

## Walk Events - Child Care: position duties

Specific to: Upper Room SVEC 1/2019

The Walk Events Chair is a member of the Board of Directors. In addition to general Board participation for Emmaus policy, this individual is to coordinate the various events that occur over the course of both Men's & Women's Walks. The Position also coordinates recruiting volunteers for Child Care during Base Gatherings.

Volunteers are needed to fill in the following spots below. Online sign-up is available on Sign-up Genius at [ShenandoahValleyEmmaus.org](http://ShenandoahValleyEmmaus.org)

**Gatherings:** 2 adult volunteers available at each Gathering to supervise children up to age 10. Children stay with their parents until the 4th Day presentation begins and return during Communion. This should be about a 60 minute time block. Volunteers are free of responsibility if there are no children. Primarily, volunteers are recruited with sign-up sheets during earlier Gatherings. They volunteer only once a year. An email is sent to remind them a couple of days prior to service. If no volunteers are forthcoming, there will be no child care offered. It is not the responsibility of the Child Care Coordinator to personally supervise the Child Care Room. *Local Hosted Gatherings provide their own child care.*

### Each Walk:

#### **Thursday - Sponsor's Hour Host**

There is a script provided that the Host or Hostess will read. Host should arrive by 6:30 PM and join the Community for Send-Off. They should have a podium to use and speak clearly so that all can hear as they read both the script and the names of each pilgrim (provided by the Registrar once all pilgrims have checked in). At the end of prayers, Host/ess should be seated and join the gathered Community in Holy Communion, led by a clergy. Clergy is organized by the Community Lead Spiritual Director, and worship should already be set up by either a Worship volunteer or the Walk's Weekend Coordinators.

A sign-up sheet on Sign-up Genius has been established to assist.

\*Note to Walk Events Coordinator: at this time, let Camp Overlook Staff know that we will need a microphone ready for Saturday night, per Board of Directors. This gives them plenty of time to have it ready.

**Saturday - Dinner Servers**

Calculate the number of team & pilgrims who will be seated, and use a 1:7 ratio. One server for every 7 dinner guests. Volunteers are usually easy to find. You will want at least 2 who have done it before to help lead those who are new.

The Board asks that no spouses serve others, in a spirit of fairness and to not bring distraction to the weekend. All servers should be Community members who have already Walked.

Dinner Servers should arrive quietly in Ritchie Building by 5 PM. Dinner is approximately 5:40, and Pilgrims will have a break during that window. This gives the Event Coordinator an opportunity to review what you need to do. Servers should be dressed nicely. It is recommended to wear something you would wear to a nice dinner with a spouse or to a business meeting.

Shenandoah Valley Emmaus contracts with Camp Overlook for meals. A reservation count is turned in a week early and the camp orders and prepares accordingly. It is Emmaus policy that leadership pays its own expenses, thus we have team fees to cover the various servants.

In lieu of reservations and meal payments (\$14) for Saturday Night Servers, which is an Emmaus program feature, the camp has welcomed Servers to enjoy whatever is left-over after the complete meal is served. A financial donation is appreciated and may be left in a small cash box in the kitchen. Checks should be made payable to "Overlook" and are tax deductible.

**Saturday - Dinner Entertainment**

Dinner entertainment can take many forms. It can be songs, skits, or performers of whatever talents the Community has to offer. Their performance will be about 10-15 minutes. Always a good idea to ask the MUSIC Board Director if they have someone lined up to lead Candlelight, sometimes the Dinner Entertainment person/people may be able to help with this. Entertainment should arrive by 5:30 p.m. and slip quietly into Ritchie. At approximately 5:50 p.m., they will go in the back door of the kitchen and wait to be introduced. ALD's work very hard to follow the schedule, but this part of the schedule is somewhat sketchy. Dinner Entertainment should NOT be introduced until DESSERT is served. Please remember to thank them when they are finished.

**Saturday: Candlelight Setup**

Be sure that someone is setting up the path lights and getting the candles out for Candlelight. Be sure there are lighters or matches handy. Often the Set-up / Supplies person offers to help with this if he/she is available.

**Saturday - Candlelight Host/Hostess:**

There is a script provided that the Host or Hostess will read from. Host should arrive by 7:30 PM to get the script from you in Ritchie (if you cannot be there, be sure it's been either emailed to the Host in advance, or have someone put it on the refrigerator for them to find and be sure the WC's know it's there in case someone asks). The Treasurer will handle the Offering, the Prayer Chapel will come down and read the names of all Pilgrims, the LSD & LD will come down and give a weekend update, and the CLSD will arrange for Holy Communion. They should have a podium to use and speak clearly (microphone should be set up by now) so that all can hear as they read the script.

**Sunday - Closing:**

You have no official responsibilities here, but as a member of the Board of Directors, please try to attend if at all possible.  
DeColores!!!!

Walk # _____	Name	Contact Info
Thursday Sponsor's Hour		
Saturday Dinner Servers		
Saturday Dinner Entertainment		
Saturday Candlelight Host		