

Central Alabama Emmaus Walk
Assistant Lay Directors Meeting Notes

(Updated 4/2016)

Experienced ALD's – What two items would have been helpful to know about when you were a new ALD?

New ALD's – What two items do you feel you need to know about in preparation for Walk # _____?

An ALD Should Be:

1. Enthusiastic – Eager, happy to be here. Smile, show God's love. Let people see you enjoying your day.
2. Encouraging – Affirm good performances by anyone – Let them know we appreciate what they are doing. The support team needs to know they are appreciated.
3. Humble – Come to serve, NOT be served. Ask how you can help each other. Remember to do like Jesus did.
4. Friendly – Meet Pilgrims – Someone new at each break – To “New Friend” type information – Talk about their “stuff”, not yours.....Unless they ask. Look for the person standing alone, not talking to anyone – This can really help comfort and reassure them.
5. Anticipating – You are the only ones allowed too. Start thinking ahead, helping each other, and ALLOW help (even if you don't think you need it) Watch for times when the schedule is running behind (or ahead) and adjust accordingly.
6. Gentle – (This goes along with the next quality) You must be willing to make more suggestions than outright commands – UNLESS the matter clearly violates the spirit and rules of Emmaus. Even then, you must pray and ask God to fill you with His love and wisdom to handle the situation.
7. Authoritative – You need to know that as long as you are following the guidelines and are acting in the spirit of Emmaus, YOU have the authority to do what is needed to ensure things go as planned. But, BE GENTLE! If you have any questions, see the Lay Director first. If there is still a question, the Lay Director will instruct you to ask the Board Rep. or Spiritual Director

REMEMBER: Follow the ALD schedule. Familiarize yourself with the following;

1. Send-Off
2. Photos
3. Dying Moments
4. Candlelight
5. Serenade
6. Cross Ceremony
7. Closing

Helpful Tips:

1. Go through your ALD book and highlight all of your duties (This will be really helpful for you.)
2. Check off each item as you complete it.
3. Binder clip the pages together as you are finished with them, this will help you turn to the right page each time you open your book.
4. Be flexible. The book is your guide. Yes, we have a schedule that we need to follow as closely as possible. The support time is counting on us to be where we are supposed to be at any given time.
5. There will be “God Moments” that are not in the book. We have to remember that this is God’s walk, and everything happens in His time.
6. This is the hardest job you will ever LOVE.
7. Take lots of notes in your book. This will be helpful as you prepare to work the next walk.

Reminders:

1. Ongoing weekend duties (as if you don’t have enough already):
 - _____ – nurse
 - _____ – agape letters
 - _____ – photo sign-up sheets
 - _____ – prayer time sign-up sheets
 - _____ – grid for tables at closing for SD for Communion (give to Worship chair person for Community SD)
2. Please be at camp by 2:30 on Wednesday to set up conference room. There will be prayer over the Conference room at 4 pm and entire Conference room team is invited to this.

3. Please do not leave your car parked in front of the Conference Center when you go to dinner on Wed. night.
4. The assigned ALD to the foyer is the ONLY person allowed to be in the foyer during talks. No One else is allowed in the foyer or stairwell listening to the talks.
5. Always take your ALD book and bell to the Dining hall.
6. If you are last ALD in entering the dining hall, close the curtain.
7. If a pilgrim leaves during meal time, an ALD should follow them and GENTLY remind them to return to the Dining hall
8. Whenever you are in the Conference room, please make sure the curtain is closed.
9. Please remind the TL's and ATL's to stay in CR and help clean-up when pilgrims are dismissed to read their letters.
10. Please try and keep up with the SD/ASDs. There should be at least one of them in the CR at all times. Also, one of you needs to be at the back table at all times.
11. Don't forget to tell Speaker's Prayer Chapel when we go to Dying Moments AND when we get back.
12. Guard the music time. We want to have as much time as possible for worship. Let music team know that one of you will be walking to the front of the CR and this will be their signal to stop the music.
13. On Saturday, please don't take down the room assignment sheets posted in the front of the building. This is how the sponsors know which room their pilgrim was in.
14. **The only photo authorized to be taken during the walk is the team photo. No other pictures or videos should be taken during the walk. No pictures or videos are to be posted on the Emmaus Face Book page.**