

## INTRODUCTION

The purpose of the North Georgia Walk to Emmaus (NGWTE) Training Committee is to give NGWTE Emmaus servants, first-time and experienced, the tools and information they need to fulfill their leadership or servant role on the team. The training information is presented through Upper Room and NGWTE guidelines and procedures. These documents will be provided to the leader servants and used at the team training sessions. The NGWTE Training Committee provides the orientation for the leader servants of each team. These leader servants will then train the rest of the team and lead their sections using these resources.

We recognize each weekend is a unique and unrepeatable experience because the Holy Spirit is guiding the experience of each pilgrim. As members of an Emmaus team, we affirm that we will abide by and perform our servant roles in a manner consistent with the documented guidelines and procedures to provide an experience that glorifies God so that each pilgrim sees God's grace alive within the servants.

**Training Portfolios** contain Upper Room publications and are provided by the NGWTE Board. These are signed out to the leader servants of the team by an Assistant Lay Director. Upper Room manuals are provided to leader servants so that they can read and learn about the purposes and procedures of the Walk to Emmaus and learn more about its core intent. These manuals are copyrighted material, so please do not copy or make electronic copies except for pages that state duplication is allowed. We want to be good stewards of our resources, so we reuse them and ask that you handle them with care and turn them back into the Assistant Lay Director in charge of the portfolios and ultimately the Board Rep for the team.

**Job Descriptions** and other documents are available to leader servants on the NGWTE.org website. The Lay Director and Assistant Lay Directors **MUST** confirm that each leader servant has received all the documents associated with their position. The section leaders are responsible to provide the job description to each of their servants in their section.

Together, these documents are important to conduct walks in accordance with the guidelines set by the Upper Room and NGWTE. All servants are expected to read **ALL** the information available.

The **Leader Orientation Meeting** occurs prior to the first team meeting. This gives leaders a chance to meet each other, be oriented to the documentation, learn about responsibilities that start with the first team meeting, and come together in unity to lead the rest of the team.

The leaders then conduct **Team Training Sessions** during the team meetings. The entire team receives nine mini-training sessions to help provide direction and team unity. These training sessions provide leader servants the opportunity to develop leadership skills through the delivery of the training topics. This serves as a review for some and for others it is the first time of seeing Emmaus from the servant perspective. Presentation of these topics during team training sessions does not remove the necessity for servants to read and review the information on their own. All servants are expected to thoroughly review all documents provided to know their duties and properly prepare for their servant roles.

Our prayer is that God will bless you beyond measure in your service to Him.

De Colores!

The North Georgia Walk to Emmaus Training Committee

## Team Canon

### **“It’s not about me!”**

- I am a member of an Emmaus team; I am only one part of a complete being.
- I am an imperfect earthen vessel, and I am blessed to be here in a servant’s role.
- I will serve in humility and gratitude for the opportunity to be here and remember that the Holy Spirit calls for my love, patience, kindness, gentleness, and self-control in all things.
- I will pray for submission to the Holy Spirit and for strength and commitment to be God’s person rather than my own person during this time.
- I will remember that I am here only as an instrument through which God can work to renew the church.
- I am here only by God’s grace and only so that the Holy Spirit might work through me.
- I will lift up other team members and pilgrims in prayer and ask our Lord to strengthen them and open their eyes so that we all might recognize Jesus Christ in the breaking of the bread.
- I will not overstate or overemphasize my role by any word or deed.
- I will not glorify myself; I will not glorify any other team member nor allow another to glorify me.
- I will remember that the pilgrims are the main reason for my presence and my prayers.
- I will remember at all times that I am no more important than any other person with whom I am sharing this experience.
- In all things, I will accept and obey the authority and discipline under which I serve.
- I have no authority or responsibility except to obey God and to respond to the ministry of the Holy Spirit.
- Whatever passions and excitement seize me, I will express through joyful praise to God, my Lord Jesus Christ, and the Holy Spirit.
- I will give God all the glory for whatever happens during this time together.
- I will raise my voice only to praise God and will bow my head in reverence and submission to God.
- I am only a servant, but God can use me more powerfully in this role than in any other role I might choose.
- I am a member of an Emmaus team; in all things I shall pray that Christ will be lifted up.

The Walk to Emmaus Director’s Manual; Upper Room Books® permission granted to duplicate

## Spiritual Preparation

### **PURPOSE OF EMMAUS**

The purpose of The Walk to Emmaus is to renew the church as the body of the risen Christ in the world through the renewal of Christians as faithful and committed disciples of Jesus Christ. The purpose of the Walk to Emmaus is to inspire and equip you to be a disciple whose heart burns with the love of God, to bring new vision to your church, and to return with renewed commitment to offer Christ to the world in which you live and teach other Christians to do the same.

### **ANONYMOUS SERVANTHOOD**

As an Emmaus servant, anonymous servanthood does not mean invisible servanthood. Let us consider this description of anonymous servanthood from the Upper Room Position Specific Resources Manual.

“Agape is unconditional love in action. Jesus modeled a life of agape. In Matthew 6:1-8, Jesus teaches the importance of working for the glory of God rather than the praises of others. He further tells us not to let the left hand know what the right hand is doing. Once people associate a name and face with our acts of agape, the acts are no longer unconditional. We have placed ourselves in a position to receive gratitude for our gift, even if we never intended to seek it. The concept of anonymous servanthood comes from the Cursillo tradition of “palanca,” the Spanish word for lever. In the Emmaus tradition, both agape and anonymous servanthood serve as levers to lift and move pilgrims closer to Christ.

“The challenge of anonymous servanthood is to do tasks no one else wants to do with no thought of self but only the desire to serve God. Remember, ‘The Son of Man came not to be served but to serve’ (Mark 10:45).

“We come to anonymous servanthood with the realization that **we are not in charge**. We are present as support servants to be one small part of the body of Christ. We learn to lead as we learn to follow. At times we will serve under the direction of someone we don’t like or with whom we disagree. In the act of humble service, we serve Jesus himself. As scripture teaches, ‘Just as you did it to one of the least of these who are members of my family, you did it to me.’” (Matthew 25:40)

### **SPIRITUAL FORMATION**

A great amount of prayer has been a part of the team already. It is important that all servants prepare themselves spiritually before each team meeting and before arriving at the weekend.

- Team meetings attempt to establish cohesiveness within the team, a spiritual cohesiveness as the team finds unity in and through Jesus Christ and by the presence of the Holy Spirit at all team meetings.
- Lose your individuality to Jesus and to the team, the body of Christ.
- All team members are part of one message: the grace of God and the salvation given through Jesus Christ.
- In all things, let Jesus Christ and other persons come first.
- With spiritual unity among yourselves and between you and God, you become like one of those who walked to Emmaus. The pilgrims become like the other one who walked with you, and Jesus Christ will walk between you. Your eyes and those of the pilgrims will be opened, just as the two had their eyes opened after their walk to Emmaus.
- The principal goal of team formation is spiritual unity among you and between you collectively and individually with God and Jesus Christ, under the guidance of the Holy Spirit.
- The team’s spiritual formation and renewal will model that of the pilgrims on their weekend.

As the weekend progresses, each team member should ask him/herself:

- Do my actions and behavior truly sustain the spirit of these three days?
- Have I contributed to an unobstructed pathway between the pilgrims and Jesus Christ?

## Team Information

### TEAM MEMBERS

Each team has two distinct groups. There is an Inside Team within the conference room and an Outside Team outside the conference room. This division occurs to honor the cloistered atmosphere of the conference room for the pilgrims. The division does not imply that any position on the team is more important than any other. All team positions are important and necessary for a weekend to occur. The positions are listed below with the acronym that you may see used throughout NGWTE documents.

#### Inside Team Positions:

Lay Director (LD)  
Assistant Lay Directors (ALD)  
Table Leader (TL)  
Assistant Table Leader (ATL)  
Spiritual Director (SD)  
Assistant Spiritual Directors (ASD)  
Music Director  
Assistant Music Directors  
Technology Director  
Weekend Coordinator  
Board Representative (BR)

#### Outside Team Positions:

Facilities Coordinator  
Kitchen  
Agape  
Chapel  
Housing  
Facilities Assistant  
Supply Coordinator  
Supply Assistant  
Fourth Day Servant  
Guards (women's weekends only)

### INFORMATION FLOW

One of the goals of the Walk to Emmaus is to build leadership within the church. When there is a question or concern, this is the preferred way for information to flow back and forth. This is to help create and maintain an effective flow of information and to create peace instead of chaos. It also helps with sustaining the "cloistered" environment on the weekend. Train your sections to go to their Section Coordinator for questions, issues, ideas, or concerns.

Inside Team:

TL / ATL / Music (communicates with) ALDs (communicates with) LD or SD for Chapel/Communion

Outside Team:

Servant (communicates with) Section Coordinators (communicates with) Facilities Coordinator (communicates with) Outside ALD (communicates with) LD or SD for Chapel/Communion

### SERVANT DESCRIPTIONS

Inside Conference Room Team

- **SD and ASDs** – provide clergy leadership for the weekend
- **LD and ALDs** – provide lay leadership for the weekend. There are 3 ALDs - Inside, Outside and Escort. These titles differentiate their roles. All three ALDs are conference room team. The Inside is a resource the TLs and ATLs. The Outside is a resource for the Outside Team. The Escort prays for each speaker before and after each talk and escorts them from the prayer chapel to the conference room before the talk, listens to the talk, and then escorts the speaker from the conference room to the prayer chapel after the talk is finished.
- **TL and ATLs** – provide lay leadership at the tables during the team meetings and on the weekend

- **Weekend Coordinator** – Backup LD, helps ALDs distribute supplies, hang posters, general agape letters, etc.
- **Board Rep** – to provide an added degree of quality assurance and to help maintain continuity between Walks. Observes and makes notes of improvements that future teams could incorporate. Serves as an advisor to LD and SDs if an opinion on procedure is required.
- **Music** – leads group in worship at team meetings and on weekend.
- **Technology** – provides audio/visual and computer support at team meetings and on weekend.

## Outside Support Team

- **Facilities Coordinator** – has ALD experience and coordinates the outside support team with the Outside ALD during team formation. During the weekend this is the “go-to” person for ALL outside Section Coordinators. Works with Outside ALD in keeping Outside Team apprised of schedule changes.
- **Kitchen** – prepares meals, distributes kitchen agape, skit on Saturday evening.
- **Housing** – cleans dorms, halls, white house and bathrooms.
- **Chapel** – sets up chapel, ensures each speaker has 2 prayers for preview talk and talk on weekend. Sets up Communion elements for team meetings and on the weekend.
- **Agape** – distributes agape at team meetings and on weekends.
- **Facilities Assistant** – has ALD experience and is available to “float” into any position as deemed necessary by the LD. If not floated into a position by the walk, this person goes on supply runs. During the walk, as long as they remain unassigned, this position is to help the other outside sections of Housing, Chapel, and Agape.
- **Supply Assistant** – makes trips to the store for necessary items that are needed for pilgrims (not team members) on the weekend. They are to have one other person accompany them on these “runs”- usually the Facilities Assistant. If the Facilities Assistant is not available, then someone from the kitchen may accompany them. During the walk, when they are not on a “run,” this position is to help the other outside support sections of housing, chapel and agape.
- **Supply Coordinator** – prepares drinks and snacks for the pilgrims during the conference room breaks. They also help prepare the book table for the study talk and help with any snack agape.
- **Fourth Day Servant** – during team formation helps the first-time servants become familiar with serving on an Emmaus team and progressive servanthood; during the weekend spends time with first-time servants getting them familiar with King’s Retreat and spends time with pilgrims getting to know them in preparation for their Fourth Days; stays in contact with pilgrims after the weekend to assist sponsors in getting them active in the NGWTE community.

## COMMITMENT TO SERVING

Being part of an Emmaus team means commitment. This means the full team experience, from team meetings to closing ceremony of the Walk. Inside Conference Room servants (lay and clergy) are asked to attend all meetings. Saturday meetings count as two meetings. Outside Conference Room servants should attend at least 75% of all meetings. If you have to miss a meeting, let your ALDs, your Table Leader, and/or your Section Coordinator know about your absence. Please be on time to team meetings.

**ALL** servants must remain at the camp through closing and wait to leave until their work area has been checked by the King’s Retreat Superintendent.

Servants are asked to commit to attend the first NGWTE Gathering after the Walk on which they serve, so that new community members will see faces they recognize.

## TABLE COMMUNITIES

You will be assigned to sit at a Table for all team meetings. This will be your small group during team formation. Your TL and ATL will be the TL and ATL at that same table in the conference room on the weekend. This will be the group that you pray for and that prays for you during team formation.

## CONFIDENTIALITY

What we see and hear at team meetings is for Team Members only. What we see and hear at the table communities is for the table community only. Please keep prayer concerns or personal sharing from Preview Talks strictly confidential. For conference room servants, this applies to what is shared at the table with your pilgrims during the weekend.

## STANDARD INTRODUCTION

The standard introduction (at any time – team meetings, during a walk, any NGWTE event) for all servants is: name, walk #, table you sat at on your walk, and your church. When serving on a walk as a TL or ATL, you introduce yourself with the weekend information that you originally attended. Group introductions of the outside support servants are not given on the weekend.

## TEAM FEES

Please bring your check or voucher to the first team meeting. Fees are \$110.00. Make checks payable to “NGWTE”. Give to the ALD collecting team fees. If you feel led, please add any additional amount for scholarship funds. You may also pay dues online (or make a donation) at [ngwte.org](http://ngwte.org) → donate/pay online. You need to let your ALD know that you have paid this way. Please note that the NGWTE scholarship fund (voucher) does not cover hardship cases for team fees or pilgrim fees. The community fund is for recent pilgrims to use for first-time sponsorship or team service. Any hardship cases for team fees will need to be covered by funds contributed by the team.

## MEALS AT TEAM MEETINGS

Each week a table community will be assigned to bring snacks or a meal for the rest of the team. The Assistant Table Leader will coordinate this at each table.

## TEAM MEETING AGENDA

Team meetings will last 3.5 - 4 hours for a weeknight meeting and 6 - 7 hours for a Saturday meeting. Meetings will be comprised of food and fellowship, announcements, worship, devotion, training sessions, prayer and share, talk previews, section meetings, and communion (decided upon by SD and LD).

## TEAM MEETING DEVOTION

The LD or ALD will ask for team members to give a devotion at a team meeting. It is important to stick to the topic and the timeframe (typically 5 – 10 minutes) to help the team stay within their meeting agenda.

## NAMETAG AND EMMAUS CROSS

All servants are asked to make sure they have the standard NGWTE nametag with the Emmaus logo and original blue lanyard. If you do not have the standard NGWTE nametag, contact an ALD who will get one created and delivered to you. The first standard NGWTE nametag is free of charge. Replacement name tags are \$5 for the entire nametag (lanyard, holder, and printed insert). Emmaus cross replacements are available for \$5. Contact an ALD to receive a replacement cross.



Rules for wearing nametags and crosses:

- Nametag should be worn at all team meetings (avoids the cost of sticker name tags)
- Nametag should be worn at all times at King's Retreat
- Please write emergency contact information on the back of the nametag insert
- Crosses may be worn at all team meetings
- On the weekend, crosses may be worn by speakers during their talks
- On the weekend, crosses should only be worn by servants during closing ceremonies

## **AGAPE**

Preparing Agape is a wonderful expression of unconditional love and anonymous servanthood. Therefore, personal names are not attached to agape. However, Reunion Groups, team sections, and/or church names are acceptable. Here are several types of agape:

### **PRAYER AGAPE**

Begin praying today! Pray for 36 pilgrims. Pray for the leaders. Pray for the team members. Pray for the other walks. Pray for protection and God's guidance through the team meetings and through the weekend.

### **PRAYER VIGIL**

Team members are encouraged to participate in the **72-hour prayer vigil** for the weekend. This prayer board is presented to the pilgrims during the Justifying Grace talk on Friday.

### **PILGRIMS**

You will be given a specific number to represent a pilgrim that you will pray for from the first meeting all the way through the end of the weekend. You will usually not find out the name of the pilgrim until the last team meeting or at camp on Thursday night. Please write them a note with their name letting them know you have been praying for them. Give this note to Agape to distribute on the walk.

### **TEAM MEMBERS**

You will also be given someone on the team to pray for from the first meeting all the way through the end of the weekend. You are encouraged to write notes of encouragement for your prayer partner during the team meetings and on the walk. Pray for people at your table and in your sections.

### **SPEAKERS**

During each preview talk at the team meetings and each talk during the weekend, there are at least two servants praying for the speaker before, during, and after each talk. This opportunity for intimate prayer is available to all of the Outside Team servants. This prayer is held in a Prayer Chapel and will provide an opportunity for the speaker, the Escort ALD, a Spiritual Director, and the prayer servants to gather and lift up the speaker before the talk, support the speaker during the talk, and give praises after the talk. The prayer servants may kneel, stand, or sit. They may pray silently or out loud – it is simply a pouring out of our hearts that God's words will reach a listener and make an everlasting impact on the listener's life in Christ. The Prayer Chapel servants will be seeking volunteers to serve in this role for each talk (both team meeting and during the weekend).

Additionally, you may write a note of encouragement to a speaker that will be given to the speaker prior to or after the talk. Mark these notes "Pre-talk" or "Post-talk" so the Agape servants will deliver the letters at the appropriate time. These may be given at team meetings for preview talks and on the weekend for the talk.

## GENERAL AGAPE LETTER

This is a letter written to the pilgrims as a whole, by each team member. An example of a General Agape Letter is provided in the team notebook and at [ngwte.org](http://ngwte.org) / [RESOURCES](#) / [Emmaus Team Member](#). All letters are posted on the wall in the Conference Room and some are read aloud during the Justifying Grace Talk. Sign your name and the servant position you are filling. Give your letter to an Agape team member by the last team meeting.

## TEAM LETTERS

Agape letters to other team servants are optional. Please alphabetize them by last name and place a rubber band around them to keep these letters separate from the pilgrim letters.

## PILLOW AGAPE & DINING ROOM AGAPE

Agape items may be made by church communities, reunion groups, or team sections. When making these agape items, consider if they will be placed on the pilgrims' pillow/bed or in the dining room. Box or bag the items and mark them with the number of pieces available. Here is the count of agape items that should be made:

- Pillow/Bed Agape (pilgrims, table leaders, and assistant table leaders) – **48 pieces**
- Pillow/Bed Agape (all pilgrims and all servants) – **110 pieces**
- Dining Room (all pilgrims and all servants) – **110 pieces**, (Conference Room only) – **65**
- Conference Room Snack Agape (placed at the tables between talks) – **9 containers**

## OVEN AGAPE

The Emmaus community and team are encouraged to bring homemade baked oven agape to be used for conference room break times and in the kitchen at mealtimes.

## STUDY BOOKS

Team Servants are encouraged to donate books, journals, devotionals, Bibles, and/or Christian music CDs for the book table that is introduced during the Study Talk on Saturday morning. Any book you donate should be one that you have personally read, is doctrinally sound, and that has transformed your walk with Christ. The books you donate can be slightly used books but that they should not be marked in. These books are collected by the Study Talk speaker during the team meetings.

## PERSONAL AGAPE

No agape should be presented to a specific person (team servant or pilgrim) during the weekend. Team members wishing to exchange agape gifts should do so prior to the last team meeting.

Addressing Agape Letters (examples of envelopes to help out the Agape team)

Team  Stan the Man Pilgrim	Team  John Q. Public Means of Grace Pretalk	Team  Carol Cutie Pie Kitchen Team	Team  Jenny Precious Life in Piety Pretalk
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Write agape letters ahead of time as your focus will need to be elsewhere on the weekend.



## TALK PREVIEWS

The inside team servants are required to participate by listening to all preview talks and contributing to critique discussions of them. All Outside Team servants are invited to hear the preview talks during team meetings, provided they don't have section meetings scheduled at the same time. If you are an outside servant and want to hear a particular talk, the preview talk during the team meeting is your only opportunity to hear that talk. At no time on the walk should outside servants be outside any of the three conference room doors to listen to a talk given on the weekend.

After the preview talk, there will be a time of meditation and discussion at the table communities. The TL and ATL will facilitate the discussion at their table community. The discussion should focus on points that affirm the talk and points to improve the talk. After the discussion time, there will be a time to provide feedback, during which ONLY the TL, ATL, and other conference room team members will provide comments to the critique leader.

## NGWTE Weekend Information

### PREPARATION

Arrive to King's Retreat rested. Be ready spiritually, physically, emotionally, and mentally. Team meetings are the time for you to prepare, to empty yourself, and be ready to serve fully and unselfishly on the weekend. Know your job duties BEFORE arriving at camp. Section Leaders should arrive by the time noted in the job description document with all other servants arriving as directed by your section leader but no later than 5:00 PM. Remember your NAMETAG AND CROSS!

### COMMUNION

On Thursday there is special time of dedication for the team. Check with your Section Coordinator or an ALD for the time and location of this dedication. On Friday and Saturday morning, the entire Outside Team has an important time with Jesus at His communion table. This devotion and communion time has been set aside especially for the outside support servants. During a busy weekend of tasks, this is your opportunity to sit at the feet of Jesus. Finally, on Sunday morning, the entire team and all the pilgrims gather for communion in the Dining Room.

### PHOTOGRAPHY

In order to preserve the pilgrims' privacy, please **DO NOT** use any camera, cell phone or video photography at King's Retreat. The weekend photo that is taken every weekend by the board representative is the only approved photography that may occur. The weekend photo is a picture of the pilgrims and the Inside Conference Room team.

### EMMAUS CLOTHING

To promote unity with the pilgrims and in humility that we begin again and again on the path to Christ we do not wear our crosses until the pilgrims receive their crosses. For this same reason, the team will not wear special Emmaus clothing or other items that set them apart from the pilgrims as veterans of Emmaus until the commissioning, closing and 4<sup>th</sup> day activities. If the Lay Director chooses to do t-shirts as agape for the pilgrims, then the team can wear these after this agape is given to the pilgrims.

### MEALS

Once table assignments have been made (after Friday breakfast), the table communities will sit together at all meals. Outside support servants will sit at other tables.

## JOKE TIME

The rules are that jokes are short, clean, and funny. This time during the weekend is to be pilgrim centered. The ALD will usually pick one “plant” from the team to start the joke time as a model for the pilgrims. After that, the team is not to compete with the pilgrims to tell jokes. If there are pilgrim volunteers the team is to remain quiet and low key and allow the pilgrims to tell the jokes. This gives them a chance to speak in front of a large group in preparation for their sharing time on Sunday. Please, no denominational or ethnic jokes.

## CANDLELIGHT

Since Candlelight is for the pilgrims, team members should refrain from hugging and talking with each other and with the community while in the Dining Room. It has been confusing to the pilgrims when they are not allowed to get up and hug people, but they see the team and community hugging each other. Spouses of the pilgrims who have made their own Walk to Emmaus are welcome to attend all parts of the Candlelight service, including in the Dining Room.

Outside servants will go to the conference room to continue the candlelight line through the conference room and into the chapel. Chapel servants will provide the battery-operated candles for all outside servants to light the way from the outside door of the conference room through the conference room, out into the hall and to the chapel for the pilgrims and inside team. This continues the mood that was set by the community all the way into the chapel.

## CONFERENCE ROOM CLEANING

This is assigned to the Outside Team. The Facilities Coordinator coordinates the cleaning of the conference room once the inside team leaves for the cross ceremony. Servants who may assist include: Supply Coordinator, Supply Assistant, and Facilities Assistant(s).

## DORMS

Dorm rooms are typically separated by team section with three (3) dorm rooms reserved for pilgrims, TLs, ATs, and housing servants. The Housing Coordinator will accept requests for bottom bunk reservations and do their best to accommodate these requests. All team members should prayerfully consider if they are able to accept a top bunk and if so, volunteer for a top bunk assignment. Check with the Housing Coordinator to determine if bunks will be pre-assigned or first-come-first-serve basis (medical necessity reserved bunks are a priority).

For the purpose of enhancing the trust and relationship the pilgrims have with the TLs and ATs, these servants will bunk with the pilgrims.

Typical Dorm Assignments are given below, but you should confirm your placement with a Housing servant when you arrive at camp.

John 3:16	Pilgrims, TLs, ATs, 1-2 Housing Assistants
Pearly Gates	Pilgrims, TLs, ATs, 1-2 Housing Assistants
Mountain Top	Pilgrims, TLs, ATs, 1 Housing Assistant
Shepherd's Staff	LD, ALDs, Weekend Coordinator, BR, Music
Servants' Quarters	Kitchen
Vineyards	Kitchen
Bethel	Chapel, Agape, other Outside Team servants
White House	Spirituals, Guards (others as necessary and as space permits)

## **SHOWERS**

Both shower rooms will be used by Inside Conference Room team (including the Facilities Coordinator and Supply/Lit Coordinator) as well as pilgrims from about 5:30-6:45 AM. The Outside Team servants should wait to use the showers in the morning until after 7:00 AM. Another option is to take showers later in the morning, afternoon or at night before bed.

## **WHITE HOUSE**

There is a house located on the grounds behind the kitchen at King's Retreat that serves as the dorm for SD of the opposite sex (i.e. male spirituals sleep here during a women's weekend) and also serves as the dorm for guards on women's weekends. When there are no opposite sex servants, the White House serves as overflow for team servants as space allows with priority given to SDs. When entering this house, note that there are separate entrances from men and women.

## **GUARDS**

Be aware that on Women's weekends, MALE guards will be in Dining Room during the night and early morning before breakfast for coffee. They also eat meals with the Kitchen servants after the pilgrims leave the Dining Room.

## **LIABILITY WAIVER**

Each member of the team will be asked to sign a liability waiver relating to their participation in a NGWTE weekend. The Board Rep will have the form for your signature.

## **SAFEGUARDED SERVANTS**

Each member of the team will be asked to sign a commitment form agreeing to adhere to the Safeguarded Servants policy. NGWTE has adopted a Safeguarded Servants policy to ensure the safety of our servants and participants. The policy covers and protects servants and participants who are considered youth, elderly, or vulnerable. The Board Rep will conduct a training on this policy at the first team meeting and will have the form for your signature.

## **KING'S RETREAT**

King's Retreat is located at 111 School Road, Dallas, GA 30132. The phone number for King's Retreat is 770-443-2112. The phone is located in the kitchen.

## General NGWTE Information

### **THE COORDINATING BOARD**

This is the body that governs the local Emmaus movement and oversees the quality of the program. The Board is the link between the local Emmaus community and Upper Room ministries and is responsible for fulfilling the covenant with Upper Room Ministries. The Board meets the 1<sup>st</sup> Tuesday of every month. All community members are welcome to attend the board meetings.

### **THE LOVELETTER**

The NGWTE community has a newsletter that is published monthly and delivered via email. It has articles, walk schedules and other information to keep you updated. We use Constant Contact to send out our Loveletter and you must “opt-in” to receive it. If you are not receiving the Loveletter, please notify the Board Rep so we can send you an email with an “opt-in” link.

### **NGWTE WEBSITE**

The website for NGWTE is <http://www.ngwte.org>

### **NGWTE FACEBOOK GROUP**

Join us on Facebook! The website to find the group is:

<https://www.facebook.com/groups/101283634164>

It is a private group, and an administrator will approve your join request. Keep up-to-date on news and stay in touch with other members of our community.

### **MINISTRY MANAGER DATABASE**

This is the database used by Lay Directors to contact you to serve on a team, so it is important that you keep your information updated – including which church you attend. You can access this by going to [ngwte.org](http://ngwte.org) / **CONNECT / Database**. You will have to register the first time and then you can sign in using your user ID and password. This is what is used by Lay Directors to contact you to serve on a team, so it is important that you keep your information updated – including which church you attend. It is also one place where you can sign up for the 72-hour prayer vigil for each walk. You can even update your profile by adding a profile picture! Please make sure your contact information (name, address, telephone numbers, e-mail addresses, etc.) is correct on the team roster during team meetings.

## **Release Notes:**

12.08.2014 (v 1.1) Updates to commitment to serving, technology usage  
06.25.2015 (v 1.2) Corrected job description titles  
11.30.2015 (v 1.3) Fourth Day Coordinator information  
08.01.2020 (v 2.0) Corrected job description titles to match Ministry Manager  
02.23.2021 (v 2.1) Added ministry manager information, Facebook group information  
07.10.2023 (v 2.2) Updated Fourth Day and Kitchen titles, reformatted to match other NGWTE docs. Added Safeguarded Servant policy. Added King's Retreat address.