

AGAPE

MANUAL

(UPDATED APRIL 2010)

Approximate Weekend Schedule

These are Estimated Times, Lay Director Can Supply Specific Times for Their Walk

Wednesday Night:

5:30-6:30 PM	Arrive at Camp Alamisco
7:00 PM	Official Registration / Fellowship
7:00- 7:30 PM	Send Off for Pilgrims, Dining Hall
7:30 PM	Sponsors' Hour, Chapel
9:00 PM	Lay Director's Talk, Conference Room
9:25 PM	Film "In Remembrance" in Conference Room
10:00 PM	Dismiss Pilgrims in Silence
10:15 PM	Conference Room Team Meeting

Thursday:

5:45 AM	Wake Up Pilgrims
7:00 AM	Chapel for Morning Worship
7:40 AM	Breakfast
8:40 AM	Pilgrims to Conference Room
9:00 AM	Tables Assigned and Lay Director's Talk
9:05 AM	Talk # 1 – Priorities
10:25 AM	Pictures Taken / Refreshments
10:50 AM	Pilgrims to Conference Room
11:00 AM	Music / Story of De Colores
11:15 AM	Talk # 2 – Prevenient Grace
12:30 PM	Lunch
1:30 PM	Pilgrims to Conference Room
1:45 PM	Talk # 3 – Priesthood of All Believers
2:35 PM	Refreshment Break
2:45 PM	Pilgrims to Conference Room
3:00 PM	Talk # 4 – Justifying Grace
4:10 PM	Break until Dinner
5:00 PM	Pilgrims to Conference Room
5:15 PM	Dinner
6:15 PM	Pilgrims to Conference Room
6:30 PM	Talk # 5 Life in Piety
7:05 PM	Lay Director Talk, then Chapel
7:35 PM	Return to Conference Room
8:10 PM	Refreshments
8:30 PM	Skit Presentations
10:10 PM	Chapel
10:30 PM	Conference Room Team Meeting

Approximate Weekend Schedule-page 2

These are Estimated Times, Lay Director Can Supply Specific Times for Their Walk

Friday:

5:45 AM	Wake Up Pilgrims
7:00 AM	Chapel
7:30 AM	Breakfast
8:10 AM	Pilgrims to Conference Room
8:20 AM	Talk # 6 Growth Through Study
8:55 AM	Lay Director's Comments
9:20 AM	Refreshments
9:40 AM	Pilgrims to Conference Room
10:00 AM	Talk # 7 Means of Grace
11:00 AM	Chapel / Dying Moments
12:15 PM	Lunch
1:30 PM	Pilgrims to Conference Room
1:45 PM	Questions for Means of Grace Talk
2:45 PM	Talk # 8 Christian Action
3:45 PM	Refreshments
4:15 PM	Talk # 9 Obstacles to Grace
5:15 PM	Dinner
5:55 PM	Entertainment
6:30 PM	Pilgrims to Conference Room
6:45 PM	Talk # 10 Discipleship
7:00 PM	Emmaus Community gathers for Candlelight
7:45 PM	Skit Presentation
8:45 PM	Short Break for Pilgrims
9:00 PM	Candlelight
10:15 PM	Party After Candlelight

Saturday:

5:45 AM	Wake Up Pilgrims
7:00 AM	Chapel
7:30 AM	Serenade
7:45 AM	Breakfast
8:20 AM	Pilgrims to Conference Room
8:30 AM	Talk # 11 Changing Our World
9:25 AM	Talk # 12 Sanctifying Grace
10:25 AM	Talk # 13 Body of Christ
11:15 AM	Lunch
12:00 PM	Pilgrims to Conference Room
12:15 PM	Talk # 14 Perseverance
1:00 PM	Talk # 15 Fourth Day
1:30 PM	Packets Delivered
1:40 PM	Personal Agape Letters
3:10 PM	Pilgrims Cross Presentation
4:00 PM	Closing

Times for Specific Agape to be Given Out

Agape Item	Time /Where Given Out
Bathroom Spray/Soap Dispensers or Soap (each room and lobby baths)	Wednesday: Before Pilgrims arrive
Ear Plugs (4 pair per room)	Wednesday: Before Pilgrims arrive
Dixie Bathroom Cups (10 per room)	Wednesday: Before Pilgrims arrive
Kleenex on Conference Room Tables	Wednesday: Before Pilgrims arrive
72 Hour Prayer Vigil Poster & Other Community Agape Letters	(Delivered to Conference Media Room & LD) Thursday: around 2:30 PM
Get Handouts-from Speakers Changing room. Place in Folders-for Pilgrims packets	Thursday 5:30 P.M.
(Permanent Agape) From Ladies of Light, Auburn Bowls in Agape or Conference Room supplies Small Candy Bowls (NO Chocolate)	Thursday: 5:30 PM Conference Room
(Permanent Agape) Table Trash Cans	Thursday: 5:30 PM Conference Room
(Permanent Agape) Bath Mats (1 for each room)	Thursday: 8:40 PM Bed Agape
Pilgrim Guide Book Covers (for purple guides)	Friday: 7:30 AM Conference Room
Ladies & Mens Walks: (Permanent Agape) Wooden Table Names (Replace paper ones)	Friday: 7:30 AM Conference Room
Ladies Walks: (Permanent Agape) Table Name Covenant Dolls	Friday: 7:30 AM Conference Room
"Agape Keeper" (Labels for bags in Red Notebook if bags not provided) Brown Handle Bags to hold Agape	Friday: 12:15 PM Conference Room
ADD CHOCOLATE to Small Candy Bowls	Friday: 12:15 PM Conference Room
Pilgrim Guide Book Bags (if received)	Friday: 5:25 PM Conference Room
Replace Small Candy Bowls with Large Candy Jars - Combination of Hard Candy and Chocolate (Jars are Permanent Agape)	Friday: 5:25 PM Conference Room
"Have You Seen Jesus" picture of Jesus Banner from Candlelight (if received-Valley Cluster)	Saturday: Breakfast / Dining Hall

Agape Time Table

First Agape given: Dinner on Thursday, First Full Day of Walk:

Note: First couples of times always try to give out some type of Agape that can be worn

Day	Location	Time to Set Out	Amount of Agape
Thursday	Dining Hall for Thursday Dinner	By 3:30 PM	3 Pieces
Thursday	Conference Room	5:25 PM	3 Pieces
Thursday	Dining Hall for Friday Breakfast	6:30 PM	4 Pieces
Thursday	Bed Agape	8:40 PM	3 Pieces
Friday	Conference Room	7:30 AM	4 Pieces
Friday	Dining Hall for Friday Lunch	9:00 AM	5 Pieces
Friday	Conference Room	12:15 PM	5 Pieces
Friday	Dining Hall for Friday Dinner	By 3:00 PM	8 Pieces
Friday	Conference Room	5:30 PM	6 Pieces
Friday	Bed Agape	5:45 PM	4 Pieces
Friday	Dining Hall for Saturday Breakfast	7:00 PM	6 Pieces
Saturday	Conference Room	7:50 AM	6 Pieces
Saturday	Dining Hall for Saturday Lunch	9:00 AM	8 Pieces
Saturday	Conference Room	11:25 AM	6 Pieces
		Total of Agape Items	72 individual Agape items (of 72 each)

*****Notes:**

Using this as your guide, you will need 72 individual Agape items (Men's Walks @ 65). The idea is to start small and gradually increase the amount of Agape you put out as the weekend progresses. You always want a nice full setting for Friday Night Dinner, Saturday Breakfast and Saturday Lunch. *Permanent Agape* does not count toward these items, however, items like folders, book covers, Agape Keeper Bags, etc. do. If you have more than needed items you may increase the Bed Agape or add an additional Bed Agape to the list on Saturday before lunch. Check the schedule for best time to sneak in the rooms. If you do not have enough pieces of a given item, use as Bed Agape or if using in the Conference Room or Dining Hall, just short the Head Table. However, make sure the place setting at the Head Table in the Dining Hall where you leave the cards for announcing has 1 of every item.

The "Time to Set Out" above is based on the group being on time with their schedule. You may want to make sure the Pilgrims are in the Dining Hall before you head out for the Conference Room, etc.

Wednesday Pre-Walk

- Unpack Boxes and Organize Agape Room & Put Sign On Agape Room Door
- Set Up Letter Mail Drop Box for Sponsor's to Leave Pilgrim's Letters
- Assign (1) Member of the Agape Team to be Responsible for Filing Letters in the Mailboxes.
- Set up Mailboxes in the Room Next Door, Label Each Slot with Removable Labels, (1 slot for each Pilgrim and 1 for each Conference Team Member)
- Label Each Shelf (of bookshelves) with Agape Times / Location, i.e. Thurs. Conference Room 5:30, Thurs. Dinner 3:00, etc. as Agape Arrives Place on Appropriate Shelf
- Check with ALD's to see if Any Supplies are needed in Their Conference Room Supply Tub (i.e. Medical, etc). Kleenex should be put out on each table, back table, music table and media room.
- Put Bathroom Spray/Soap (or Dispenser) out, (1 in each room's bathroom, 1 in each bathroom in lobby of Conference Room) and Send 4 Cans of Spray (1 per room) to the Lay Director's and Spiritual Director's Cabins at the Top of the Hill
- Put Dixie Cups (10 per room) and Earplugs (4 sets per room) in All Bedrooms. Check Each Bedroom/Bath for Tissue Paper, Start with 3 rolls, (1 on holder and 2 extra)
- Check the Conference Room Lobby Bathrooms for Tissue Paper, Paper Towels, Soap or Soap Dispenser
- Set Up an Area on One of the Tables in the Agape Room for Letter Writing with Note Pads, Pens and Envelopes
- Yates Printing will print the blue pilgrim books and they should be delivered by Friday night. These will be ready to put in pilgrim packets. You will need to write "Walk #____" on the back of each booklet with a Sharpie.
- 7:00 PM Send Off and Sponsors' Hour

Thursday - Day 1

- **5:45 AM:** Pilgrims Rise and Shine
- File Pilgrim's Letters as Needed
- Place Agape as it Arrives on Appropriate Day & Time Shelf. Count each item of agape to be sure there are enough in each (72 for women's walks and 65 for men's walks). Make sure there is an Index Card for each set of agape, giving the name of the agape and who sent it. No individual names can be on agape. These index card are placed so the ALD's can read them to the pilgrims.
- While pilgrims are at outdoor chapel or during breakfast, check conference room to clean up cups, etc. from morning coffee
- Around **10:20 AM**, (while Pilgrims are having pictures taken) check and straighten up conference room
- The 72 Hour Prayer Vigil is left in Conference Media Room and AGAPE letters are usually given to LD prior to walk, unless otherwise specified.
 - If needed, go through Agape Letters From Other Communities, Check For and Remove Any Duplicates, Letters for Chrysalis, Letters Marked For Other Walk Numbers
 - 2:30 PM: Gather Agape Letters from Other *Communities* and 72 Hour Prayer Vigil Poster, Give to ALD. (This may already be done by AGAPE Board Representative)
 - Contact AGAPE Board Chairperson if questions.
- **By 3:30 PM;** Set Up Dining Hall with First Agape,(pick something that can be worn), Place Agape Index Cards at ALD's Table Setting (this agape can be put out right after meal service has set up tables for dinner)
- **4:10 - 5:15 PM:** Pilgrim's Free Time
- **5:30 PM:** Take First Agape to Conference Room: Set Out Small Candy Bowls and Table Trash Cans, Clean Trash From Tables, Straighten Tables & Chairs, Check Lobby Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, **CHECK PILGRIM'S NEEDS LIST**, Place Agape Index Cards on Podium (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards). Be sure that you put agape at the back table, the music table, and in the media room.

- **6:30 PM:** Set up Dining Hall for Fri. Morning Breakfast Agape, Place Agape Index Cards at AL D's Table Setting, be sure to include any Permanent Agape Cards.
- **8:40 PM:** Bed Agape, Straighten Bed Covers on Each Bed Before Placing Bed Agape, **PLACE BATH MATS IN PILGRIM'S BATHROOMS.**
 - Check/ Replenish Dixie Cups, Bathroom Spray and Tissue Paper. Mark Index Cards as Bed Agape and Place in Dining Hall at ALD Setting to be Read at Breakfast, be sure to include any Permanent Agape Cards.
 - Note: The Bed Agape may be done while pilgrims are in the conference room listening/reviewing talks after dinner, if it can be done **very quietly** and does not create problems. Doors to Conference room A- dorms should be closed.

Friday - Day 2

- **5:45 AM:** Pilgrims Rise & Shine
- **7:30 AM:** Agape to Conference Room: Fill Up Small Candy Bowls, Clean Trash from Tables, empty Table Trash Cans, Straighten Tables and Chairs, Replace construction paper table name signs with Wooden Table Names, Check Lobby Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, **CHECK PILGRIM'S NEEDS LIST**, Place Agape Index Cards on Podium (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards)
- **9:00 AM:** Set up Dining Hall Lunch Agape, Place Agape Index Cards at ALD's Table Setting, be sure to include any Permanent Agape Cards.
- **9:30 AM:** Gather any Additional Agape Letters from *Other Communities*, Give to ALD.
- If You Have Not Received "Agape Keeper" Handle Bags From Anyone in the Community, Use the Labels in the Agape Notebook and Place on Brown Handle Bags, Have Ready to be Given out as Conference Room Agape at 12:15PM. Mark Index Card from The Agape Fairies. **These are done by a reunion group from Auburn so they should already be there.**
- File Letters as needed.
- Place Agape as it Arrives on Appropriate Day & Time Shelf.

Friday - Day 2 (Continued)

- Make Sure Index Cards for ALD's to Read are Included with Each Agape Item
- **12:15 PM:** Agape to Conference Room: Fill In Small Candy Bowls (**ADD SOME CHOCOLATE**), Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables and Chairs, Check Lobby Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, **CHECK PILGRIM'S NEEDS LIST**, Place Agape Index Cards on Podium (mark as Conference Room Agape, be sure to Include any Permanent: Agape Cards).
- Prepare Large Candy Jars with Hard Candy and Chocolate.
- **3:00 PM:** Help with Set Up for Candlelight Dinner, Put Out Dinner Agape, Place Agape Index Cards at ALD's Table Setting, be sure to Include any Permanent Agape Cards.
- **5:30 PM:** (During Dinner for Pilgrims) Agape to Conference Room: Change Small Candy Bowls to Large Jars, Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables & Chairs, Check Kleenex Boxes, Replace if Needed, Check Lobby Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, **CHECK PILGRIM'S NEEDS LIST**, Place Agape Index Cards on Podium (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards).
- **5:30 PM:** Set Up Bed Agape: Straighten Bed Covers on Each Bed Before Placing Bed Agape, Check/ Replenish Dixie Cups, Bathroom Spray and Tissue Paper. Mark Index Cards as Bed Agape and Place in Dining Hall at ALI) Setting to be Read at Breakfast, be sure to include any Permanent Agape Cards.
- **6:30 PM:** Take the Large Letter Box to the Candlelight Location for Community Members to Leave Pilgrim Letters and Agape for the Walk. **Make Sure Box Is Out of Sight Before Pilgrims arrive.** When Leaving Candlelight **Take Box Back to Agape Room.**
- **7:00 PM:** Set Up Dining Hall for Saturday Morning Breakfast Agape, Place Breakfast Agape & Friday Night Bed Agape Index Cards at ALD's Table Setting, be sure to Include any Permanent Agape Cards
- **7:00 - 9:30 PM:** Candlelight.
- Note: It helps if you can get all of the letters filed before going to bed.

Saturday - Day 3

- **5:45 AM:** Pilgrims Rise & Shine
- **7:30 AM:** Serenade
- **‘S Conference Room Agape:** Fill Up Candy Jars, Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables & Chairs, **CHECK OUT KLEENEX**, Replace if Needed, Check Lobby Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, **CHECK PILGRIM NEEDS LIST**, Place Agape Index Cards on Podium (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards).
- **8:15 AM:** File Letters from Friday Night and Saturday Morning. Make Sure Each Pilgrim has at Least 10 Letters, if not Alert ALD and Sponsor (if possible).
- Be sure that you blow out the candles so they will have time to cool down before putting in pilgrim bags.
- **9:00 AM:** Set up Dining Hall Lunch Agape, Place Agape Index Cards at ALD's Table Setting, be sure to include any Permanent Agape Cards.
- Gather up Bathmats from Pilgrims' Rooms. Take up to washers and dryers located in the back of the outdoor pavilion. There is soap up there for washers. Be sure these are good and dry before packing up.
- Gather up Any "Pilgrim Need Items" That Have Been Distributed, i.e. Towels, Bedding, etc. Laundry and Return Bagged to Agape for Next Walk. These should be in the foyer of conference room.
- Begin Working on Pilgrim's Packets, Place in Boxes by Table order, Get Letters ready to go with Packets. See Agape Notebook for Content Listing of Packet. Pilgrim booklets should have been delivered no later than Friday night. Photos will be brought to Agape Room by Photographer. These should be there on Friday afternoon.
- **10:00 AM:** Take Final Inventory of All Supplies, Post Needs in Agape Notebook.

Saturday - Day 3 (Continued)

- **11:25 AM:** Final Conference Room Agape. Fill Up Candy Jars, Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables & Chairs, **CHECK OUT KLEENEX**, Replace if Needed, Check Lobby Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, Place Agape Index Cards on Podium (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards).
- **12:30 PM:** Finalize Packets. Put all of these in the clear plastic boxes by tables. Have Packets (Blue Pilgrim Booklets, Fourth Day book, program from Sponsors' Hour, Chrysalis pamphlet, folder with handouts and pictures) and Letter and Candles ready for ALD by **1:30 PM. (Make sure the ALD's know these have been delivered)** They can be put in the foyer and covered up with a sheet or plastic tablecloth. Everyone gets a blue pilgrim booklet and pictures, but only the pilgrims get the other things. The Lay Director gets a copy of each picture.
- **1:00 PM:** Finish Inventory and Packing of Supply Tubs. Place Tubs outside Agape Room **or notify Logistics** what tubs are ready for pick-up and storage. Clean-up Agape Room.
- **2:05 PM** – Go to Conference Room to check on Agape items. Bring tub for bathroom supplies to be packed for Logistics to store.
- **2:15 PM:** Retrieve Candy Dishes, Table Trash Cans and Kleenex. Wooden Table Names, Covenant Dolls may be packed in the Conference Room tubs.
- Bag and Give Leftover Candy to Next Agape Chairperson or Agape Board Representative at Closing. (Note: Arrangements can be made with Food Prep to store in cooler, when appropriate).
- Turn in Agape Workers Sign-in sheets at Closing. Volunteer sheets should be given to Team Selection Chairperson. Send inventory to Agape Chairperson for supplies for next walk.
- **4:00 PM: Closing**

AGAPE Pilgrim Booklets

- **The blue Pilgrim Booklets will be delivered ready to put in packets. You will need to write on the back of each: Walk #_____ Use a Sharpie! These will be delivered by Friday night.**
- There will be 72 Pilgrim Booklets will for each Walk. Verify the number of booklets needed for the Pilgrims, Table Leaders, Assistant Table Leaders, LD, ALD's, SD, ASD's, Music and Media. Please provide one Booklet to Community Lay Director and leave one copy in Agape Historian box. Additional pictures need to go in Agape box.
- The big brown manila envelopes will need to have each pilgrim's name on it. All of the conference room team will need an envelope too. These can be written or you can do labels before the walk.
- Inventory on the Checklist in the Booklet Notebook for the Next Walk. Record Supply Needs for next walk and **report to Board Agape Chair**, so that these are available for the next walk.

Agape Room Supplies Inventory Checklist

Please Inventory Walk, sign and date the form.

Please notify Board Agape Representative of needed items for Walks.

List Quantity Needed Current Walk and to be purchased for Next Walk

Needed On Hand	Item	Current Walk # ____	Next Walk # ____
	<i>BASIC SUPPLIES</i>	Page 1 of 3	
100	Handle Brown Paper Bags for Pilgrims' Agape (supplied)		
100	White Lunch Bags for Pilgrims' Letters		
6	Curling Ribbon - Various Colors		
1 box	Paper Clips: Regular size and Large Size (one box each)		
12	Pens and (6) Pencils		
1	Regular Stapler		
1 Box EA	Staples for Regular Stapler and heavy duty stapler		
1 each	Elmer's Glue, Glue Stick, Rubber cement glue		
4 pair	Scissors (Large Grown-up ones)		
2 rolls	Masking Tape: (1 1/2" wide)		
3 rolls	Scotch Tape		
1 roll	Duck Tape (1 1/2 " wide)		
2	Permanent Marker Black/ Red		
12	Colored Markers: Asst Colors		
1 box	Push Pins		
80	Peel Off Labels for Mailboxes		
500	Index Cards - White 3 x 5		
4 pads	Post-It Notes		
100	Rubber Bands		
1 box	Letter Size Envelopes		
2	Letter Writing Tablets		
1	15 ft Extension Cord		
1 can	Bug Spray		
If need	Large/Small Plastic Tubs		
1 box ea	Quart & Gallon Zip Lock Bags		
1 box	Kitchen Size Trash Bags		

Needed On Hand	Item	Current Walk # ____	Next Walk # ____
	Conference Room Supplies	Page 2 of 3	
12	Klennex: Tall, Square Boxes		
3 Lg Bags	Hard Candy (Costco or Sams)		
2-3 Lg Bags	Chocolate Candy (Costco or Sams)		
	<i>DORM ROOM SUPPLIES</i>		
200	Small Dixie Cups for Rooms 10 per room (have 15 rooms)		
24	Spray Room Air Fresheners (1 per bedrm & 2 for lobby baths, 4 for Lay & Spirit. Dir. Rooms)		
15	Bath Mats (1 for each room)		
	For Pilgrims as Needed		
10	Bath Towels		
10	Wash Clothes		
2	Hand Towels		
4	Pillows		
4	Pillow Cases		
3	Sheet Sets		
6	Blankets		
7	Sleeping Bag/Bedspread/ Quilts		

Needed On Hand	Item	Current Walk # ____	Next Walk # ____
	MEDS & TOILETRIES	Page 3 of 3	
1 Box	Toothpicks		
75	Ear Plugs		
12	Razors		
6 cans	Shaving Cream		
10	Shampoo Sm bottles		
1 box	Q-Tips		
1 Bag	Cotton Balls		
10	Lotion sm bottles		
6 cans	Spray Deodorant		
20	Soap bars		
6	Toothbrushes (packaged)		
15	Toothpaste Small Tubes		
10	Mouthwash Sm bottles		
6	Dental Floss		
1 bag	Ladies Sanitary Napkins		
1 box	Ladies Tampons		
1	Eye Wash (Bottle)		
1 Box	Benadryl Tablets		
1 Box	Sinus / Allergy Tablets		
1	Aspirin		
1	Tylenol		
1	Advil		
1	Antacids -- Tums		
1 bag	Cough Drops		
1 box	Snack Size Zip Lock Plastic Bags (use to give out medicines)		
1 Tube	Neosporin		
1	Hydrogen Peroxide Bottle		
1	Rubbing Alcohol		
1 box	Band Aids (asst sizes)		
1 Box	First Aid Bandage Gauze		
1 Roll	½ inch Waterproof First Aid Tape		

Signed: _____

Date: _____

Please sign and date. Please let the AGAPE Board Chairperson know if you are discarding items by noting it on the form. Please send form to AGAPE Board Chairperson.

Thanks for your acts of service! De Colores!