

SETUP/CLEANUP/SUPPLIES

SVEC 2019

The Setup/Cleanup/Supplies Coordinator is a member of the Board of Directors. In addition to general Board participation for Emmaus policy, this individual oversees and mobilizes community efforts and resources for the following:

Description:

- Just as the title implies, Secure supplies for walks (and board), Setup camp for walks, Cleanup camp after walks
- Recruit / Maintain / Encourage Set-up Teams for Gatherings from each Base church. You do not do the actual set-up, just see that the teams are in place and ready to serve. (Local Hosted Gatherings will provide their own set-up and clean-up.

Resources:

- Supplies inventory worksheet
- Vendor contact document
- Setup/Cleanup narrative/pictorial book
- Emmaus Community

Ongoing:

- Order Emmaus materials (manuals, etc) for board members as needed

Pre-Walk:

- Purchase Director's Manual and Speaker's Cross to upcoming Lay Directors (and team manuals/worship box/music box if turned in from past Lay Director)
- Purchase/Solicit talk room supplies needed for upcoming walks (based on inventory taken during cleanup of last walk)
- Order crosses/booklets for upcoming walks (2 months before walks)
- Secure volunteers to help with setup/cleanup
- Contact camp to arrange setup day and have trailer moved up to camp (1 month before walks)
- Setup camp (Tuesday/Wednesday before men's walk) using Blue Setup/Cleanup book. All materials are in the trailer
- Put signs out on road (Tuesday/Wednesday before men's walk) using roadmap in Blue Setup/Cleanup book – Signs are stored at barn at bottom of hill.
- Purchase last minute supplies determined needed during setup

Mid-Walk:

- Cleanup/Reset camp after men's walk
 - o Clean up Glovier Chapel
 - o Reset Glovier Chapel for women's send-off
 - o Gather all men's lost and found from the cabins
 - o Reset talk room as needed for women's walk (typically room is cleaned by men's team – normally just need to add a table for women's walk)
 - o Reset cross-table for women's team dinner

Post-Walk:

- Cleanup Camp
 - o Clean up Glovier Chapel
 - o Gather all women's lost and found from the cabins
 - o Group all materials by "room/color" and load back into trailer

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- Take talk room inventory while cleaning up
- Take inventory of crosses/booklets