



WALK TO

EMMAUS

THE UPPER ROOM®

POSITION-SPECIFIC RESOURCES



SECTION 1— WALK AGAPE COORDINATOR

ROLE

The Walk Agape Coordinator works with the Agape chair and/or committee to plan the agape for an upcoming Walk. While the Agape committee solicits and collects general agape from other communities, the Walk Agape Coordinator may work with the Agape chair to inform the Community of particular needs of the upcoming Emmaus Walk. The coordinator then takes responsibility for collecting, organizing, and distributing agape throughout the Walk's duration. This role may entail supervising and assigning other people various tasks during the Walk. By doing this, the coordinator trains and encourages others in servant leadership.

The Walk Agape Coordinator guides other volunteers in service, in being the hands of Christ, and in ensuring that every participant experiences equal provision of agape love through the various gifts and symbols of agape. Although participants generally do not see the Walk Agape Coordinator, this person's work creates the atmosphere of unconditional love and grace that inspires, heals, and transforms.

An Emmaus Walk requires three basic types of agape: general agape, table agape, and personal agape. The Walk Agape Coordinator enlists a helper for each type of agape to aid in securing, organizing, and distributing the agape. Enlisting the help of others in the Emmaus community distributes the workload and helps pass-on the model of Emmaus.

RESPONSIBILITIES BEFORE THE WALK

The Walk Agape Coordinator and all agape assistants attend the orientation session held before the first Conference Room Team meeting. In addition, assistants attend any meetings called by the Walk Agape Coordinator. Such meetings help the servants learn and practice their individual roles for supporting the Walk, pray for one another, and gain understanding about the boundaries of their service.

Other responsibilities of the Event Agape Coordinator include the following:

- Praying for the participants;
- Praying that God will inspire and empower the Emmaus Community to provide agape in the form of prayers, individual letters, snacks, and symbols that express the meaning and experience of Emmaus;

- Becoming familiar with The Upper Room’s guidelines for agape (see “Guidelines for Agape” below);
- Securing supplies for the agape room from the Board Agape Chair or the person responsible for supplies;
- Preparing the participants’ packets.

RESPONSIBILITIES DURING THE WALK

- ___ Set up an agape room to house all the agape just before the event.
- ___ Organize an area where people may drop off general agape and table agape before and during the event.
- ___ Prepare a box for the drop-off of personal letter agape if one is not provided; this will minimize traffic in the agape room.
- ___ Organize and distribute agape items at the appropriate times and to the appropriate places. (See the “Guidelines for Agape” below.)
- ___ Have banners, posters, or general agape letters ready and available for Conference Room Team members to share with participants throughout the event.
- ___ Collect, separate, and prepare the personal letters in bundles by the scheduled time.
- ___ Meet or check with other coordinators to see where responsibilities overlap.
- ___ Keep a record of all who help with agape during the event, and submit it to the Agape Chair.

GUIDELINES FOR AGAPE

General Agape includes banners and letters for the group of participants from other Emmaus and Cursillo communities all over the world or from accountability groups. These banners and letters declare God’s love and indicate that others are praying for the participants.

Suggested Guidelines for General Agape

- Obtain general agape from the Agape chair before the event begins.
- Open and sort general agape letters according to the specific phase of the event for which they are intended (keeping in mind the theme for each phase of the event).
- Make general agape letters available early in the event for the Conference Room Team members to share with the participants.
- Make banners available to decorate the conference room. Conference Room Team members will present and display these gifts for the participants gradually at fitting times during the event. Special banners may be stored and shared at other Emmaus events.
- Collect general agape at end of the event and return it to the Agape Chair.

Table Agape consists of the small gifts placed on the dining or conference room tables throughout the event. This agape may come from accountability groups; other members of the local Emmaus community; individuals and other Emmaus communities. Table agape expresses unconditional love; therefore, agape will have no names on it. Agape with names implies that the giver desires recognition or thanks.

The Agape committee organizes and distributes table agape according to the day and time. It begins with a small amount given first and increases over the span of the Walk. Each participant receives the same agape. All table agape are routed through the Weekend Agape Coordinator.

Special gifts and notes for individual participants are inappropriate; these are returned to the sponsor. The Emmaus experience is designed to express God's love equally to everyone. Any overabundance of agape for the dining room may be distributed as pillow agape.

Suggested Guidelines for Table Agape

- Inform the community of your needs for table agape well before the Emmaus Walk.
- Collect table agape from the Emmaus community and/or the Agape Chair.
- Ask those bringing agape to deliver items to the agape room by the start of the Walk and to provide enough pieces for everyone in the conference room.
- Remember that those serving behind the scenes do not receive agape. The support servants are present to serve and to make the Walk run smoothly.
- Sort and label agape according to the time and place for distribution. Table agape begins at a specific time and day; distribute the agape while the participants are away from the tables.
- Distribute pillow agape on Friday evening for the Walk; it is placed on each participant's pillow before the participants go to bed and while they are occupied elsewhere.
- Return all extra agape pieces to the agape room to give to those who donated them or follow an established board procedure.
- Clean up leftover agape items. If participants leave agape at the tables, put the items somewhere for retrieval.

Personal Agape letters, solicited by sponsors or designates, come to participants from family members, close friends, and occasionally members of the Emmaus community. Each participant will receive no fewer than eight and no more than twelve letters at the appointed time in the schedule. This assures that each participant receives equal treatment and that participants will be able to read the letters in the time available.

The sponsor or sponsor designate has responsibility for making sure his or her participant has eight to twelve letters. Participants only receive individual agape letters near the end of the event, at the time identified in the event schedule.

Personal agape does not include any type of personal items given only to one participant rather than to all. If gifts of more than twelve letters appear for an individual participant,

return them to the sponsor before the Closing service. The sponsor will give them to his or her participant afterward.

Suggested Guidelines for Personal Agape

- Label boxes and sort letters in alphabetical order. For example, label one box for participants whose last name begins with letters A–G, another for names beginning with H–N, another with O–U, and another with W–Z. This allows helpers to sort letters as they come into the agape room.
- Collect personal agape from sponsors and designates.
- Provide a box for personal agape letters at the start of the event and before Candlelight.
- Ask Conference Room Team members to write a letter for any participants who have fewer than eight letters.
- Stack each individual’s letters with family members’ letters on top. Tie each stack with colorful ribbon or yarn. When more than twelve letters have been received for one participant, return the extra letters to the sponsor who gives them to the participant after Closing.
- Group the personal letters by table, using the table assignment list.
- Group each table’s letters together in a sack or box. Place them in a room near the conference room. Make sure at least one assistant to the lay event team leader—an Assistant Lay Director—knows the location of the letters.
- Check all wastebaskets and other containers in the agape room to make certain that no letters have been accidentally discarded.
- Stuff the information packets with the necessary handouts. The board is responsible for their content and will provide these handouts (see the “Sample Letters and Handouts” section in this manual). If this is not done before the beginning of the Emmaus event, request copies from the Facilities Coordinator or whoever is responsible for supplies. Agape committee members may decorate the packet envelopes if desired.
- Break down the agape room and prepare to return items to storage before Closing and after distributing all packets and letters.