



# NGWTE Team Training Manual

## Appendix A – Christ Centered Leadership

The team leaders should always remember “the purpose of the Walk to Emmaus is to develop leaders for the church.” Leaders should find opportunities for the team servants to grow into leadership roles by providing them with opportunities to show leadership. Don’t wait for or expect perfection, look for those eager to serve abundantly. “If God only used perfect people nothing would get done. God will use anybody if you’re available.” (Rick Warren) True leadership begins with a servant’s heart.

Philippians 2:5-7 “Your attitude should be the same as that of Christ Jesus: Who, being in very nature God, did not consider equality with God something to be grasped, but made himself nothing, taking the very nature of a servant, being made in human likeness.”

### Servant Leaders

- Follow Jesus rather than seek position and glory – see Mark 10:35-40
- Give up their own rights to serve others – see Mark 10:42-45
- Take up the towel of Jesus to meet needs of others – see John 13:3-5
- Share responsibilities – see Matthew 28:19-20
- EQUIP and empower others to lead
  - Encourage them to serve – see 1 Thessalonians 5:11
  - Qualify them for service – see 2 Timothy 2:2
  - Understand their needs – see Luke 11:1
  - Instruct them – see 1 Timothy 4:11-12
  - Pray for them – see John 17:6-10, 15-20
- Know where they are leading – see Deuteronomy 6:5-6
- Spend time in scripture and prayer – see John 15:4-5

### Unity

Unity is essential to followers of Jesus, and for an Emmaus team. Unity is more than togetherness. It is oneness in love, purpose, attitude, and action. As the body of Christ, we are called to reveal the love and unity of God by our relationship with each other.

Ephesians 4:2-6 “Be humble and gentle. Be patient with each other, making allowances for each other’s faults because of your love. Always keep yourselves united in the Holy Spirit and bind yourselves together with peace. We are all one body, we have the same Spirit, and we have all been called to the same glorious future. There is only one Lord, one faith, one baptism, and there is only one God and Father, who is over us all and living through us all.”

An essential character trait for unity to occur among believers is humility.

Philippians 2:3-4 “Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others”



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A team that is united as a whole will show unity in ...

- **Love:** Unity of God's children lies at the heart of Jesus' mission – why he lived and why he died.  
John 13:34-35 "A new command I give you: Love one another. As I have loved you, so you must love one another. <sup>35</sup>By this all men will know that you are my disciples, if you love one another."
- **Purpose:** Teams succeed when the members agree on their purpose and work together to achieve it. Our shared purpose is conducting the Walk to Emmaus.  
Philippians 2:1-2 "If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose."
- **Attitude:** Paul called on the Philippians to unite in "spirit". He is referring to their attitude. Paul wanted them to be like the early believers in Jerusalem who "*were of one heart and soul*" (Acts 4:32). Let us not divide over non-essential matters. The manuals are provided to give us "agreement" on how to accomplish the Walk to Emmaus.  
1 Corinthians 1:10 "I appeal to you, brothers, in the name of our Lord Jesus Christ, that all of you agree with one another so that there may be no divisions among you and that you may be perfectly united in mind and thought."
- **Action:** Paul challenged the Philippians to serve "side by side". On an Emmaus team we each have our individual tasks, but we serve side by side for the same purpose which is to point pilgrims to Jesus Christ. Psalm 133:1 "How good and pleasant it is when brothers live together in unity!"

We unite in love, purpose, attitude, and action for the glory of God.

Colossians 3:12-15 "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful."



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## Appendix B – Leadership General Information

### Communion for the Outside Support Team on the weekend

Leaders, please model the importance of this time by being present and ensuring all of your team is present for this time of worship. The Facilities Coordinator is to check with section coordinators, and section coordinators should check to ensure no one gets left out of this worship service. The Supply Coordinator, Supply Assistant and Facilities Assistants can help gather all sections and search for missing servants.

### Discernment

Leaders are asked to use PRAYER and the five questions listed below as a tool to guide decisions you make on the walk regarding changing set procedures and even when deciding to do NGWTE “traditions.” These questions are to help us search our own hearts and motivation and present it to God to ensure that we are seeking to glorify Him and do His will ... not our own. An abundant amount of thought and prayer has been invested in forming The Walk to Emmaus experience and the result is a solid plan that we, as leaders, have each covenanted to support. Before moving forward with changes or NGWTE “traditions” please check to see if your answers match the answers below. Please seek God’s heart on the subject and involve others in decisions. Please seek the counsel of the LD, ALDs, and/or HSD. The Board Rep is available as a consultant to the Lay Director and Spiritual Director.

- |  |     |
|--|-----|
| 1) Will it glorify God?  | YES |
| 2) Will it move the pilgrims closer to God?                          | YES |
| 3) Is it going to glorify someone on the team or in the community?   | NO  |
| 4) Will it detract the pilgrims from receiving the intended message? | NO  |
| 5) Does it fit the message of the day and the flow of the weekend?   | YES |

(One example to use to answer these questions is “stealing the bell” – think about it from all perspectives and answer the questions honestly.)

As leaders within this team and within the NGWTE community, we must guide and monitor those that are serving under our leadership. It is our duty as a leader to quickly and properly address any behavior or action that is a deviation from the standard Upper Room Emmaus or NGWTE guidelines and procedures. The section coordinator should consult with an ALD, the Board Rep, or a Spiritual Director prior to consulting with the servant. If necessary, the ALD, Board Rep, or Spiritual Director may be present when the section coordinator and the servant gather for the discussion. Any dialog with another servant about their behavior or actions must be done discretely, as quickly as possible, and must shepherd the servant to perform their duties within the proper guidelines and principles. This meeting time should “speak the truth in love” that brings about unity within body of Christ.

### Preview Talk Critiques

Feedback is given by Inside Conference Room Team only. It is up to the team leadership to train the team on this. The intent of this critique format is to allow outside servants to hear the talks. It also gives TLs and ATLS practice facilitating discussion at their tables on the weekend. The TLs / ATLS will lead the discussion related to the critique questions at their tables. After the individual table discussions occur and the Critique leader asks the questions, only the inside conference room servants may offer feedback. The Critique time is a chance to affirm what the speaker does well and comment on things that might improve the talk. We are to “speak the



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truth in love.” The Critique Leader is also the back-up speaker on the weekend for the talk they are leading the critique for. They must provide a copy of their back-up talk to the Inside ALD prior to the last team meeting.

### **Mini Reunion Groups**

After the Perseverance talk on the weekend, there will be a “mini reunion group” time where the TLs and ATLS will model a reunion group. The goal is to encourage the pilgrims to join or create a reunion group after the weekend. This is more effective when the TLs and ATLS are in reunion groups. If you are in between groups right now, please make sure you are comfortable with facilitating this discussion on the weekend. NOW is the time to join a reunion group.

### **Being Good Stewards of our time**

As leaders we are all to be good stewards of our time and honor the team that is serving by starting and ending meetings on time. While it is “practice” for the ALDs to run the team meetings and keep them moving and on time in preparation for the weekend, all leaders play a role in this at team meetings and on the walk. There is a lot to accomplish on the weekend and at each team meeting and the times are often very tight. If you go over on your part, it will take time away from other important things that we have to do. Be prepared at team meetings and on the weekend for the schedule to change. Outside team should never be the cause for the schedule to be off.

### **Sound Assistance Equipment**

There is new hearing assistance equipment available at King’s Retreat. The music team will set-up the equipment, which hooks directly into the sound board. Please notify an ALD if you notice a pilgrim needing assistance of this kind.

Additionally, leadership should set the tone and use a microphone whenever speaking in front of a group. Even if you are a teacher, preacher, or believe your voice carries well, please use a microphone when addressing the group.

### **Technology**

Try to have all printing done that you can ahead of time. The LD may want to bring or have someone else on the team bring a laptop or printer to King’s Retreat. There is a password protected wireless DSL service at King’s Retreat and the King’s Retreat Superintendent will have the password. This wireless network is ONLY for specific leaders that need access to the internet for their position. The password will be reset on a monthly basis.

The laser printer at camp is in the Shepherd’s Staff dorm. It is a black and white HP laser jet. There are printing instructions on the mirror above the desk. It is possible to print from anywhere to this printer. Attach a document and send as an email to: [walktoemmaus@hpeprint.com](mailto:walktoemmaus@hpeprint.com). Another option is to bring a printer that is already tested with at least one computer being brought to camp. This printer is intended for printing of document corrections such as name tags, conference room table layout changes, and last-minute agape letters. It **SHOULD NOT** be used to print large volumes of documents such as manuals or documents with dozens of pages for multiple servants. Please plan and print everything you can AT HOME. Please be good stewards of the printer paper and ink supplies. To be good stewards of our finances, the printer is black and white only, color printing is not available.



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## **Improvements**

The training committee needs your feedback! The Training Committee Chair will be reaching out to you for feedback! Take the feedback survey at Leadership Orientation and respond to the final survey that will be sent after the walk via email. All Leaders should respond to the email and provide the Co-Board Training Chair with your comments. ([training@ngwte.org](mailto:training@ngwte.org)) We thank you in advance for your time in helping us improve training and job descriptions.



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## Appendix C – Team Training Sessions by Leaders

There will be nine training sessions over the course of the team meetings. It is recommended that the training is completed in the order listed. The topics, time limits, and assignments are in the chart below. The training sessions should be included in all team meetings. The LD or designee ensures absent team members know which section was covered during their absence so they can “catch up” on training.

Leaders conducting the training are encouraged to use their creativity in presenting the material in an interesting way to the team. As leaders we are all expected to adhere to the time frame listed for our training session (remember to be good stewards of time). The LD or designee makes the assignments to conduct the unassigned topics. Section Coordinators must be used to do the training because they are the ones who have the Upper Room manuals in their notebooks. The team leaders chosen to train on Sponsorship and Reunion Groups should be experienced in those areas. The LD and ALDs should set up a time during or at the end of one or more meetings for servants who are not in a reunion group to have the opportunity to form a reunion group with other servants on the team.

In addition to these training sessions, each ALD will need to take 5 minutes to review each day of the Walk to Emmaus. Overviews can be found in Upper Room manuals. (Director’s Manual pg. 102, or Team Manual pg. 53-54)

The Lay Director contacts the Facilities Chair to set up the Training session from the Facilities representative.

Meeting	Time	Servant	Topic (references)
1	15 min	Spiritual Director	Role of SDs during team meetings and on the weekend UR Director's Manual Sections 4 & 5
1	15 min	Board Rep	NGWTE Safeguarded Servants Training (v 1.2) ngwte.org --> Resources
1	10 min	Board Rep	Co-Board, Emmaus, Upper Room from UR Emmaus Ministries Community Manual (Section 1, pp 8-12, Section 2, pp 32-43)
2	20 min	ALD Escort	Introduction, Team Canon, and Spiritual Preparations from NGWTE Team Training Manual from ngwte.org --> Resources
3	15 min	Outside ALD	Introduction to Emmaus Ministries from UR Emmaus Ministries Community Manual (Section 1, page 12-13)  Features of Emmaus Ministries from UR Emmaus Ministries Community Manual (Section 1, pp 13-18)  Keeping Faith with Emmaus Program Models from UR WTE Directors' Manual (Section 1, pp 9-12)



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Meeting	Time	Servant	Topic (references)
4	15 min	Inside ALD  Weekend Coordinator	Team Information, Weekend Information, and General Information from NGWTE Team Training Manual  Team Selection & Formation from UR Emmaus Ministries Community Manual (Section 4)
5	15 min	Section Coordinator  Section Coordinator	Sponsorship from UR Emmaus Ministries Community Manual (Section 5)  Reunion Groups from UR Emmaus Ministries Community Manual (Section 6, pp 89-98)
6	20 min	2 – 3 Section Coordinators	The Spirit of the Walk to Emmaus from UR WTE Team Manual (Section 3, pp 14-21)
7	15 min	Facilities Rep	Facilities Committee Training on King's Retreat Facility
<b>OTHER</b>			
A	5 min	Inside ALD	Overview of DAY 1 from UR WTE Directors' Manual (Section 13, page 102 OR <a href="http://ngwte.org">ngwte.org</a> --> Resources)
B	5 min	ALD Escort	Overview of DAY 2 from UR WTE Directors' Manual (Section 13, page 102 OR <a href="http://ngwte.org">ngwte.org</a> --> Resources)
C	5 min	Outside ALD	Overview of DAY 3 from UR WTE Directors' Manual (Section 13, page 102 OR <a href="http://ngwte.org">ngwte.org</a> --> Resources)
D	15 min	Candlelight Coordinator or Sponsorship Chair	Sponsorship Resources (optional, contact chairperson)



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### Appendix D - Quick Reference List of Contacts

Team member contacts →	Name	Phone	Email
<b>Facilities Coordinator</b> will call to set up time for walk thru 1-2 weeks prior to the weekend	Gwen Hamill King's Retreat Superintendent	C 770-855-6499	momma4god@comcast.net
<b>Agape Coordinator</b> - for general agape letters <b>Chapel Coordinator</b> - for 72-hour prayer vigil boards	Patti Ann Allen Agape Chairperson	C 770-596-5647	jnpallen@comcast.net
<b>LD</b> - to set up time for Facilities training during team meetings	Dave Wilkins Facilities Chairperson	C 404-975-8067	1958davidrw@gmail.com
<b>Kitchen Coordinator</b> - for kitchen order and any questions	Shua Gambill Kitchen Chairperson	C 678-447-6308	shuagambill@gmail.com
<b>LD</b> - to find out who are the candlelight musicians	Music Chairperson		
<b>LD</b> - to set up Leader Orientation meeting prior to team meetings starting. <b>Anyone</b> - with questions about job descriptions, training materials, or ngwte.org training site	Hilary Berman Training Chairperson	C 678-640-7223	hilaryberman@thebeamteam.com
<b>LD, Kitchen Coordinator, and Facilities Coordinator</b> - receives checks from ... <b>ALD handling team fees</b> - sends team fee checks to ...	Bobby Whirley Treasurer 13194 New Providence Road Milton, GA 30004	H 678-624-0845 C 770-510-3468	rwhirley@whirleyproactive.com
Schedule Questions	Martha Lee Sanders Community Lay Director	H 770-428-8115 C 770-595-3649	trsanders@mindspring.com
Schedule Questions	Kendel Nickens Assistant Community Lay Director	C 404-680-5325	kendeln@aol.com

(as of 06-15-21)

**Please Note: The entire Board Roster is located on the [www.ngwte.org](http://www.ngwte.org) site.**





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## Appendix E – www.ngwte.org Resources

Documents listed here can be found on [www.ngwte.org](http://www.ngwte.org) under Resources Tab, then by choosing appropriate folder Team Leadership.

Servant	Files (Title of Folder)	Important Documents for your position in that folder
<b>ALL – Everyone needs these</b>	Need Help - Contact info	Board Roster and Quick Reference list
	Training Manual	NGWTE Training Manual
	Job Description	Job descriptions for lay leader positions on team
	Schedule	NGWTE 3-day schedule and Mail Merge Form
	King's Retreat	Directions to King's Retreat. KR Floor Plan, Cleaning Checklist for Sunday
Lay Director	Lay Director	Team Selection tools, Team Notebooks, Board report, Welcome Letter, LD to do list, etc.
Weekend Spiritual Director	Weekend Spiritual Director	Job description and other documents
Assistant Lay Directors	ALD	Speaker letter, Speaker worksheet, Overview of 3 days, Nametag templates
	Will need to provide TLs/ATLs with ...	Job Descriptions, PowerPoints for talks and guidelines
	Will need to provide Facilities Assistant, Supply Assistant, Supply/Lit Coordinator and Head Guard on women's teams with ...	Job Descriptions
	Will need to provide Supply/Lit Coordinator, Supply Assistant and Facilities Assistant with ...	Cleaning Checklist is under King's Retreat Folder
Weekend Coordinator	See "ALL" box	
Music Director	Music Leader	Music info, song list, publishing list and other documents
Facilities Coordinator	Be familiar with all outside servant job descriptions	Job Descriptions folder
	See "ALL" box	Will need Cleaning Checklist for Sunday
Agape Coordinator	Outside Team Coordinators	Agape Folder
Chapel Coordinator	Outside Team Coordinators	Chapel Folder – Chapel layouts are in this folder
Housing Coordinator	Outside Team Coordinators	Dorm Folder – Dorm layouts are in this folder
Kitchen Coordinator/ Entertainment Assistants	Kitchen Coordinator	Kitchen Manual in 2 parts and other documents

(v 2.0)



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## Appendix F - Preview Talk Instructions for Critique Leaders

TITLE OF TALK: \_\_\_\_\_

SPEAKER NAME: \_\_\_\_\_

CRITIQUE LEADER: \_\_\_\_\_

**NOTE: Bold lettering is spoken to the entire group**

PREPARE:

**“In addition to the Board Rep, may I have one other timekeeper, please? Start timing AFTER the Prayer to the Holy Spirit and end when the Speaker says Amen, De Colores, or after the song.”**

**“This talk (has / does not have) a song.”**

**“Table and Assistant Table Leaders please do write-downs for the speaker. Thank you!”**  
(It is helpful if they are sitting where the speaker can see them!)

INTRODUCE:

**“This is the preview talk for \_\_\_\_\_.”**  
(Name of the talk)

**“This talk was prepared by \_\_\_\_\_ in prayerful communion with the Holy Spirit.”**  
(Speaker)

PRAY:

**“As we prepare for the next preview talk, please join me in praying for \_\_\_\_\_.”**  
(Speaker)

Say a brief prayer for the speaker, the message of the talk, and the team response to the talk.

TRANSITION:

Light the candle.

**“We light this candle as a symbol of Christ's presence, and the open Bible is here as a symbol that all talks are based on Scripture. With a clean sheet of paper, high idealism, and the spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a Lay/Clergy person.”**

**“Let’s join together in singing \_\_\_\_\_.”**  
(This is the centering song picked by the Lay Director to sing as the speaker enters the room such as *Sing Alleluia.*)

*NOTE: There is no song sung prior to the PRIORITY talk and the speaker will not pray The Prayer to the Holy Spirit as these have not been introduced to the pilgrims yet; however the Speaker for the Priority talk may say a short prayer prior to beginning their talk.*

Critique leader please take your seat as the speaker enters the room.



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## TALK CONCLUSION:

Once the speaker leaves the room, return to the podium and continue.

**“Let’s take a moment of silent meditation and reflect on the talk.”**

*Note: There is no need to repeat this statement if the LD is having the speaker end their talk with these instructions.*

Walk to the podium.

After at least one minute of silent meditation ... blow out the candle and say **“Amen.”**

## CRITIQUE:

If there will be discussion at tables ... (check with inside ALD about this):

**“Please take a couple minutes to discuss this talk at your table by answering these questions; ‘What about this talk can you affirm?’ and ‘How can this talk still be improved?’”**

### **Talk about things like:**

**Presentation:** difficult words, do stories match the topic, is inflection too soft/loud, too slow/fast?

**Distractions:** naming someone (personal), mannerisms (facial expressions, eye contact, hand gestures), attire

**Scripture references:** clear, appropriate for topic, too many

**Visuals:** posters/white board easy to read from across the room, simple not cluttered

Clergy: talking not preaching

**Handouts: none.** Only scripture references will be provided at the end of the weekend. (See Upper Room Team Manual, pgs. 89-90 for more information)

After 2 – 3 minutes of discussion, return to the podium and continue the critique.

-----  
IF there is no discussion at tables, start the Critique:

**“What time did you record?”**                    \_\_\_\_\_                    \_\_\_\_\_

*Note: The Board Rep on each team will use the detailed Abbreviated Upper Room Outline as the speaker gives the talk to ensure the required key points are included in each preview talk. They may choose the inside ALD to follow this outline as well. The SD or another ASD will follow the outline for Spirituals giving talks.*

*Note: Only Inside Conference Room Servants critique this talk in accordance with the guidelines set by the North Georgia Coordinating Board. Take only 2 – 3 minutes to complete these questions. This should be explained to the team prior to the first talk and given as a reminder as needed.*

**“What about this talk can you affirm?”**

**“How can this talk still be improved?”**

**“Thank you!”**



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## Appendix G – Training Feedback Form

Date:	
Walk #:	
Name:	
Position:	
Email:	
Phone:	

*Please consider the following questions from the perspective between the time you were asked to serve on the team until Closing ended for the weekend. You may use the back to expand on your answers.*

- 1) If you were designing the Leader Training, what would you change?
  
- 2) If you were designing the TL/ATL or Section Coordinators' Training what would you change?
  
- 3) What would you like to see changed on the job description?
  
- 4) If you were designing the Training Sessions for the Team what would you change?
  
- 5) Were the ngwte.org Resource Pages helpful? Why or Why not? Is there anything else you would like to see included on the site?
  
- 6) Did you take time to read the Upper Room Manuals? If yes, did you learn something you did not know before? If yes, what?
  
- 7) What would you do differently during team meetings and/or on the weekend knowing what you know now?
  
- 8) Please share anything else you found confusing, ambiguous, or difficult to find answers for while carrying out your leadership role. We are counting on your feedback to keep improving!

Please e-mail to the Training Chairperson ([training@ngwte.org](mailto:training@ngwte.org))



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## **Release Notes:**

- 12.08.2014 (v 1.1) Updates to Appendix C, Appendix D, Appendix E, and Appendix G
- 06.25.2015 (v 1.2) Updates to Appendix D
- 09.04.2015 (v 1.2) Updates to Technology section
- 11.30.2015 (v 1.3) Updates to Technology section
- 10.20.2020 (v 2.0) Updates to ngwte.org website, new Ministry Manager titles, new Upper Room manuals, updated board contact info, training feedback form.
- 06.14.2021 (v 2.1) Updates to add sound assistance equipment, use of microphones,