

Living Waters Emmaus Community of Alabama Inc  
Support Team Schedule

**HUMBLE SERVANTS**

This committee consists of 5-8 people who should plan to stay the weekend.

**Thursday of the Walk:**

**5:00 PM –**

Get familiar with the facilities:

Know the location of Agape, Refreshment Area, Worship, Speaker's Prayer Chapel rooms.

Know the location of the storage building, the laundry room, etc.

**6:00 PM –**

Assist Pilgrims/Sponsors with their luggage as they arrive. Sponsors take Pilgrims to bunkhouse and make up their bed. Have a pilgrim list to know which room the pilgrim is staying in.

**7:00 PM –**

Attend Sponsor's Hour

**8:00 PM –**

Move Large Cross to Speaker's Prayer Chapel.

Help Food service setup tables in dining hall for Friday breakfast. Assist Sponsors Hour with takedown and cleanup. Move all of the chairs not used for breakfast to the corner of the room behind screen. Sweep floors and mop if necessary.

**8:40 PM -**

When Pilgrims come to the chapel to view the film,

Go to the conference room to assist ALDS with setup.

**10:15 PM -**

Move TV/VCR cart to room #5.

A "Needs List" with pen needs to be posted in Dining Hall.

Assist Worship committee in setting up chapel for Friday.

Make final cleaning sweep of dining area.

Turn off coffee pots. Check AC/Heat. Turn off lights.

**10:35 PM –**

Assist with cleanup in break area following team meeting.

Sweep, mop, take out trash if necessary.

**GO TO BED!**

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**Friday of the Walk:**

**5:45 AM –**

Start making coffee.  
Make sure ALDs are awake.

**6:15 AM –**

Place table outside of Big Chapel. Fill the large coffee pot with coffee and place on table. Place sugar, creamer, sweet & low, napkins, pitcher of water, juice, and stryophone coffee cups. Run extension cord through back door to keep coffee hot.

**7:25 AM –**

Bring coffee pot and all other items from outside area. Leave table. (Out of sight)

**7:30 AM –**

Assist Food Service Committee in final preparations for breakfast. Serve breakfast, if needed.  
Take water bottles and coolers to Conference Room.  
Make sure all heating and cooling is set to maximum in conference room.  
Clear all the trash out of bathrooms and clean tables of any left over bottles and trash.  
Replenish the bathrooms for toilet paper.

**8:00 AM –**

Breakfast

**8:30 AM –**

Assist Food Service in clean up after breakfast.  
Assist in washing dishes if needed.  
Take out trash, sweep and mop if necessary.

**9:15 AM –**

After pilgrims have gone into the conference room, take large trash bag and collect trash from all bunkhouses. It is also a good idea to take plastic cups with you to replenish. Don't forget the Headquarters (Command Center Building) and TL/ATL bunks.  
Take note of any special needs identified by the ALDs  
Such as not enough soap in a room, light bulbs out, etc.  
Fix it while pilgrims are in conference room.

**9:45 AM –**

After each break, review the "Needs" list for any new items  
Check with Agape (Toiletry articles are in a box in the Agape room).  
Humbles are responsible for going to the store, etc. to help fill the needs on the list.  
Money will be available from the Outside Board Rep for the Needs List.

**10:10 AM -**

Assist the Photographer with group picture. (if needed)  
Assist Walk Refreshments with break. (Ice)

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**12:00 PM –**

Assist Food Service - prepare for lunch and dinner and clean up afterward.

**12:30 PM –**

Lunch

**12:40 PM –**

While pilgrims are having meals check conference room water coolers and for trash and remove it.

**1:15 PM**

Assist Food Service with meal cleanup. Assist with dishwashing if needed.

Take out trash, sweep and mop if necessary.

**2:00 PM –**

Assist Walk Refreshments with break. (Ice)

**2:40 PM –**

Empty trash in Conference Room.

Check water coolers for refills.

**3:00 PM –**

Check Candlelight supplies. Supplies will be in red boxes in Big Chapel closet.

Clean candleholders and check bags, cat litter, tea lights, etc.

**5:00 PM –**

Assist Food Service with dining area.

**5:30 PM –**

Dinner

**6:00 PM –**

Assist Food Service with meal cleanup. Assist with dishwashing if needed.

Take out trash, sweep floors, mop if necessary.

**7:30 PM –**

Assist Walk Refreshments with break. (Ice)

**10:00 PM –**

Clean Conference Room. Remove all water bottles and empty trash. Check bathrooms. Make sure that the AC/Heat is set properly. Turn off lights.

**10:45 PM –**

Make final cleaning sweep of break area. Turn off coffee machines and check AC/Heat. Turn off lights. Empty trash.

**GO TO BED!**

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**Saturday of the Walk:**

**5:45 AM –**

Start making coffee.  
Make sure ALDs are awake.

**6:15 AM –**

Place table outside of Big Chapel. Fill the large coffee pot with coffee and place on table. Place sugar, creamer, sweet & low, napkins, pitcher of water, juice, and stryophone coffee cups. Run extension cord through back door to keep coffee hot.

**7:10 AM –**

Bring coffee pot and all other items from outside area. Leave table.(Out of Sight)

**7:15 AM –**

Assist Food Service Committee in final preparations for breakfast. Serve breakfast, if needed.  
Take water bottles and coolers to Conference Room.  
Make sure all heating and cooling is set to maximum in conference room.  
Clear all the trash out of bathrooms and clean tables of any left over bottles and trash.  
Replenish the bathrooms for toilet paper.

**7:30 AM –**

Breakfast

**7:55 AM –**

Assist Food Service in clean up after breakfast. Take out trash, sweep and mop if necessary.

**8:10 AM –**

Setup Agape Book Table. This room will be downstairs right outside of the Break Area. You will need to setup 3 separate tables (spaced apart). One for “Agape books (free)”, one for “Books for sale” and one for “Upper room Books for sale”. There should be tablecloths with the books, as well as signs.

**8:40 AM –**

Assist Walk Refreshments with food break.(Ice)

**9:20 AM –**

Empty trash in Conference Room. Check coolers and refill if needed.

**9:45 AM –**

After pilgrims have gone into the conference room, take large trash bag and collect trash in all bunkhouses. It is also a good idea to take plastic cups with you to replenish.

**11:00 AM –**

Assist food Service with setup for lunch.

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**11:45 AM –**

Lunch

**12:15 PM –**

Check water coolers in Conference room.  
Assist Worship with Individual Prayer Stations.  
Assist in meal cleanup.  
Assist with dishwashing if needed.  
Take out trash, sweep dining area, mop if necessary.

**1:30 PM –**

Finish setup of luminaries and candleholders for Candlelight. Store all items in Big Chapel closet.

**2:20 PM –**

Assist Worship in setup of Big Chapel for Candlelight. The 4 small folding will be needed for prayer stations. The big kneeler from Speakers Prayer Chapel will need to be brought to Chapel as soon as the last speaker has given talk. (approx 7:45 pm)

**3:00 PM –**

Assist Walk Refreshments with upcoming break. (Ice)

**4:10 PM –**

Assist Food Service in setup of Candlelight Dinner.  
Empty trash in Break Area.

**5:30 PM –**

Special Dinner

**6:00 PM –**

Entertainment

**6:20 PM –**

Assist Food Service with meal cleanup.  
Assist with dishwashing if needed.  
Empty trash, sweep and mop if necessary.

**6:40 PM –**

Assist in setup for Community Party in Dining Hall.

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**7:00 PM –**

Final check on luminaries and candleholders. Do you have lighters?

Take all chairs in Big Chapel and start setting up for Candlelight Service. Divide the chairs into 2 rows facing raised area. Allow a wide aisle for Candlelight Communion. Fill in room with remaining chairs. Place songbooks. Check with Worship to see if they need additional small tables for Prayer Stations. If so, get tables from Worship Room. Bring large and small kneeler in room as soon as you can. Large kneeler will be in Speaker's Prayer Chapel. Make sure podium, microphone and speakers are ready.

**7:45 PM -**

The big kneeler from Speakers Prayer Chapel will need to be brought to Big Chapel as soon as the last speaker has finished talk.

**8:30 PM –**

Place luminaries

**9:10 PM –**

(Please remember to keep in contact with Conference Room. Timing is essential. Light luminaries 10 minutes before time, handhelds 5 minutes before time. Keep in mind that the Conference Room Team will have to walk farther than before, they may have someone with special needs.)

Light Luminaries

Pass out candles – Leave red boxes outside front door when finished.

Turn off lights

**9:15 – 9:30 PM -**

Candlelight

**9:45 PM –**

Make sure luminaries are blown out. Place back in closet.

**10:45 PM –**

Assist Food Service setup for breakfast. Turn off lights. Check AC/Heat.

Assist takedown of Pilgrim Party and setup for Worship.

**GO TO BED !!**

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**Sunday of the Walk:**

**5:45 AM –**

Start making coffee.  
Make sure ALDs are awake.

**6:15 AM –**

Place table outside of Big Chapel. Fill the large coffee pot with coffee and place on table. Place sugar, creamer, sweet & low, napkins, pitcher of water, juice, and styrofoam coffee cups. Run extension cord through back door to keep coffee hot.

**7:15 AM –**

Bring coffee pot and all other items from outside area. Bring table.

**7:30AM –**

Take water bottles and coolers to Conference Room.  
Make sure all heating and cooling is set to maximum in conference room.  
Clear all the trash out of bathrooms and clean tables of any leftover bottles and trash.  
Replenish the bathrooms for toilet paper.  
Assist Food Service Committee in final preparations for breakfast. Serve breakfast, if needed.

**7:45 AM –**

Breakfast

**8:15 AM –**

Assist Food Service in clean up after breakfast.  
Assist with dishwashing if needed.  
Take out trash, sweep and mop if necessary.

**8:45 AM –**

After pilgrims have gone into the conference room, take large trash bag and collect trash from all bunkhouses.

**9:10 AM –**

Assist Walk Refreshments with food break. (Ice)

**9:35 AM -**

Empty trash from Conference Room.

**9:55 AM –**

Empty trash from break area.

**10:30 AM –**

Assist food Service with setup for lunch.

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**12:00 PM –**  
Lunch

**12:30 PM –**  
Check water coolers in Conference Room. Empty trash.  
Assist in meal cleanup.  
Take out trash, sweep dining area, mop if necessary.  
Assist in dishwashing if needed.

**1:00 PM –**  
Assist Agape/Worship with taking down and storage of banners.

**1:30 PM –**  
Take down Book Table

**2:30 PM –**  
Setup for Closing in Dining Hall area.

**3:30 PM –**  
Check with Speaker's Prayer Chapel about how and when to move large cross to Conference Room.

**4:00 PM -**  
Closing

**Go Home and Rest !  
Thank you!**

**DECOLORES !**