



SECTION 2— WALK FACILITIES COORDINATOR

The Walk Facilities Coordinator transports all supplies and equipment from storage to the Walk site and arranges for delivery to the right place. The amount of supplies and equipment requiring transport may vary depending on the facility used for the Walk.

A strong committee in this area offers a good place to start newer community members in behind-the-scenes servanthood. Usually it takes several people to set up the facility in a fashion that satisfies the Walk's needs. Community leaders wisely employ veteran leaders to help orient and guide the new volunteers.

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

Before setup begins, the Facilities Committee needs to understand the design of all areas within their responsibility. The Walk Facility Coordinator makes a diagram of each room being used for the Walk, along with a list of equipment belonging to each room. Volunteers use this diagram at the end of the Walk to return the room to its original condition.

The Walk Facility Coordinator also makes a diagram of how to set up each room during the Walk, including placement of all Emmaus-related equipment. These diagrams will enable the efficient work of many support servants and create goodwill with those responsible for the host church/camp/retreat center.

The Facilities Coordinator and assistants set up the tables and chairs in the conference room, obtain the needed video equipment for showing the movie, make sure enough candles are available for Candlelight, move the large cross to the designated location for Sponsors' Hour—then to the prayer chapel, and arrange for security for the Walk if necessary. At the close of the Walk, the Facilities Committee breaks down everything, returns the facility to its original condition, and returns all Emmaus Community equipment and supplies to storage.

Setup remains the same for all Walks unless the board approves a change. Consistency in setup from event to event makes it easier to use a variety of volunteers while maintaining quality assurance.

RESPONSIBILITIES BEFORE THE WALK

- ___ Check with the Facilities chair about inventory and make sure all supplies and equipment are available for the selected Walk dates—at least two weeks before the Walk.
- ___ Obtain any needed supplies or equipment.
- ___ Arrange for security personnel if needed.
- ___ Secure copies of the layout of each room (one diagram of the original setup of the room and a second diagram of setup for the Emmaus Walk).

RESPONSIBILITIES DURING THE WALK

- ___ Begin setup early! The more time allowed, the less chance people will panic when something breaks or goes wrong. Committee members will also appreciate not being stressed at the last minute.
- ___ Transport all equipment and supplies to the Walk site.
- ___ Set up cots/mattresses, tables, chairs, video equipment, etc. Know the exact number of people on the Walk (team and participants) so you can set up the correct number of chairs and tables in the chapel, conference room, and dining room.
- ___ Arrange various areas with the help of the Assistant Lay Directors.
- ___ In the conference room, place chairs at the tables making sure there is an aisle for the speakers to enter, that each participant can see each speaker, and that another table does not block anyone's line of vision. Set up the tables for the Walk team leaders and assistants in a row across the rear of the conference room. Set up the worship center at the front center of the conference room in front of the speaker's lectern. If using physical visual aids (such as posters, etc.), place an easel to one side of the speaker's lectern; put other equipment for visual aids in an easily accessible location. Test the audio and video equipment to be sure it works properly.
- ___ Place the large cross in the designated location (chapel/sanctuary) for Sponsors' Hour. If there is no Sponsors' Hour or after Sponsors' Hour, place the large cross in the Prayer Chapel.
- ___ In the chapel or sanctuary that serves as the worship setting for the Walk, place lecterns where needed for any speaking or music that will take place.
- ___ Allow older volunteers to help with lighter work duties to avoid injury or strain.
- ___ Make sure all areas are ready for the Walk. Do not leave setup work for the Conference Room Team.
- ___ If the Walk used cots/mattresses, arrive early on the last morning to remove the mattresses and/or cots and return them to storage.
- ___ Once the Walk has concluded, take down tables, chairs, etc.

- ___ Clean all rooms and return them to their original condition. (Use diagrams to check each room.)
- ___ Inventory all supplies and equipment and make a list of needed supplies.
- ___ Return inventory and supply list to the Facilities chair.
- ___ Return all equipment and unused supplies to storage. This minimizes lost and missing items. A Supplies chair may oversee the storage location and will maintain much of the Community inventory.
- ___ Remember, use as many Emmaus Community members as is practical in this support role, which provides servant opportunities and a feeling of ownership within the Community.
- ___ Provide a list of names of all those participating on this support committee to the Facilities chair.

HANDLING LUGGAGE

The Walk Facilities Coordinator may appoint a committee to handle the luggage. Basically, this responsibility consists of moving the participants' and Conference Room Team's luggage from the Send-Off location to their respective sleeping quarters and returning luggage to the Closing location at the end of the Walk. The Registrar will supply all the names and sleeping assignments for the participants and team members. With this information, the luggage handlers can proceed with the suggested tagging instructions listed below.

The following method has worked for many Communities:

- Secure enough volunteers to handle luggage efficiently when people arrive and when they leave.
- Have enough covered vehicles to move the luggage to the sleeping quarters if Send-Off is in a separate location from the sleeping quarters.
- Buy wire tags (4 ¼"x 2 1/8"—10 point, 1000 per box) for luggage that are easily attached. Consider a piece of luggage to be any separate piece being transported (handbag, sleeping bag, pillow, blanket, etc.). Each tag will show the person's name and preassigned sleeping quarters. Assume four tags per person, and insert the four tags into a 3" by 5" manila envelope along with the person's name tag. Write the person's name and sleeping quarters on the outside of the envelope.
- Hand out the wire tags with each name tag along with sleeping quarters assignment at Send-Off.

At the end of the Walk, the Assistant Lay Directors will instruct participants and team members to pack their luggage, carefully tagging each piece. Someone from the luggage team will check the sleeping quarters to be sure all pieces are picked up. If that person finds any stray pieces, he or she takes them to Closing to be claimed. After Closing, double-check to see if any luggage remains. If so, a member of the luggage team may have to make a home delivery or take the luggage to the next Gathering.

