

## HOUSING/REGISTRATION

This committee consists of 2-3 people who are responsible for collection of weekend fees for both pilgrims and team members staying the weekend at the camp, greeting pilgrims and their sponsors, and posting the bed and door tags prepared by the registrar.

### **The responsibilities of this committee are:**

The housing team is to provide the registrar with a list of people that are staying the weekend. Work closely with the registrar on the housing. When possible work on the lodging diagram at the team meetings with the registrar. The lay director will assign the lodging accommodations for the weekend for both pilgrims (Dorm #4) and inside team members (Dorm #2). The lay director will turn the bunk assignments into the registrar by the last team meeting. The Outside Support Team will be housed in (Dorm #1) and (Kitchen Dorm).

We have only one wheelchair accessible dorm available (Dorm #1 Bottom). If there are any pilgrims that need wheelchair access then the Pilgrims will need to stay in Dorm #1. In that case the Outside Support Team will need to stay in Dorm #4. Check with all TEAM members and Pilgrims applications to find out who can climb stairs. The stairs on the dorms are not easily climbed and arrangements will need to be made according to need.

Dorm assignments are as follows:

Dorm #1 – Outside Support Team

Dorm #2 – TL/ATL/Inside Music/Inside Board Rep/Clergy (all same gender)

Dorm #4 – Pilgrims

Kitchen Dorm – Outside Support Team

Headquarters – LD/SD/ALD/Clergy

There are dorm assignment sheets available. Also available on website.

Receive all payments for team members for housing and meals. Team members who plan to eat select meals should sign up for these meals prior to the walk weekend even if they are not staying the night. Collect those fees along with the lodging fees. Should a team member need sponsorship please have them complete a sponsorship form and return this document to the community lay director. The sponsorship covers half the fee, the remaining fee will have to be paid. All monies received should be recorded and balanced with the number of meals and the type of accommodations provided on the attached form and given to the outside board representative. Should a team member need special diet requirements notify the kitchen committee.

Prior to Thursday evening, contact the registrar to obtain a listing of Pilgrim Balances Due. The balances will be collected at the time of pilgrim registration. (Pilgrims attending on Scholarship will also be noted so that fees will not be collected from these individuals.) All team member balances should be collected on Thursday evening if not before.

Living Waters Emmaus Community of Alabama Inc  
Support Team Schedule

Set up the Registration Table no later than 6:00 P.M. Thursday evening. It is best to have a minimum of two people to assist with registration. One person should be provided to help the humble servants show the pilgrims to their dorm and to act as guide. This person has a copy of the bunk assignments and can direct the pilgrims to the correct dorm and bunk. Should there be a problem then the Registrar and lay director/asst lay directors will need to re-arrange the bunk assignments.

Greet each pilgrim as they arrive. Give them their nametag (provided by the community Registrar), provide their bunk/building assignment, and collect any outstanding balances due.

Once all the Pilgrims have arrived, give a final list of Pilgrims attending the weekend to the LD and the person in charge of Sponsors Hour. This will be the final list so that any pilgrims who did not come can be removed from the list to be called out by the LD and the Cross Ceremony.

**MONEY GOES TO OUTSIDE BOARD REPRESENTATIVE FOR THE WEEKEND OR COMMUNITY TREASURER.**

**NOTE:LAST TEAM MEETING**

Get final listing of pilgrims, inside and outside team members that will be eating meals for the weekend and give that number to the kitchen committee so the food for the weekend can be provided.