

THURSDAY AFTERNOON

3:30

— 7:00 pm

Communion bread/juice for whole weekend (Agape room) _____
Cross necklaces (50) on a dowel rod— do not put on big cross. Make sure you have GB necklaces. Put both in choir room storage _____
Designated days **Agape boxes** set up (Agape room) _____ incoming agape boxes set up (begins with dinner Friday evening, pillow agape Fri & Sat evening only) _____
Bathroom baskets (after 5pm) & notebooks set up _____
Verify that **room assignments are posted** _____
Weekend schedules posted in Agape room and kitchen _____
Conference room set up (80 worship booklets at door, index cards and pens on table, small table w/ white candle & bible) _____
Chapel set up (GB banner, lectern @ rear; clip-on lamp for Lectern (ext. cord); Jesus pictures; candles; lighter/matches; tissues _____
Move all **poster supplies** and everything else needed for weekend to **Weekend Agape room** (room 203) from upper room _____ **ALL**
Weekend **helper charts** posted in agape room _____
Get **hand crosses** for weekend from CLD put in chapel _____
Remove **attendance pads (far East section only)** from sanctuary chairs, put in designated box until after Saturday singing _____
Banners & letters in designated area _____
Get **building key** from Nancy Baker in office before 4:00 p.m. _____

THURSDAY EVENING

7:00 pm

Send Off

Worship Booklets to ALD's for distribution after "New Friend" session _____
"Get to Know You" Session

8:15 pm

Chapel _____ will slip out a few minutes early from Session to light candles.

10:15 pm

Team Meeting — Choir Room

Chapel clean-up & set up (lectern, lamp, Christ candle, cross, 2 alter candles & communion bread & grape juice w/napkin _____

Sanctuary check & clean-up _____

Bathroom clean up, when guests are finished -- **ALL**

Conference Room set-up (table groups, table names, Bibles & Kleenex each table, Christ candle on table in front of podium); tape prayer to podium; place baby monitor (check batteries) vacuum cleaner in Agape room; notebooks and pens @ ea. seat, poster board, markers & extra materials available _____ & ALDs

Footprints put down stairs, through the gym; to the chapel _____, & **ALL** as other duties are finished.

Be sure building is **locked and secure!** _____

FRIDAY MORNING

- 6:45 am** Get **communion** ready (bread covered w/napkin; pour juice in decanter and one goblet leaving one goblet empty); last check of **chapel candles** - light at **7:05 a.m.**
- 7:15 — 8 am** Chapel Service/Communion
- 8 — 8:30 am** BREAKFAST
- 8:30 — 8:45 am** Chapel Set up for pray-in at **8:45** (clean up from a.m. chapel) _____
Conference Room check sound, supplies for **posters**, steno **notebooks**, **folders**, set up items for **speakers**, **snacks**, etc. _____ & _____
- 9:15 am** **Talk #1 – Discovering Priorities** _____
- 9 — 10:45 am** **Housekeeping** duties -- **ALL** -- check **needs lists** in bathrooms, stock from upper room or start an **errand list**.
Snack tables _____
Agape sorting (begins with dinner Friday evening, pillow agape Fri & Sat evening only) _____
Put up **labels**- (3 sets-from CLD: one on **letter bags**, one on **mail slots**, one on **packets**); letter bags, filing, stuffing packets, if needed _____
Begin copying remaining materials for Sunday's info packet
As you finish your assignments, help each other as needed
- 10:45 am** Prepare **prayer chart** to be presented _____
1st banner/letters to be presented _____ be sure to have them in designated location, work out with ALDs.
Take **Speaker #4** (_____) to get **banner and agape letters** _____
- 11:15 am** **Talk #2 - God's Gift of Grace** _____

FRIDAY AFTERNOON

- 12:30 pm** **LUNCH**
- 1:00 pm** Agape **candy jars** on tables _____
Take **72 hour prayer chart** to room before 1:30 _____
- 1:30 pm** Guests in **conference room**.
- 1:00 pm** **Bathroom** checks & **housekeeping** duties, **snack** table, **list** checks, **letter** sorting, **errands**, etc. **ALL**
- 3:30 pm** Get **banners & letters** ready for **Talk #4** _____
- 1:45 pm** **Talk #3 - Ministry of All Believers** _____
- 3:00 pm** **Talk #4 - Our Response to Grace** _____
- 3:30 pm** Take **dinner agape** to kitchen for distribution _____
Prepare **clipboards** for photo shoot _____
- 5:00 pm** **Photo Shoot** _____ will bring clipboards and start routing _____ to make sure **all team members** are present.--ALL team members stand by to assist as needed.
- 5:10 pm** **Group Photo – after photo remain in sanctuary until time to go to dinner.**
Guests on break until 5:20 p.m.
- 5:15 pm** Get table agape list to ALD _____
- 6:00 pm** **DINNER**

FRIDAY EVENING

- 6:00 pm** Post "**Women**" sign over men's restroom at Women's Great Banquet and "Men" sign over women's restroom at Men's Great Banquet _____
- 6:15 pm** Guests into conference room.
- 6:30 pm** **Talk #5 - The Way of Relationship** _____
- After Speaker #5 is prayed in, **move pray-out** (speaker candle, hand cross, Bible) to communion room or other location.*
- 6:30 pm** **Pillow agape out**, remember to make list! -
- 6:45 pm** **Set up Chapel** _____
- 7:00 pm** *Speaker #5 prayed out quickly in communion room before guests come to chapel.*
- 7:10 pm** Chapel Service (no communion)
- Lock up & secure building** before Poster Party! _____
- 8:30 pm** Poster Party! *(Be sure to alert Kitchen team.)*
- 9:55 pm** Chapel is already set up, light **candles** -
- Post "**Women**" sign over men's restroom door in **1st floor of wing** and "Men" sign over women's restroom door at Men's Great Banquet _____
- 10:00 pm** Chapel Service (no communion)
- 10:30 pm** Team Meeting — Choir Room
- Clean up Chapel** — set up what you can for Saturday am Chapel -- _____
- Clean up conference room/set up what you can for Sat. a.m.** — _____
- Put out **Saturday a.m. footprints** — _____
- Bathrooms/housekeeping** — _____

As we finish our evening duties, let's help each other so we can all get to bed!!!

SATURDAY EARLY MORNING ** Guests will be getting up at 6:15**

6:30 am Chapel set up _____
Breakfast agape to kitchen _____ take lists from
Fri p.m. pillow agape and breakfast agape. _____
Check lists _____

6:50 am **Conference Room check** _____
Light candles in chapel _____

7:00 am Chapel Service

Immediately after service, **ALL 5** of us will **clean up** and get things **set up for Pray-ins** so we can all get to **breakfast!**

We have a very **short time** this morning as the guests will be in the **conference room** and starting for the day around **8:00 a.m.!**

7:30 am **BREAKFAST**

As soon as we finish breakfast, **last minute check of conference room** — **ALL 5** as we finish.

SATURDAY LATER MORNING

8:00 **ALL:** Housekeeping, list checks, snack table, packet stuffing, address lists
-- **10:45 am** should arrive for packets, **letters, errands, banners & letters**, etc...
Take **books to staging area** for conference room- put out **during Talk #6**. _____
Set up 3 prayer chapels _____ & _____
(**3 rooms containing:** hand cross, candle, lighter, notepad & pen, table, 8 chairs, leader's chair facing door.)

8:15 am **Talk #6 - Truth through Study** _____

10:00 am **Talk #7 - Sacramental Grace** _____

10:45 Take **lunch agape & lists** to kitchen _____

-- **11:00 am** **Set up chapel for Dying Moments (2 loaves bread, 2 plates, 2 cups). Kleenex, paper sacks taped to back of chairs** _____
& _____

11:30 am **ALL** back to **Agape Room** to listen for **cue** to go to Chapel.
Dying Moments Service

SATURDAY AFTERNOON

12:30 pm LUNCH

Guests on break until 1:50 p.m.

1:00 pm **Dump truck, crosses, paper, pens** in conference room—coordinate with ALD _____

Chapel clean up - set back up for pray-ins in Chapel _____

2:00 pm **Set up prayer chapels (3 classrooms designated by CLD. 8-9 chairs in a circle with Bible open to Luke 14:17, a white candle, matches, a wood prayer cross in center of circle)**

2:00 **ALL** – Set up prayer chapels (3 classrooms designated by CLS...get these from him before weekend starts). Place 8-9 chairs in a circle with a Bible open to Luke 14:17, a white candle, matches, a wood prayer cross in center of circle and a box of tissues.

Afternoon housekeeping, errands, list checks, snack table, trash, packets.

— 4:30 pm **If time permits, _____ & _____ can start preliminary set up in the sanctuary.**

Note: The Praise Band may complete the set up - they are very good about this!

2:45 pm **Talk #8 banners and letters** to ALD _____

3:00 pm **Talk #8 - Life of Christian Action** _____

4:15 pm **Talk #9 banners and letters** to ALD _____

4:30 pm **Talk# 9 - Obstacles to God's Grace** _____

4:30 pm **Dinner agape and lists** to kitchen team _____

Finalize **set up sanctuary** for singing, if not ready. Be sure to bring down **instruments** from upper room- **ALL available**

6:00 pm **DINNER**

SATURDAY EVENING

- 6:50 pm** Entertainment in Sanctuary
- 7:15 pm** Talk #10- banners and letters to ALD _____
- 8:00 pm** Talk #10 ___ Disciples _____
- 8:05** Put out pillow agape (or community helpers) _____
- **8:30 pm** Put candles at entrance to sanctuary
Set up for community communion (this needs to be done by 8:15pm) _____
ALL team members available to:
Clean up Sanctuary, Clean up after Community Communion, Set up for
Candlelight, Take down Prayer Chapels,
Shut double doors.
LOTS OF KLEENEX IN SANCTUARY! _____
- 8:40 pm** Poster Party — **ALL team** in conference room.
- 9:55 pm** Candlelight
ALL: In addition to ... *LIGHT* bathroom cleaning, the following
cleaning duties need to be done:
Chapel set up; Lock up & secure building! _____
Conference Room - Clean and straighten _____
Kleenex boxes, vacuum, attendance boards back out _____
Gathering Space — vacuum, remove all trash _____
Main hallway — sweep and mop floors _____

SUNDAY EARLY MORNING

**** Guests will get up at 6:15 a.m. ****

- 6:15 am** As soon as guests are awake, vacuum classroom hallways _____
Unlock church building by 7:00 a.m. _____
- 6:30 am** Breakfast agape to kitchen w/lists (Sat p.m. pillow agape list) _____
Chapel set up — light candles at 6:50 a.m. _____
- 7:00 am** Guests to Chapel (Due to cleaning, Agape may *not* attend.)
ALL — As soon as guests are out of bathrooms, **start cleaning!**
Start with the bathrooms near the Gathering Space and work back.
Front bathrooms need to be done by 8:30 a.m. - The others to be done **immediately** after. Be
sure to clean bathrooms down south hall way and upstairs.
Eat breakfast after guests, if necessary.

SUNDAY LATER MORNING

- 7:30 am** Clean up chapel & set up communion room for pray-ins. _____
(Pray-ins must be ready by 8:15 a.m.)
- 7:30 am** **BREAKFAST** - after pray-ins are set up & bathrooms cleaned.
- 8:00 am** Last check of conference room & snack table _____
- 8:00** **Packets, letters** – check w/LD re: passing out reunion group cards during talk?
- 11:00 am** Start cleaning up agape room. Start taking things from room 203 to upper Agape room. **ALL**; put out Agape on conference room tables _____
No housekeeping until after church services are over!
- 8:20 am** Talk #11 - **Banners** and **letters** to ALD _____
- 8:35 am** **Talk #11 - Changing Our Environment** _____
- 9:45 am** Talk #12 - **Banners** and **letters** to ALD _____
- 9:55 am** **Talk #12 — A Life of Grace** _____
- 10:45 am** Talk #13 - **Banners** and **letters** to ALD _____
- 11:00 am** **Talk #13 — The Body of Christ** _____
- 11:15 am** **Lunch agape & lists** to kitchen _____
- 11:30 am** Check with ALD to see if **prayer chapels** are needed to be set up. _____
Set up Chapel for prays-ins after Speaker 13 is prayed out at 11:30 a.m. _____

SUNDAY AFTERNOON

- 12:00 pm** **LUNCH**
- 12:30 — 2 pm** Housekeeping (**ALL**), then begin clean ups:
_____ & _____ **bathrooms**
_____ tear down book table, **ALL** to assist as duties are finished.
_____ & _____ start on **agape room**, **ALL** to help as duties are finished.
_____ finish **packets & letters** — **ALL** to assist as duties are finished.
_____ **Table agape & lists** for ALD's to **conference room tables**.
- 1:20 pm** Talk #14- **Banners** and **letters** to ALD _____
- 1:30 pm** **Talk# 14 - Staying Power** _____
- 2:00 pm** Begin setting up **sanctuary (w/communion)** for **closing** - **ALL**, unless **packets/letters/crosses** aren't ready —to **finish** by **2:45 p.m.**
Set up prayer chapels in classrooms *if needed* _____
- 2:20 pm** Talk #15- **Banners** and **letters** to ALD _____
- 2:30 pm** **Talk #15 - Establishing Priorities** _____
- 2:45 pm** **ALL** team in **conference room**.
- 3:00 pm** **ALL** - present **packets**.
- 3:15 pm** **ALL** - present **letter bags**.
- 3:45 pm** **ALL** - move **cross with necklaces** to temporary **agape room**, CLD will help.
- 4:15 pm** **Present crosses**.
- 5:00 pm** **Closing (communion)**
- After closing** **Help clean conference room**

In "His" Service.....THANK YOU!!!! MAY ALL YOUR FOURTH DAYS BE BLESSED!!!