaker talk, including back-up speakers. Spiritual Director is responsible for clergy backup talks.
  - Keep in a notebook and bring with you to the weekend.
  - This is the backup in case something happens to the speaker's copy.
  - These may be thrown away at the end of the weekend unless the speaker wants it returned.
- On Sunday:
  - After the Mini-Reunion Groups and before the Reunion Cards are picked up from the table, you will need to ask the pilgrims to write their name, Walk number, and table name on the cards. Let them know they will get the cards back.

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## ESCORT ALD

- Have a copy of schedule that shows speakers names with prayer partners.
- There are two documents that you may choose to use at [ngwte.org](http://ngwte.org) / [RESOURCES](#) / [Team Leaders](#) / [04-ALD documents](#)
  - [ALD Escort – Speaker Letter] A speaker preference sheet
  - [ALD Escort Speaker Worksheet] A chart to track each speaker’s needs and pray persons for them
- Speakers
  - Notify speakers when it is time to get ready for their talks at team meetings and on the weekend. Quietly remove the speaker from the areas he/she might be in without calling attention to the fact he/she is to make a talk.
  - Ensure that speakers have a designated place to get ready for their talks.
  - Seek out the prayer partners (including clergy) for the talk and notify them to be in Prayer Chapel at the time specified.
  - Escort the speaker to the Prayer Chapel for pre-talk prayers.
  - Escort the speaker to the room where the talk will be given.
  - Remain in the Conference Room until after the talk.
  - Escort the speaker back to the Prayer Chapel for prayers of thanksgiving.
  - Coordinate with the kitchen team if food is to be saved for individual speakers.
  - Ensure the speaker returns to the Conference Room upon completion of table discussions and artistic time of expression.
- Be schedule conscious.
  - Keep a timepiece with you at all times.
  - Be aware of the schedule and who is to give what talk when to keep things moving.
  - Coordinate with the Timekeeper (Outside ALD).
- When not escorting, be at the disposal of the other ALDs as necessary.
- Assist the Outside ALD, FC, Supply Assistant, Facilities Assistants, and Housing/Dorm servants in cleaning the outside servant areas of King’s Retreat for inspection on Sunday.

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## RELEASE NOTES

- 12.08.2014 (v 1.1) Updates to job description including (but not limited to) physical restriction monitoring, ensuring team leaders know their job description, minor format changes
- 06.22.2015 (v 1.2) Addition of safety review meeting among leaders; pilgrim pack changes
- 03.08.2018 (v 1.3) Removed Sunday Roster and Packet review tasks, now assigned to BR
- 01.18.2023 (v1.4) Removed references to Yahoo Group Lay Director site and replaced with new locations for online resources at [ngwte.org](http://ngwte.org); replaced references to "IMS Database" with "Ministry Manager" and related instructions; updated position references to mirror new Upper Room titles; minor format changes
- 02.19.2023 (v2.0) Renamed version to match all job descriptions starting with 2.0 after implementing Ministry Manager in 2020. Replaced the term "mail merge" to more accurately reflect creating the 3-day schedule and included the website link for instructions.
- 07.06.2023 (v2.1) Added "Leadership Orientation" responsibilities. Reordered all responsibilities in categorical or chronological order. Slight rewording throughout for clarity. Deleted repetitious instructions. Clarified responsible parties for safety walk through.