



# NGWTE Training Manual

## 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 of the ALDs 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.

#### Team Formation and Team Meetings

- The Board Rep for each team will bring these supplies provided by the Co-Board Set-Up Chair ...
  - The engraved bell
  - Pilgrim crosses, hand crosses
  - 4<sup>th</sup> Day books
  - Poster board, pens, notebooks, service cards
  - White agape letter bags
- Collect team fees (more information below!)
- Be in charge of creating the NGWTE SCHEDULE with Mail Merge.
- Create nametags
  - Nametag Template is on the Yahoo Groups Lay Director site, our standard name is "North Georgia"
  - It is also good to have the template at the camp to do name/spelling changes or additions
  - Ensure all team members understand they need the "standard" name tag with Emmaus logo
- Take charge of Team Roster. It is suggested that the roster be at each team table community to check for accuracy. Team roster updates need to be added to the IMS Database by the Board Rep.
- Use the Upper Room Team Manual supplied to you from the Training Committee and the leadership orientation information you received.
- Training Manuals will be signed out to all section heads and conference room team servants at the first chance so that they may start reading the material.
  - It is your responsibility to make sure these are returned to you BEFORE the end of the weekend.
  - You will turn these into the Board Rep
  - These manuals are expensive to replace so please collect them all back.
- It is the responsibility of the ALDs, ISC, and OSC to insure that the team leadership is reading and understanding the leader documentation and their job descriptions. (v 1.1)
- Bring laptop to team meetings and to camp for PowerPoint presentations
- Consider bringing a printer already tested with the laptop. There is a printer at the camp.
- Ensure Head Agape gets agape letters. (Coordinate with the Co-Board Agape Chair.)
- Be in charge of Guards (women's weekends only)
- Prepare your talk for preview and serve as a model for future previews.
- 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. **All speakers (laity and clergy) are expected to keep to the allotted time for the talk which is 20-25 minutes including music.** Our obedience to the schedule enables God to convey His message and provides the pilgrims sufficient time for discernment, open discussion



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within the table community, and to share their expressions with the conference room through artistic representations of the talks. (v 1.1)

- 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 ISC to assist the speakers with visual aids if used (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 team meetings to set up the meeting room.
  - Have routine supplies such as nametags on hand at each meeting.
  - Help build community.
  - Get to know all of the team members.
  - Be available to team members, especially first-timers, to help with talks, offer support, share ideas, and 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)
- Collect team fees early in the team formation and forward to the Board Treasurer.
  - Use the “Team Fees Control Sheet.xls” spreadsheet from the Yahoo Groups LD site to track the receipt of fees. Contact the Board Treasurer with any questions on the use of this spreadsheet.
  - Be bold about asking for the team fees. Don’t feel like it is an imposition.
  - Forward collected fees to the Board Treasurer after **each** team meeting. Many expenses for the weekend must be paid before the walk begins.
- 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.
- Be prepared for the Weekend Schedule Review.
- The schedule for the weekend is critical to the coordination of all the weekend activities. It will take all three of you working as a team to ensure Team Meetings and the Walk are on schedule.
- After the weekend schedule has been mail-merged, verify that the following leadership servants have a copy of the schedule: Lay Director, Assistant Lay Directors, Inside Support Coordinator, Outside Support Coordinator, Spiritual Directors (5), Head Music, Gofer, Floater(s), and the outside section heads of Kitchen (3), Chapel, Agape, Dorm, and Head Guard.

### 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 that is not giving the Priority talk will help the ISC seat the tables on Friday morning.
- Make a checklist for the weekend that includes:
  - Name tags
  - Checking the Conference Room set up (particularly the sound system).
  - Who will do the conference room set-up?



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- ALL ALDs and OSC will be the last to leave the camp. Do not leave the King's Retreat Superintendent alone at camp on Sunday evening.
- Before leaving on Sunday – the ALDs and OSC will ensure all areas are 'checked off' and cleared by the King's Retreat Superintendent by speaking directly with them BEFORE leaving the camp.
- Follow the weekend schedule and checklist, yet be flexible for special needs and a sense of natural flow.
- **On the weekend: Identify your smokers on Thursday night.** Be very specific with your instructions to the smokers and the rest of the pilgrims about where they can smoke and where and 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.
- Saturday afternoon and Sunday morning encourage the 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 week-end and give to the Board Rep.
- 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.
- 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 attention your full undivided attention. Please do not write agape letters while sitting at the head table.
- ALDs should meet and discuss any physical restrictions of pilgrims and/or team members. Movement from one location to the other should be carefully planned to accommodate these restrictions. Even candlelight can be help inside as an alternate to provide the best experience for the pilgrims. (v 1.1)
- The LD, ALDs, ISC, OSC, Board Rep, and Head Guard (on Women's weekends) should meet to coordinate safety information (v 1.2) ...
  - Fire alarm review
  - Tornado warning safety review
  - Location (bunk and area of service) of First Aid and CPR certified servants

### **Roles that are assigned to a specific Assistant Lay Director**

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 OSC is required to do this walk through with you.
  - The keys to the camp will be given to the OSC at this time.
  - You will be given instructions for the weekend and other items you will need.
  - At the end of the Walk through discuss how you want to work the air/hear controls since the OSC cannot go into the Conference Room and Chapel when pilgrims are in there.
  - Notify the ISC, LD, HK, HD, and other ALDs what time the walk-through will be.
  - HK and AHK are required to be at camp at the same time as you.
  - HD, HC, and HA 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. If issues are going on outside of the conference room, rely on the OSC to handle it.
- After talks – communicate with OSC regarding any outside team questions
  - Utilize OSC to communicate needs to outside section heads
  - Solicit help from OSC when needed
  - Let OSC know when to tell community to enter kitchen for candlelight.
- Help the Den Servant to keep snack and drink line moving. Ask OSC to help during this time.
- Stay outside of the conference room door when pilgrims are in the hall and keep track of all pilgrims.
- Work with OSC in training outside section heads.
- Coordinate with the OSC to attend each outside section meeting at least twice during team formation.
- Assist the OSC, Gofer, Dorm and Floater servants in cleaning the outside servant areas of King's Retreat for inspection on Sunday.



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### Inside ALD

- Responsible for training TL and ATs. The ISC is asked to assist with this training.
- PowerPoint presentations are available for all Lay Talks and are on the Yahoo Groups Lay Director site.
- Work with the Study talk speaker. Help this speaker ask the team to donate books. This speaker 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 – stays in conference room at all times.
- Brings and removes the posters and supplies from all the tables with ISC.
- 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.
- Lights candles for every speaker except when you are giving your talk.
- Coordinate with the HD and OSC to dispense all pilgrims' medicines while in conference room.
- Get copies of each lay speaker's talk. HSD is responsible for Spiritual 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

- Copy of schedule that shows speakers names with prayer partners
- There are two documents that you may choose to use on the Yahoo Groups Lay Director site files under ALDs
  - A speaker preference sheet
  - A chart for you to keep up with each speakers needs and people praying 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.
  - Speakers will have a set place in the Bethel dorm, or other space set up by the Dorm or Agape team, to get ready for their talks.
  - Seek out the prayer partners (including the spiritual) for the talk and notify them to be in 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 area 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
  - Make sure that the speaker returns to the Conference Room after the table discussion and artistic time of expression is completed.
- Be schedule conscious
  - Keep a timepiece with you at all times
  - Your awareness of the schedule and who is to give what talk when helps 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, OSC, Gofer, Dorm and Floater Servant 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