

## **Logistics Duties and Tasks**

### **Logistics Overview**

Walk Logistics- Liaison between Community and Camp director, responsible for coordinating all housing needs for the weekends, including set up, cleaning, maintenance of all areas used during the weekend, storage and returning space used to original condition, sees to removal of trash, and other items, after weekends and recruits workers needed, coordinates supplies needed for weekend with Purchasing and Supply.

### **Logistics staffing**

Logistics chairperson (1) is a member of the Emmaus Community Board of Directors and responsible for the overall leadership and direction of Logistics team.

At least four (4) volunteers to be on site for the event and follow instructions from logistics chairperson.

### **General Event Tasks**

#### **Responsibilities before event**

- Check with the Facilities Chair about inventory and make sure all supplies and equipment are available for selected event dates- at least two weeks before the event. Check after walk for needed supplies for next walk and notify purchasing and supplies of this info.
- Obtain needed supplies and equipment.
- Organize tubs for conference room.
- Prepare buckets for each walk with supplies as needed.
- Totes are:
  1. poster supplies
  2. table buckets
  3. paper products
  4. personal supplies- razors, soap, toothpaste, etc.
  5. first aid supplies
- Arrange for security personnel if needed.
- Secure copies of layout of each room (one diagram of original setup of the room and second diagram of setup for Emmaus Ministries event).

#### **Responsibilities during the event**

- Begin setup early! The more time allowed, the less chance people will panic when something breaks or goes wrong. Committee members will also appreciate not being stressed at the last minute.
- Transport all equipment and supplies to the event site.

- Set up cots/mattresses (if the event included overnight stays), tables, chairs, video equipment, and so on. Knows the exact number of people on the event (team and participants) so you can set up the correct number of chairs and tables in chapel, conference room, and dining room.
- Arrange various areas with the help of assistants to the event lay team leader.
- In the conference room, place chairs at tables making sure there is an aisle for the speakers to enter. Be sure each participant can see each speaker, and that no tables block anyone's line of vision. Set up tables for the event team leaders and assistants in a row across the rear of the conference room. Set up the worship center at the front.

### **Face to Face Encounter logistics/ Facilities Coordinator Overview**

The Face-to-Face Encounter Logistics/ Facilities Coordinator Chairperson is responsible for contacting and vetting church venues for future Encounters.

### **Face to Face Encounter Logistics/ Facilities Coordinator Staffing**

Logs Chairperson (1) is the liaison between the community and host church for the Encounter, meets with and instructs the Encounter's team's logistics leader on how to set up the venue for an Encounter and makes sure all equipment and materials needed are available.

Also, an additional two (2) volunteers are to be directed by the chairperson.

### **Logistics General Tasks**

#### **Responsibilities of Logistics Leader**

- Based on guidance from the Face o Face board conduct assessments of the three to five churches in a board defined geographic area roughly ten months ahead of scheduled Encounter Event.
- Report findings to the board and make a recommendation for site selection.
- Recruit helpers from local church based on the needs of behind-the-scenes groups.

Set up each Monday and take down each Thursday.

#### **Sound and Lighting Person**

Establish lighting plan for different events making sure sanctuary and conference room lighting is understood and responsibility assigned.

- Indicate on inventory sheet what day and time each item on the sheet is used.
- Determine tasks and materials for each day of FtF based on daily Schedule.
- Schedule photographer, currently Bill Carter [bc03@carter@gmail.com](mailto:bc03@carter@gmail.com)
- Prepare scripts for closing and or talks.

- Check plastic tablecloths and replace as needed.
- Be prepared for any speaker that needs to sit down.
- Verify placement of candles with LD and SD.
- Send note to church office confirming need to set up on Monday prior to Tuesday start.
- Verify with LD what goes on the pilgrim tables.
- Verify table names.
- Follow up on room dividers as appropriate.
- Prepare communion elements. Spiritual Director provides elements.  
Verify with SD

### **Responsibilities of Logistic helpers**

- Set up day is Monday afternoon (approx., 2.5 hrs.) and on Tuesday after the event (approx. ½ hr.) to prepare for Thursday.  
Depending on travel requirements, have one person help Monday afternoon and again Thursday afternoon, another person on Tuesday and Thursday morning.
- Small windows in the entrance doors need to be covered.
- Speaker's table set up with-
  - Candle
  - Podium
  - Water
  - Bible
  - Picture
  - Cross
  - Speaker's pin and cross to prayer chapel.
  - Microphone check
- Pilgrim Tables set up with
  - Tablecloths
  - Table names, per the LD file
  - Thought for the day.
  - Pens
  - Notebooks
  - Kleenex
  - Candy holders
- Sanctuary set up with
  - Chairs
  - Table names or pews
  - Communion items
  - Candles (verify if open flame can be used)
  - Room dividers if needed.

- Team tables set up with
  - Tablecloths
  - Prayer Box
- Prepare for the end of day.
  - Yarn ties for pilgrim book bags
- Helpers can help with agape or kitchen if needed.
- End of day (2 persons approximately ¾ hr.)
  - Clean up tables and set up for next day or store for next Monday set up.
  - Store pilgrim bags.
  - Store candy, check with Kitchen coordinator.
  - Replenish supplies as needed.
  - Store materials in totes following Thursday Encounter in preparation for Monday's set up.

Updated by Betty Bivens 9/1/23