

Hosting An Emmaus Gathering

Items to be taken care of ASAP:

1. Secure the date and rooms with your church office
2. Secure music leaders
3. Secure Spiritual Director
4. **Secure 4th Day speaker/Afterglow speaker [4th Day Talk should be between 5-10 minutes and answer the following question(s):
How is God working in my life now (i.e. or since my walk is over)? Or, a closest to Christ Moment or even Discipleship Denied moment (i.e. maybe a current struggle in getting back on track in one's 4th day.) Give 4th Day speaker attached "Guidelines for giving a 4th day talk."**
5. Let your Church Emmaus Community know these details
6. Send the Community Emmaus Laly Director, Webmaster and Newsletter editor the name of the 4th Day/ Spiritual Director AND address of your church
7. Decide on and gather materials for agape project [optional]

Items needed for the Worship area:

1. Sound system and a person to operate it
2. A/V projection system and a person to operate it [if possible]
3. Microphones for speakers and musicians
4. Podium for speakers
5. Communion Elements
 - a. Bread/plate (one loaf of Hawaiian Bread serves 100 people)
 - b. Juice/chalice
6. Offering baskets (2-3)

Servants needed:

1. Greeters/Ushers (2-4)
2. Communion Assistants (4)
3. Offering Stewards (2-4)
4. Fellowship area set up and clean up
5. Kitchen set up and clean up
6. Equipment set up and operators
7. Attendance Counter
8. Food agape providers

Items needed for the Fellowship area:

1. Table for information papers
2. Table to sign Wall agape
3. Table for making agape [optional]
4. Tables for food/beverages (2-3)
5. Tables and chairs (approx. 50-75)
6. Water, Ice, Coffee, condiments
7. Paper plates, cups, napkins,
8. Plastic ware, serving utensils
9. Trash Cans

Arlington/Mid-Cities will provide:

1. Lay Director
2. Treasurer
3. Tub of paper goods/info paperwork
While A/MC replenishes the tub supplies, be sure and get the tub from 2nd ALD
4. Purple worship books/reunion cards (included in the tub of information)

Be there EARLY to set up and DOUBLE CHECK this list.

Please let the A/MC Lay Director (LD) know of changes that need to be made to this list!

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