

Agape Duties and Tasks

Agape Overview

The Agape team manages the collection and distribution of various forms of non-food agape during the Emmaus Walk, Chrysalis Flight or Face to Face Encounter. The Agape Chair and team works with other teams, including registration, the event team leadership, and logistics to plan and fulfill their responsibilities. The team follows the suggestions in the current Emmaus Ministries Community Manual along with the direction of the local Emmaus Community guidelines for their tasks.

Agape Staffing (The chairperson has discretion over staffing deployment.)

Agape Chairperson (1) – Member of the Emmaus Community Board of Directors and responsible for the overall leadership and direction of the Agape teams.

Event Coordinator (1 per event) - Coordinates the efforts of others at a specific Emmaus event by being on site at the event.

Onsite Event Support (2-3) - Organize and distribute agape during the event, which requires being on site.

Remote Event Support (1 per event) – Promotes and coordinates agape needs prior to the event and works with the Event Coordinator to ensure that adequate supplies are in place for the event. Serves as a liaison with other Emmaus communities to send and receive agape letters between communities. Does not require being on site at the event.

Agape General Event Tasks

The general tasks listed below are an outline of responsibilities.

Responsibilities prior to the Event

- Pray for the participants.
- Pray that God will inspire and empower the Emmaus Community to provide agape in the form of prayers, individual letters, snacks, and symbols that express the meaning and experience of Emmaus.
- Become familiar with The Upper Room's guidelines for agape (see "Guidelines for Agape" in the Emmaus Ministries Community Manual.)
- Secure supplies for the agape room (procuring a list from the Agape Chair or the person responsible for supplies); obtaining any missing supplies.
- Begin preparing the participants' packets.
- Provide a sign-up at monthly Gatherings for event table agape to be provided by Emmaus Community members.

Agape Duties and Tasks

Responsibilities immediately before and during the event

- Set up an agape room to house all the agape just before the event..
- Organize an area where people may drop off general agape and table agape before and during the event.
- Prepare a box for the drop-off of personal letter agape if one is not provided; this will minimize traffic in the agape room.
- Organize and distribute agape items at the appropriate times and to the appropriate places. (See the "Guidelines for Agape" in the Emmaus Ministries Community Manual.)
- Have banners, posters (Logistics provides and hangs banners), or general agape letters ready and available for Conference Room Team members to share with participants throughout the event. These letters are given to the Minister who gives THE JUSTIFYING GRACE TALK on Friday afternoon.
- Collect, separate, and prepare the personal letters in bundles by the scheduled time.
- Provide envelopes for information packets to be stuffed by the Agape Committee, and have ready for distribution on Sunday afternoon.
- Sort table/bedtime agape by meals and days, have ready for distribution at appropriate times.
- Collect general agape letters from other communities for each Walk, and have ready for distribution at the appropriate time. Save undated letters for use at later Walks.
- Answer requests from other communities for Walk agape letters.
- Send request for agape letters for our Walks to specific other communities.
- Meet or check with other coordinators to see where responsibilities overlap.
- Keep a record of all who help with agape during the event, and submit the names to the Agape Chair.

Detailed Event Tasks

Following these are the detailed schedule of tasks and timing for the event. The Agape Chair or Coordinator will lead the team in fulfilling these responsibilities. The Chair or Coordinator will inform the team of the number of items to provide for the event.

Agape Duties and Tasks

One week before the walk:

- E-mail or call Registration Chair and remind the Chair that that you need a list of pilgrims for your labels as well as to bring ___ copies of the Pilgrim addresses to the Agape Cabin Thursday night (the extra copies will be used for work copies during the weekend). You need four sets of labels, 2 for each of two sets of big envelopes, 1 for card stock letter tents, and 1 for trash bag.
- Contact Lay Director to remind the LD that you need ___ copies of Table Roster and Team Addresses.
- Also ask Lay Director for list of Team Members and their positions.
- Make labels with just the names and the positions of the Team Members. You need four sets of labels, 2 for each of two sets of big envelopes, 1 for card stock letter tents, and 1 for trash bag.
- Make ___ "Information Packet" and ___ "Agape Letter" labels and place one on each large envelope.

Organize supply box

- ___ white garbage bags or colored tote bags
- Make at least ___ 2.75" x 4.25 strips from cardstock (divide in half lengthwise and into quarters width wise to create a tent.
- ___ large envelopes
- ___ Fourth Day Books, if it's a full walk. ONLY Pilgrims get these.
- All collected Agape pieces previously given.
- Rubber bands, pens, pencils, sticky notes, masking tape, etc.
- Supply the Agape Letter Box with note cards, envelopes, pens.
- Supply the Black Box according to the laminated sheet in the Procedures file (copies of the forms can be made ahead of time for all walks for the year)
- Print out from the website the most current applications for Emmaus, Chrysalis, and Face 2 Face and put enough copies for the walk into the black box.
- If you get any e-mails from other communities of General Agape Letters forward them to the Agape Chair by email.

THURSDAY PROCEDURES

- Check with Registration to see if a pastor is a pilgrim. If so, they get a special form in their Sunday Packet. (In black box)
- Put Agape Cabin sign on door.

Agape Duties and Tasks

- Get Agape Letters boxes from Logistics.
- Gather 8 crates from trailer and label them with the 4X8 strips:
 - Friday Supper
 - Friday Bedtime
 - Saturday Breakfast
 - Saturday Lunch
 - Saturday Supper
 - Saturday Bedtime
 - Sunday Breakfast
 - Sunday Lunch
- Count for table agape pieces if there is a doubt in correct amount. For bedtime & ____
Sort agape for meals and bedtime.
- Friday supper receives book cover only, then rest can be distributed evenly.
- try to sort by appropriate time of the walk or if a piece of agape goes with the talks given that day.

Look in Agape Letter Box before leaving on Thursday night for Team Talk Agape Letters and give to prayer Chapel Coordinator to make sure they are delivered properly.

Look for the remaining Sunday Packet items to put in Black Box:

- Group Picture & Picture List (will come thru Bruce Rookstool or Dave Zuech)
- Book & CD Suggestions list (Team)
- Items from Talks, poems, stories, etc. (Team)
- Name Only List by Tables (keep a few for a worksheet) (Lay Director)
- Pilgrims Names & Addresses (from Registration)
- Scripture References (Team)
- Newsletter (Newsletter Editor)
- Team Address & Phone List (keep a few for a worksheet) (Lay Director)
- Table Pictures (will come Saturday from the Photographer)
- Upper Room Devotionals. These no longer go into packets, so please give to an ALD (Supply Chair will order these and should deliver them to Agape Cabin)

Look for the wooden letter openers and tape them to the outside of ____ of the large envelopes

- Use labels and put names on two sets of envelopes per table and keep (put TL & ATL beside appropriate names)
- Use labels & put pilgrim names and team names on card stock and fold in half
- Put names onto cards and Alphabetize the cards (one section team & one pilgrims)

Agape Duties and Tasks

- Count out trash bags or colored tote bags, put on name labels, sort by tables, band them together
- IT IS REALLY A GOOD IDEA TO DO THE ENVELOPES. TRASH BAGS or TOTES AND CARDS AT HOME BEFORE YOU COME!!
- Stay for the beginning of Sponsors Hour to announce about the agape letter procedures.

SATURDAY PROCEDURES (be there mid-morning)

- Check with ALDs to be sure all the table assignments are the same and check to see if any pilgrims had to leave.
- Set up the cards in alphabetical order. (One section for team & one sec. for pilgrims) on the ping pong table.
- COMPLETING INFORMATION PACKETS: (This should be done on Saturday, since **Agape Letter packets must be done by noon on Sunday.**)
- SPECIAL NOTE: The Spiritual Director gets everything the pilgrim gets except the Fourth Day Books, these are only for Pilgrims. (Put a note on outside of his/her packet explaining what they are getting.)
- DO PILGRIMS FIRST, THEN TEAM
- Place Packet Envelopes in a sorting box by table, putting TL & ATL in front of the pilgrims
- Start Laying out all the forms in this order on two long white tables.
- Board of directors
- Team book & music recommendations o Group Picture & List
- Items from talks
- Table List (Name only)
- Pilgrim List (Names and addresses)
- Scripture References
- Team List
- Face 2 Face brochure
- Fourth Day book
- Emmaus brochure/application
- Newsletter
- All the rest of the information sheets in the order in which they are in the black box
- Pilgrims that are Clergy get an extra paper (clergy application) Assemble everything in this order, starting with the Board of Directors sheet on top, and insert into pilgrim Information Packet envelopes
- REMEMBER: Spiritual Director gets everything except the 4th Day book.

Agape Duties and Tasks

AFTER ALL PILGRIMS AND SPIRITUAL DIRECTOR'S PACKETS COMPLETED:

- The team gets everything on the above list down through the Face 2 Face information
- Finish assembling team packets

All information packets get banded by table and placed in the appropriate crates in front of the white bags or colored tote bags.

Begin working on Agape letters:

- Label the tables.... TEAM LETTERS PILGRIM LETTERS Pull all letters out of Agape box and start sorting. Make tents from card stock with Pilgrim name and Team name. Use the ping pong table for the letters. There are signs for each sections.
- Keep the rubber banded envelopes together as those are most likely the 12 most important letters. However, check to make sure they all go to the same person.
- Keep sorting as they continue to come in.
- Around 6:00, count the pilgrim letters and write the number on a piece of sticky note paper and place on top of each stack of letters. This gives the community an idea if more letters are needed.

By 8:00, make a list of the pilgrims who need letters, (e.g. - J. Doe needs 2 more letters in make up the 12) Take this list to candlelight & give it to head of worship which is to be announced. Take the Agape Letter Box to Candlelight to collect any additional letters from the community. ALSO...MAKE ANNOUNCEMENT TO ENCOURAGE SPONSORS TO COME TO AGAPE CABIN BEFORE GOING HOME & TAKE ANY EXTRA LETTERS HOME WITH THEM THAT ARE OVER 12 SO THEY DONT HAVE A RISK OF BEING LOST.

Candlelight

Around 7:30, Take the Candles and change (\$50 in fives, and one 10-dollar bill) to candlelight. Announce before Candlelight service that they are for sale for \$5 each, or they can use the community candles on a first come first served basis (there are very few community candles left). Turn in to Treasurer all but \$60, as described above (currently Betty Bivens) After Candlelight, take the Agape Box from the Dining Hall to Agape Cabin, then sort & add to the individual piles. IF community comes to the Agape cabin and wants to add to the letters make sure there are not more than 12 letters. Extra are given to sponsor or encourage the person to send directly to the Pilgrim. I have list of Pilgrims with addresses so they can be mailed directly to the Pilgrim after the walk.

Agape Duties and Tasks

SUNDAY PROCEDURES (be there in the morning since you must have them done by noon)

Use crates which had held Agape and label them by the Table Name, including Table of Arrears.

Sort any letters that may have come in. FINE Sort each pile of letters

- First make sure the correct name is on each letter. (They do get mixed up sometimes)
- Then count 12 of the most important letters and rubber band them. Rubber Band the excess letters and place them in the Agape Box.
- Instruct Logistics to place the excess letters on the beds right after lunch when they know the pilgrims have gone to the Conference Room.
- SPECIAL NOTE: Team members who are Table Leaders and ATL, are to only get 12 letters as well. The excess letters are to be rubber banded and Logistics will put them on the team beds as well.
- NOTE: PUT THE EMERGENCY ENVELOPES WITH THE LETTERS BEFORE PLACING THE LETTERS IN THE PACKETS, (check with ALDs)

Using the Table List & The Team List as worksheets, place the 12 letters & emergency envelope in the appropriate packets (with letter opener). Put packets in the appropriate crate.

IT IS VERY IMPORTANT THAT BOTH THE LETTER PACKETS AND INFORMATION PACKETS GET CHECKED OFF WITH THE WORKSHEETS SO THAT NO PACKET GETS FORGOTTEN OR MISPLACED!! LET LOGISICS KNOW THAT THE CRATES ARE READY TO BE DELIVERED TO THE CONFERENCE ROOM.

SEND A GROUP PICTURE, LIST OF NAMES, TEAM ADDRESSES AND PILGRIM ADDRESSES TO THE COMMUNITY HISTORIAN. SEND A LIST OF TEAM ADDRESSES AND PILGRIM ADDRESSES TO LEADERSHIP CHAIR

LET LEADERSHIP AND COMMUNITY SPIRITUAL DIRECTOR KNOW WHO THE NEW CLERGY MEMBERS ARE.

AGAPE INFORMATION PACKETS TO BE COMPLETED BY NOON ON SUNDAY

| Items | Provided By # | Put Into Packets For |
|-------------------------|----------------------|-----------------------------|
| Board of Directors | Agape Chair | Pilgrims and Team |
| Book and CD suggestions | Team | Pilgrims and Team |
| Group picture | Zeuch/Rookstool | Pilgrims, Team, Historian |

Agape Duties and Tasks

| | | |
|-------------------------------------|------------------|---|
| Picture List | Zeuch/Rookstool | Pilgrims, Team, Historian |
| Items from talks | Team | Pilgrims and Team |
| Name only list by tables | Lay Director | Pilgrims and Team |
| Table Picture | Zeuch/Rookstool | Pilgrims and Team |
| Pilgrims names with addresses | Registration | Pilgrims, Team, Historian and Leadership Chair |
| Prayer to the Holy Spirit Explained | S. D. | Pilgrims and Team |
| Scripture references | Team | Pilgrims and Team |
| Team roster | Lay Director | Pilgrims, Team, Historian and Leadership Chair |
| Face to Face brochures/Application | Agape Chair | Pilgrims and Team |
| Day Four Book | Purchasing Chair | Pilgrims and Spiritual Director |
| Emmaus brochures/Application | Purchasing Chair | Pilgrims and Spiritual Director |
| Current Newsletter | Agape Chair | Pilgrims and Spiritual Director |
| Suggestions for Sponsoring | Agape Chair | Pilgrims and Spiritual Director |
| Points to Remember | Agape Chair | Pilgrims and Spiritual Director |
| Things You Should Know | Agape Chair | Pilgrims and Spiritual Director |
| History of Emmaus | Agape Chair | Pilgrims and Spiritual Director |
| Questions about Reunion Groups | Agape Chair | Pilgrims and Spiritual Director |
| Ten Reminders | Agape Chair | Pilgrims and Spiritual Director |
| Volunteer sign-up sheet | Agape Chair | Pilgrims and Spiritual Director |
| Chrysalis brochures/Application | Agape Chair | Pilgrims and Spiritual Director |
| Clergy Application | Agape Chair | Pilgrims and Spiritual Director |

Mail packets to Historian and Leadership Chair on Monday. Email information is on the website.

Updated August 9,2023, Evy Buchanan

Face to Face Agape Coordinator

Agape/Supplies

The Face to Face Agape/Supplies Chairperson is responsible for Encounter non-food agape (other community) letters, general, and table). This includes asking at gatherings for Community agape for tables, and meets with and instructs the Encounter Team Agape Leader on the duties of that position, coordinates with Community Purchasing/Supplies Chairperson for the supplies needed for the Encounter, and for orders and ensures supplies are ready including Face to Face pamphlets, crosses, workshop books and reunion cards for the Encounter, and arranges for the Encounter Photographer. The Agape/Supplies Chair will also be responsible for putting together the prayer vigil chart for the Encounters. She/He will work closely with the Logistics/Facilities Chair to make sure all materials are available and readily accessible for the teams for all the Encounters.

The Agape/Supplies Chairperson will serve for a full calendar year, January through December, and may serve in that role for up to three years.

Face to Face Agape Coordinator

Things that need done before the Encounter begins:

1. Make sure someone attends the Emmaus Gatherings for two months before an Encounter starts, to make a plea for table Agape and sign up for the prayer charts. This can be done by the Encounter's Agape Leader, or make sure one of the Face to Face Chairpersons attends. Just asks the Emmaus Board Worship Leader if you can have a spot to talk to the community about the coming Encounter.
2. Attend the Emmaus Gathering before the encounter to pick up any table agape being provided. Note: because the Encounter runs for four weeks, you have time to collect any needed table agape between each Encounter meeting.
3. Find who supplies book covers for the purple worship books, and letter openers for opening Agape letters. These are part of the agape given by people from the Emmaus Community.
4. Get with the Logistic Chairperson who is in charge of supplies for the Encounter. You will need to get enough large envelopes for the pilgrim's agape letters, and for everyone's Next Day packets. Plus, Face to Face, Chrysalis and Emmaus pamphlets for the pilgrim's Next Day packets as well.
5. The week before the Encounter you need to go online to www.heartofohioemmaus.org and make up the four prayer chart lists. You will present a list each week, adding a new list to the previous week, building on the number of people praying for them during the four weeks of the Encounter. We ask for prayers from 8:00AM to 4:00 PM in half hour increments, creating 20 time slots for each week.
6. Email or call Registration Chair and remind the Chair that you need for them to email a list of Pilgrims for your labels as well as to bring ____ copies of the Pilgrims addresses to the first day of the Encounter. You need four sets of labels, 2 for each of two sets of large envelopes, 1 for card stock letter tents and 1 for tote bag.
7. Contact the Lay Director to remind the Lay Director that you need ____ copies of Table Roster and Team Addresses. Also ask Lay Director for list of Team Members and their positions. Make labels with just the names and the positions of the Team Members. You need four sets of labels, 2 for each of two sets of large envelopes, 1 for card stock letter tents and 1 for tote bag.

Things to do on Encounter week #1:

1. Work with Encounter Logistics to fill and place candy bowls to be placed on tables at the first break around 9:40AM, along with tote bag and worship book cover. Also make sure Bibles and table hand cross are on each table.

Face to Face Agape Coordinator

2. Be prepared to Explain "AGAPE" and read four or five community letters. Post the prayer chart and letters for week #1.
3. Sort and plan agape for remaining weeks. Note if there are a lot of paper items/poems, etc. set them aside and place them in the Next Day packets.
4. Put agape on conference room tables during lunch break, after-pilgrims leave conference room. Use only two or three small items.
5. There is no lunch table agape. All agape is to be given in the conference room on all four days.

Things to do on Encounter week #2:

1. In the morning distribute table agape.
2. At posted time read four or five community letters. Post the prayer charts and letters for week #2
3. Check to make sure you have items needed for 4th day packets, (see sample packet). Print and put labels on 2 sets of manila envelopes. One is for agape letters and the other is for Next day Packet. If this can be done on a computer by someone it is nice.
 - a. Example: Pilgrim Name:
 - b. Table Name:
 - c. Face to Face Encounter #?
4. Table of Arrears get Next Day Packet only Not agape letters, if they receive agape, put them in their Next Day packet.

Things to do on Encounter week #3:

1. Distribute AM table agape.
2. At posted time read four of five more community letters. Post the prayer charts and letters for week #3
3. Count agape letters for each pilgrim. If any are less than 12 inform Lay Director and Spiritual Director so it can be announced at Candlelight.
4. Ask logistics to place a basket or something to collect the incoming agape letters.
5. Also need to have a supply of blank note cards for community to write letters if needed.
6. Designate a room/area where community can go to write notes for those needing letters.
7. Distribute PM agape in conference room only.

Face to Face Agape Coordinator

8. After candlelight, collect and count letters for each pilgrim. If any are less than 12 inform sponsor and Lay Directors
9. Assemble Next Day Packets.

Things to do on Encounter week #4:

1. Read final Community letters and post prayer chart for week #4
2. Encourage pilgrims to take any meaningful community letters with them.
3. Distribute Table Agape AM only
4. Finalize Next Day .packets and put behind table of Arrears.
5. Agape Packets: count and Bundle 12 letters for each pilgrim. Tie with yarn or chord. Tape letter openers to outside of envelope.
6. If team members should receive agape letters, put them in their 4th Day packet.
7. Additional agape letters for pilgrims go into a labeled clear zip lock bag. Place in pilgrim's tote bags during closing ceremony.
8. After closing, take down and throw away all charts and letters. Help pack up all Encounter equipment and items and place in proper tote box (see labels on lids) for storage.
9. Box/bag up any leftover agape and take to next Heart of Ohio Gathering.

Updated June 2023, Evy Buchanan

Face to Face Agape Coordinator

Face to Face Agape Schedule

Day 1

9:55 Explain the meaning of Agape and about the Prayer Chart Read a few Community Agape Letters Tell who is currently in prayer for the Encounter Hang Agape Letters and Prayer Chart

12:00 LUNCH

While pilgrims are at lunch put out Felt Book Covers and a couple other pieces of agape. Table of Arrears and Music do NOT get agape.

Day 2

8:00 Hang up last week's prayer chart and agape letters. Put agape on tables

9:15 Read more Community Agape Letters and hang.
Tell who is currently in prayer on the Prayer Chart

12:05 Put agape out for pilgrims while they are at lunch

Day 3

8:00 Hang up last week's prayer chart and agape letters. Put agape on tables

8:40 Read more Community Agape Letters and hang

Tell who is currently in prayer on the Prayer Chart

11:30 Put agape on tables while pilgrims are at lunch

1:15 Help with Candlelight

Day 4

8:00 Hang up last week's prayer chart and agape letters. Put agape on tables

8:35 Read more Community Agape Letters and hang

Tell who is currently in prayer on the Prayer Chart

12:05 Put agape out for pilgrims while they are at lunch
Have 4th Day packets ready

Face to Face Agape Coordinator

Have Agape Letters for pilgrims ready

Items in Next Day Packet

- 1. Group Picture***
- 2. List of who is in group picture***
- 3. Pilgrim List***
- 4. Team Roster***
- 5. Table Roster***
- 6. DeColores Story***
- 7. Heart of Ohio Emmaus Board Members***
- 8. Volunteer sign-up sheet***
- 9. Church Opportunities List ?***
- 10. Living Fully Dying Well List***
- 11. Emmaus information with Application***
- 12. Face to Face Information with Application***
- 13. Chrysalis information with Application***
- 14. History of the Walk to Emmaus***
- 15. Suggestions for Sponsors***
- 16. Things You Should Know***
- 17. Points to Remember***
- 18. Common Questions about Reunion Groups***
- 19. Day Four Book***
- 20. Upper Room current Devotional***
- 21. Heart of Ohio Newsletter***
- 22. Book/DVD Suggestions***
- 23. Emergency Medical Form***