

2023 NGWTE June/July/August Technology Report

Spring Walks - Review

All walks went well with the following exception:

Women's Walk #238

- It was non-musician walk that depended entirely on the Internet for Music
- Internet was lost Friday morning 2 times due to the UPS tripped its breaker in the Shepard's Staff due to non-essential appliances that were plugged into the UPS thus powering off the AT&T modem.
- Board Rep – Hilary Berman & Tech Director Marlyn Savage were awesome in helping me resolve this remotely.
- This issue was resolved later by installing DO NOT USE label over the remaining 3 AC outlets.

Women's Walk #239

- As a result of the issue above I ordered and Installed a Pop up power source in the center of the table (See image below) with Eric Glick's approval to reduce the power cord chaos.
- 3 AC outlets; 2 USB A ports and a Wireless Phone charging top.



Men's Walk #205

- Novel approach was taken by Robbie Vickers to present the Lay Director's Perverserance talk on a shorten Sunday Conference room session. A ZOOM session was engaged via laptop to laptop from the Prayer Room behind the Chrysalis room to the Conference room.

Chrysalis Flights

- Chrysalis Summer flights went well
 - Training for the Girl's flight of the Technical Director went very well.
 - Boy's Flight had some technical issues but were resolved without any additional issues

Spring/Summer Season Lessons Learned

- Bluetooth adapters were essential for Walk 238 for music for sendoff in Chrysalis Room; Chapel visits and the for kitchen use.
- One of the laptops got accidentally updated to Windows 11.
 - The plan is now to update all to Windows 11 now that it has become stable after the fall season
- All future TDs now have admin rights to the laptop and will be trained on TeamViewer remote use before each walk.
- Deepfreeze suggested by Robbie Vickers to restore laptops back to its original initial setup, implementation of or a similar program will be done after the Fall season.

Music & Technology Updates

August 19th Music & Technology training

- Signup Genius form will going out soon for the along with a Constant Contact email blast.
- Also requesting a repeat announcement in the August Love Letter

Nominations to the Technology Committee were presented and approved

Kim Adams

- 16 Chrysalis flights & 17 Walks and is on the Chrysalis Board served as a Technical Director on W239

Samantha Paulson

- Has served on 7 walks and is Dave's Technical Advisor and a KR Trustee

Robbie Vickers

- Has served on 16 walks and served as a Technical Director on Walk 206
 - Already has had an impact by his insight and flexibility to zoom call Wally Bradley's talk to the conference room monitors.

Web Page updates

- The requested Team Member Resource page requested by the Training Committee is pending
- Music 2022/2023 PPT Song Deck and Spreadsheet updated on the Team Leaders page
- The following Web page uploads and updates below have been completed, tested, board member feedback corrections completed.
- Awaiting any additional Board feedback of the uploads and corrections from the avalanche of new documents along with cleanup of redundant files in the Resource pages.

Requested updates/deletions/moves completed as of August 1st

**All red & green boxes indicate updated views of the web pages
(Please advise of any correction or additions)**

- **Upper Room-3DaySchedule w/LD+SD scripts_07.10.2023** is a newly uploaded document. It's the PDF from the Upper Room that purchase for each walk, and we now want to upload it to the **Lay Director page**. I do not have a .docx file. You'll see I've added the appropriate notations to the PDF.
- **NGWTE-Appendix-A-Scripts_07.10.2023.docx** is now updated. I leave it to you to save as a PDF and upload both to the correct spot. This lives under the **Lay Director page**.
- **Send-Off-script_06-23-2023.docx** is now updated. I leave it to you to save as a PDF and upload both to the correct spot. This lives under both the **Lay Director page** and **Board Rep page**.
- **BR Script for reviewing Pilgrim Pkts_06-23-23.docx** has been completely rewritten now that we're not distributing the packets in the Conference Room. And it's been matched up with the Closing script so we don't have any redundancies of information. I leave it to you to save as a PDF and upload both to the correct spot. This lives under the **Board Rep page**.
- **Closing-script_06-23-2023.docx** is now updated and ready for uploading. I leave it to you to save as a PDF and upload both to the correct spot. This lives under both the **Lay Director page** and **Board Rep page**.

PROTECTED: LAY DIRECTOR F

Initial Preparation

- [Covenant for NGWTE Lay Directors](#)
- [Lay Director Job Description V2.1 \(2023\)](#)
- [Lay Director To Do List \(2023\)](#)
- [NG Co-Board Roster \(2023\)](#)
- [NGWTE Bylaws \(2021\)](#)
- [NGWTE Standing Rules \(2021\)](#)

Leadership Preparation

- [Lay Director & Assistant Lay Director Tasks](#)
- [Emmaus 15 Talk Outlines: Laity & Clergy-2023-ZIP File](#)
- [Upper Room Position-Specific Resources-2023](#)

The Script below have been updated but green boxed bullets 4 & 5 Candlelight docs were removed from BR & LD

Scripts

- [Send Off Script \(06-23-2023\)](#)
- [NGWTE-Appendix-A-Scripts \(07.10.2023\)](#)
- [Agony of Christ](#)
- [Candlelight Host Script \(08/15/2021\)](#)
- [Candlelight Music Script](#)
- [Closing-Script 06-23-2023](#)
- [Upper Room 3-DaySchedule w LD+SD scripts_07.10.2023](#)

Also the files below were removed from BR & LD resource pages . These are redundant files/hyperlinks.

These are already on the Team Leadership resouce page as they are primarily, if not specifically, used by ALDs, Head Music and the Technical Director and not the BR or LD

- [Send Off PowerPoint Slides](#)
 - [Sendoff-Womens-2023](#)
 - [Sendoff-Mens-2023](#)
- [Candlelight PowerPoint Slides](#)
 - [Candlelight-Womens-2023](#)
 - [Candlelight-Mens-2023](#)
- [Candlelight Musicians Script](#)
- [Candlelight Seating Options](#)
- [Conference Room Table Diagram](#)

Team Leader Resource Updated

02 – Job Descriptions

- [Agape \(06/22/2021\)](#)
- [Assistant Lay Director \(2-28-2023\)](#)
- [Candlelight Coordinator \(06/22/2021\)](#)
- [Candlelight Coordinator – Appendix \(1/3/2023\)](#)

08 – Kitchen Documents

Note: There is a job description document for Kitchen in the Job Descriptions folder. The job description document discusses leadership information not the cooking instructions or schedule. Please make sure that you review the job description document in your preparation for your role as [Kitchen Coordinator and Assistant Kitchen Coordinator](#).

- [NGWTE Kitchen Manual 2021](#)
- [NGWTE 3-Day Kitchen Schedule](#)
- [KITCHEN Team Breakout Sessions \(2021-1\)](#)
- [KITCHEN EMMAUS PACKING LIST \(2021\)](#)
- [KITCHEN Gluten Free Procedures \(2021\)](#)
- [KITCHEN Name Tag Template \(2021\)](#)
- [KITCHEN Inside Conf Room Table Assign \(2021\)](#)
- [KITCHEN Cook Grid \(2021\)](#)
- [KITCHEN Name Card template for Meals \(2021\)](#)
- [KITCHEN NGWTE MEN THEME and SKIT IDEAS \(2021\)](#)
- [KITCHEN NGWTE WOMEN THEME and SKIT IDEAS \(2021\)](#)
- [KITCHEN Special Diets Master Menu \(2021\)](#)
- [KITCHEN Weekend Plan Template](#)
- [KITCHEN Welcome to the Kitchen MEETING AGENDA \(2021\)](#)
- [KITCHEN Work Team Document \(2021\)](#)

09 – Music and Tech Documents

- [Music Training Workshop – Feb 2020](#)
- [Song Lyrics Powerpoint \(2023\)](#)
- [Song Lyrics Slide Number Index \(2023\)](#)
- [Introducing De Colores \(Revised 2023\)](#)

Respectfully submitted

Tony Fisher

