**Greeters**

The orange cones should be put out by 5:30 PM in a circular area in the parking lot in front of the conference center. Also, some cones need to be set up going up the hill to stop people from parking on the grass on the side of the road and the diagonal parking spaces on the other side to prevent blocking the flow of traffic. Once the circular cones are placed and no vehicles are blocking the drop off area, the cones blocking spaces can be removed. Support and conference room team members can park out on the point but don’t need to be using the circle once pilgrims are coming in (after about 6:00). You will need to begin monitoring this early in the evening as some of the team will park there to unload and then leave their vehicles there. If any vehicles are blocking the drop off circle after 6 pm, please attempt to find the owner and kindly ask them to move their vehicle.

If it is going to be dark before 7:30 pm place lights to light the drop off/walkway area to help prevent trip hazards.

See layout

Instruct Greeters to arrive at camp no later than 5:30 PM on Wednesday night (Thursday night for Thursday through Sunday Walks) so that you can all get organized and pray together by 5:45. You need to line up a minimum of 12 men and 12 women as solid commitments.  Some suggestions for getting volunteers are through your Emmaus friends, reunion groups, cluster meetings and Facebook Emmaus group postings. If you are going to be short on help it is generally having enough volunteers to make beds. If you are running short of volunteers, please contact the Board Representative for Greeters giving them several days’ notice to help add to your numbers. Remind each Greeter to sign the log-in sheet.

Organize your team. Assign the greeters to two person teams to carry in the pilgrim’s luggage and get them checked in. One Greeter should stay with the pilgrim or near them at the registration table while the other takes the luggage to the room. After the pilgrim has registered, the Greeter with the pilgrim will escort them to their room so that they know where it is and then guide them to the dining hall where they can find their sponsor. The pilgrims don’t ever need to feel left alone and not sure where to go next! Remember, they’ve never been here before. After the pilgrim has left for the dining hall the greeter can go and get more pilgrims and luggage.

You will need to assign “bed making” teams, these are NOT the people greeting the pilgrim…the greeters will go back outside to get more pilgrims and luggage.

You will need to assign at least 4 people per dorm to make beds for dorms A, B, C, and D. Making those beds is hard work so make sure you have ample help. We should remember to be sensitive to gender issues with women greeters being alone in bedrooms with male pilgrims and vice versa.

Prior to pilgrims arriving show the Greeters where to find the pilgrims’ room assignments. Housing & Registration should be posted in 2 locations, one list on the right window [when are facing the windows] outside the conference room building and one list on the right wall inside the conference room foyer. Explain all the dorm locations to the Greeters. Dorms A & B are upstairs and Dorms C & D are downstairs.

One of the greeters should explain to drivers that the pilgrims are to be dropped off and vehicles immediately returned and parked back up the hill. Be considerate of sponsors with physical limitations and make suggestions for alternative parking. Such as, it would be okay to park out of the way on the point driveway (this is the driveway that leads to camper parking) or pull over to the grass side out of the way. Remind them to please move their vehicles before the pilgrims begin to arrive. Agape and other volunteers may park close to the building but will usually be out of the way in time. Again, just a friendly reminder wouldn’t hurt.

You will need to assign someone strictly to directing traffic at the bottom of the hill, letting no-one park there, and making sure everyone makes a large circle in a counterclockwise manner and goes as far around the circle as possible before stopping to let their pilgrim(s) out. This will allow room for other vehicles to pull up and unload their pilgrim(s) and belongings.

 If there are still many beds to be made once the pilgrims have all arrived, it may be necessary to recruit some greeters to assist in getting all the remaining beds made.

 When all pilgrims have arrived stack all the cones and place them and the lights near the walkway off to the side for logistics to pick up. Check all rooms to ensure that every pilgrim’s bed has been made. Once all the beds in the room have been made, turn out the lights signifying that the room is ready.

Make sure your log-in sheet gets turned in to a Board member so that workers can be credited for their service. Also send a copy of your signup sheet to Rita Carswell at ritacarswell14@yahoo.com  or Rita Carswell 538 Winding Road Dadeville, AL 36853

Thanks so much for agreeing to serve our Lord and being the first impression pilgrims will have of their Walk to Emmaus. You will bless them, and I know it will bless you and your team!

REVISED August 2023

