

## ZIONSVILLE GREAT BANQUET AGAPE INFORMATION & NOTES

Agape is responsible for doing many things prior to and during the Great Banquet weekend. Prior to the weekend, the Agape Team will need to order materials, inventory and buy supplies, coordinate snacks and communion for team meetings, organize and lead Agape projects for Community Gatherings and prepare posters for the various volunteer sign-up sheets.

Who	When	What
Head	8 weeks before Banquet	<ul style="list-style-type: none"> <li>Obtain Agape letters from other Great Banquet communities from CLD.</li> <li>Contact photographer, Stephanie Rounds Anderson (407-963-5196), to request photo shoot at 5:00 p.m. Friday of your banquet weekend.</li> </ul>
	Each Weekly Team Meeting	<ul style="list-style-type: none"> <li>Agape is responsible for organizing the snacks &amp; drinks for team meetings. <b><u>Suggestion: At the first team meeting, create a sign-up sheet or online sign-up genius to allow team members to sign up to bring sweet and/or salty snacks, healthy snacks and drinks.</u></b> Agape will bring ice, napkins, cups and plates. Agape will provide snacks for the first team meeting after Orientation.</li> <li>Agape Teams will set up &amp; provide communion bread &amp; juice for team meetings and Community Gatherings. Gatherings are held the third Thursday of each month in the Chapel. Communion for team meetings will occur in Room 205. Use King's Hawaiian bread, GF wafers and grape juice. The communion goblets, plate and decanter are kept in the Communion Room (small room just off the Gathering Space).</li> <li>For Community Gatherings, place Jesus picture in the middle of the altar. Set up Great Banquet wooden sign to the left side of the altar. Light altar candles. Picture and wooden sign can be found in Upper Room. <b>Complete setup by 6:30 p.m.</b></li> <li>Clean up after Community Gatherings (i.e. return picture &amp; wooden sign, wash &amp; return communion goblets &amp; plates, etc.) and team meetings (i.e. wash &amp; return communion goblets &amp; plates, clear snacks, take out trash to dumpster, stack chairs, return tables to storage locations, etc.)</li> </ul>
Head	Prior to 1 <sup>st</sup> Community Gathering	<ul style="list-style-type: none"> <li>Make 72-hour prayer charts before the first Community Gathering of the season. Attach a pen and a packet of post-it notes to each chart, if possible. Bring prayer charts to Community Gatherings. Prayer sign-up slots available every 30 minutes from 7 p.m. Thursday thru 7 p.m. Sunday of each Great Banquet weekend.</li> <li>Complete an inventory of supplies in the Upper Room so needed items can be purchased (keep your receipts). Check with CLD first.</li> <li>Check stock for white letter sacks. You may need to purchase the sacks (a ream is 500). These may be purchased at Costco or on Amazon. Check with the head of Kitchen to see if they want white lunch sacks for Sunday's lunch.</li> <li>Need to have materials on hand and organized for making table &amp; pillow Agape at each Community Gathering during your season. Samples are available in Upper Room. (e.g., candy kisses, gumballs, etc. See attached sample list)</li> <li>Attach Prayer to the Holy Spirit in front of each team &amp; participant's spiral notebook for the weekend.</li> </ul>
	At Gathering Agape Parties	<ul style="list-style-type: none"> <li>Make 10 types of pillow &amp; table Agape. 80 items for each banquet per season = 160 total per item (keep your receipts).</li> <li>String pewter crosses onto yarn necklaces and knot the ends. 50 per banquet. Make sure you have Great Banquet crosses versus the Awakening crosses. The Awakening crosses have Awakening molded onto them.</li> <li>Decorate white letter bags.</li> </ul>
Head	10 days before Banquet	<ul style="list-style-type: none"> <li>Inventory all needed supplies (see separate Inventory List). Purchase anything needed after your inventory is completed. Review your daily schedule sheets to check for any items we may have missed on Inventory Sheet.</li> <li>Check and count out worship booklets for your weekend, including guest and team members.</li> <li><b>Schedule a time for all Agape Team members to meet with the ZPC Facility Coordinator (Ben Jones: <a href="mailto:benj@zpc.org">benj@zpc.org</a> or 317.985.6024),</b> so that he knows who to see on your weekend if there is a problem. He is a great resource for you as needs arise. Ask him to show you where the GB cleaning supplies are and if he has any specific instructions. He will set up your cleaning supplies for you and provide a toilet paper &amp; paper towel key. Ask him to show you where circuit breakers are and how to make coffee using the ZPC Coffee Center equipment.</li> <li>Banners need to be checked for needed repairs, pressing and availability. They are kept in the HVAC room east of the Upper Room.</li> </ul>

Important  
Information

- When making supply purchases, use the **church's tax-exempt number**. You will not be reimbursed for any sales tax, so please use the tax-exempt number when making all purchases.
- To be reimbursed for items purchased, you must save the receipts and attach them to a completed check request form, then put the form and receipts in an envelope in the Great Banquet mail slot in the Gathering Space.
- Community Lay Directors are available to answer questions at any time via phone or email.
- 5 hand crosses need to be available on the weekend. Contact CLD for the crosses. Note that the ALDs may already have them.
- Rooms for the prayer Chapels on Saturday need to be set up with 8-9 adult-sized chairs in a circle (around a table), a 6" tall white candle, lighter, a Bible, a hand cross & tissues.
- Kitchen & Agape Teams need to be in the Conference Room to judge posters on Friday night and award prizes (to be purchased by Kitchen Team). Also, Kitchen & Agape Teams must be up in the Conference Room at 9:45 PM on Saturday night to leave for Candlelight.
- It is best to wait until 2:00 p.m. Sunday to pull Agape letters from mail slots and put into white bags. Many come in at the last minute. Remember to sort by Family/Friend (F) & others.
- Information packets on Sunday – a sample is in the Upper Room. Include a sheet on upcoming Banquet & Gathering dates. Make sure CLD gets two packets for their files. CLD will provide copies of the final Packet Address List as well as the team photo (with names).
- **DO NOT BUY** additional books for book table or additional table/pillow Agape during weekend. Contact CLD if needed.

# THURSDAY ACTIVITIES:

<p><b>Before 7 p.m.</b></p>	<ul style="list-style-type: none"> <li>• Communion bread (round King’s Hawaiian bread) is needed for each day starting on Friday. Mark your bread “Great Banquet” and date or it may get used for regular church services. Also, grape juice and a decanter with three goblets will need to be set up with the bread. When needed, pre-pour two goblets, full enough to allow for easy bread dipping; leave the third for Spiritual Director to pour (make sure there’s enough juice in the decanter to fill the third goblet).</li> <li>• Put 50 cross necklaces on dowel rod found in the Upper Room. Then, make sure the crosses on the dowel rod go to the Sanctuary / A/V closet (passthrough) along with the big wooden cross (closet [passthrough] is behind southwest door next to the soundboard).</li> <li>• Have special boxes in Upper Room labeled for pillow Agape for Fri &amp; Sat nights, table Agape for Friday dinner through Sat dinner. Keep track of who brought what Agape so it can be announced to guests (by ALDs) when they receive it. Give these lists to ALDs at each mealtime.</li> <li>• Set baskets up in bathrooms (2 upstairs sleeping area, 2 shower rooms in Gathering Space, 2 at bottom of stairs (don’t add these until after 6:00 p.m. on Friday), Add a spiral notebook (and pen) by the baskets for guests to write any “wants” or “needs”.</li> <li>• Put shampoo, body wash, bath mat and metal chair in each shower stall.</li> <li>• Double check that sleeping room assignments are posted on the doors.</li> <li>• Make sure all clocks have been covered or taken down, including Sanctuary clock.</li> <li>• <b>Kitchen Team buys &amp; prepares the snacks for Send-off of other team</b> (e.g. women provide for men’s Send-off, men provide for women’s Send-off).</li> <li>• Put 3x5 note cards &amp; pens on tables for the “New Friend” meeting in Conference Room (8 each per table).</li> <li>• Put special small table in front of podium in Conference Room, with a white 6” unscented candle (on small white plate), lighter and open Bible to Luke 14:17</li> <li>• Post time outline of weekend in Agape Room and in Kitchen for easy reference.</li> <li>• Put box of small worship booklets (which you counted out previously) inside Chapel door so ALDs can pass them out to guests later.</li> </ul> <p><u>Set up for 9:15 p.m. Chapel service:</u></p> <ul style="list-style-type: none"> <li>• <del>Put Great Banquet wooden sign next to altar.</del></li> <li>• Put lectern at rear of Chapel just inside and to the left of doors. Be sure to have clip on lamp for lectern. May need an extension cord for lamp.</li> <li>• Place Jesus picture in front of gold cross on altar table.</li> <li>• Light candles and place on front of altar on either side of Jesus picture. Light them right before people enter.</li> <li>• <b>Note: Be sure there is a lighter on altar all weekend to light candle and altar candles</b></li> <li>• Put tissue boxes (randomly-spaced) on chairs and dim Chapel lights.</li> <li>• Attend Chapel service.</li> <li>• Extinguish candles after people leave Chapel service.</li> </ul>
<p><b>After Team Meeting</b></p>	<p><u>Set up Conference Room for next day</u> (refer to table group list announced at team meeting tonight):</p> <ul style="list-style-type: none"> <li>• Check that tables &amp; chairs are in appropriate positions: 7 table groups, 2 end-to-end for back table (SD) seating; 1 for drinks adjacent to counter on SE wall.</li> <li>• Put table names in center of each table; stack notebooks and pens in center of each table; place one Bible and one box of Kleenex on each table</li> <li>• Be sure poster board, pencil boxes and extra materials are ready, set aside (at a 6’ table in front of file cabinets along NE wall)</li> <li>• Check position of podium &amp; microphone, and test sound system with AV person.</li> <li>• Tape prayer to Holy Spirit on the podium; place ALD candle-lighting script on small table in front of podium</li> <li>• Place baby monitor transmitter in podium; receiver stays in Agape Room. Check to make sure this works and that extra batteries are on hand.</li> <li>• After guests are finished for the night...clean up bathrooms and get them ready for morning.</li> <li>• Check Sanctuary and Chapel to be sure both are picked / cleaned up and everything is put away.</li> <li>• Set up footprints. On Friday morning, the footprints should go through the gym because daycare is in session. There are many laminated footprints already made, check Upper Room supplies. Make new footprints if condition of footprints has deteriorated.</li> </ul>

# FRIDAY ACTIVITIES:

6:30 a.m.	<ul style="list-style-type: none"> <li>• Prepare Chapel for 7:00 a.m. service: Lectern, lamp, altar cross, 2 altar candles, and communion bread (skived) on plate covered with napkin. Pour juice in decanter &amp; provide 3 goblets (pre-pour two, leave the third empty). No Jesus picture – keep in Communion Room storage until Speaker pray-in.</li> <li>• Be alert to and available for any requested needs while guests are experiencing first morning routine.</li> </ul>
7:05 a.m.	Light candles in Chapel.
7:15 a.m.	Attend service.
8:00 a.m.	<ul style="list-style-type: none"> <li>• Extinguish candles after service and clean up communion supplies &amp; Chapel.</li> <li>• Eat breakfast with guests.</li> </ul>
8:30 a.m.	<ul style="list-style-type: none"> <li>• Set up Chapel for 8:45 Speaker Pray-In. On altar: Jesus picture, 6” white candle on plate, matches or lighter, hand cross for speaker, open Bible to Luke 14:17, chair in front of altar, tissues under chair. ALDs will light and blow out candle during pray-ins and pray-outs.</li> <li>• Last minute check that Conference Room is ready for day: <ul style="list-style-type: none"> <li>✓ Put baby monitor in podium if desired, turn it on &amp; turn on receiver in Agape Room;</li> <li>✓ Test sound system;</li> <li>✓ Verify that podium has Prayer to Holy Spirit taped on it and that ALD candle-lighting script is still on small table in front of podium</li> <li>✓ Check that there are dry erase markers (that work) at whiteboard and candle, Bible &amp; lighter on small table;</li> <li>✓ Make sure poster materials are in place;</li> <li>✓ Bring coffee urns up to Conference Room from Kitchen (with all necessary supplies), stock drink table and light snacks on food counter;</li> <li>✓ Put out any other equipment or supplies requested by LD or ALDs.</li> </ul> </li> </ul>
9:00 a.m.	<ul style="list-style-type: none"> <li>• Start day’s continuous duties: clean and re-supply bathrooms; clean showers; launder bath mats, towels, and anything else from other areas including Kitchen; put out fresh bath mats; empty trash; sort Agape &amp; letters; check “want” lists in restrooms; run errands; fill snack table &amp; ice bowl.</li> <li>• <b>Sorting note: table Agape for each meal begins with dinner Friday evening, pillow Agape Friday &amp; Saturday evenings only.</b></li> <li>• Review final table &amp; team lists. Put names of guests &amp; team on letter bags and sort alphabetically (if guest list is given to you in advance, names could be placed on bags ahead of time and then cancellations or no shows could be set aside). CLD will prepare and provide three sets of name labels (mail slots, information packets &amp; Agape letter bags).</li> <li>• Begin copying materials needed for Sunday’s info packets if not already done (# of copies = guest + team counts). See separate list of items to be inserted in packets. This can be done in advance of the weekend too. This is a great item to have ready (assembly-line style) for Community Gathering Agape party.</li> </ul>
9:15 a.m.	<b>Talk #1 Discovering Priorities</b>
10:45 a.m.	Take Speaker #4 to the Agape Room to select a few general Agape letters and a couple of banners for presentation during their talk. Also have 72-hour prayer chart ready (these need to be ready by 2:15 p.m.)
11:15 a.m.	<b>Talk #2 God’s Gift of Grace</b>
12:30 p.m.	Eat lunch with guests.
1:00 p.m.	Candy jars go on tables in Conference Room.
1:45 p.m.	<b>Talk #3 Ministry of Believers</b>
3:00 p.m.	<p><b>Talk #4 Our Response to Grace</b></p> <ul style="list-style-type: none"> <li>• Listen to talk on monitor or in Conference Room and assist speaker by bringing out 72-hour prayer chart, Agape letters from other communities, and banners from pass thru area in back of room. One of the ALDs should be in Conference Room to assist with timing as well.</li> <li>• <b>Note: Remaining banners and Agape letters are to be given to ALDs as they request, a couple before each remaining talk.</b></li> <li>• Prepare a written list of Friday dinner table Agape items and from whom they came from, so they can be announced after the meal by the ALDs. <b>Continue this process with each meal for rest of weekend. Note: At Saturday &amp; Sunday breakfast, ALDs should also be given a list of what the previous night’s pillow Agape was &amp; from whom.</b></li> </ul>

## FRIDAY (cont.)

3:30 p.m.	<ul style="list-style-type: none"> <li>• Check bathrooms for cleaning and needed supplies.</li> <li>• Take dinner table Agape to Kitchen Team.</li> </ul>
4:30 p.m.	<ul style="list-style-type: none"> <li>• Assist photographer in setting up of photo shoot in Sanctuary. Use black chairs from Gym storage room to make row(s) on stage. Straight lines to ease in/out.</li> <li>• Provide clipboards/pens/paper for photo row roster - 1 clipboard per row of people, label them Row 1, 2, 3, etc. from West to East.</li> <li>• <b>Be sure to have all Spiritual Directors, Agape &amp; Kitchen Team members in attendance for photo right at 5:00 p.m.</b></li> <li>• Collect signed clipboard sheets (from each row) and give to CLD</li> <li>• CLD will pick up and deliver the photos to you either at Saturday evening Candlelight or no later than Sunday a.m. at church.</li> </ul>
5:30 p.m.	<ul style="list-style-type: none"> <li>• Give written list of Friday dinner table Agape items including and from whom they came to ALDs.</li> <li>• Eat dinner with guests.</li> </ul>
6:15 p.m.	Give banners & letters to ALDs, if requested, for presentation before Talk #5.
<b>6:30 p.m.</b>	<p><b>Talk #5 – The Way of Relationship</b></p> <ul style="list-style-type: none"> <li>• Put out pillow Agape between 6:30-7:00 p.m. after making written list for giving to ALDs on Sat. a.m. breakfast or have community helpers put out pillow Agape at 8:30 p.m. when everyone is upstairs for the poster party.</li> <li>• Set up Chapel at 7:10 p.m.: Jesus picture &amp; 2 altar candles.</li> </ul>
7:00 p.m.	Speaker #5 prayed out quickly before guests come to Chapel. Then light 2 altar candles. Put hand cross, Bible & Christ (white) candle in Agape Room or out of sight.
8:30 p.m.	Poster party in Conference Room: Agape & Kitchen Teams join forces to judge posters and award gag gift prizes. Kitchen Team to buy gag gifts in advance. Turn off the baby monitor.
9:55 p.m.	Prepare Chapel for 10:00 p.m. service: Light 2 altar candles. Put Jesus picture on altar. Attend service.
10:30 p.m.	Attend team meeting after Chapel.
After team meeting	<ul style="list-style-type: none"> <li>• Blow out candles and tidy up in Chapel when everyone has left it. Replenish tissues.</li> <li>• After cleaning crew is finished Friday p.m., move a vacuum cleaner to Agape Room (room #203) for use during weekend (if not already done).</li> <li>• Empty trash and clean up Conference Room and snack/drink area. Vacuum, if necessary.</li> <li>• Help ALDs move tables to new positions: gather table name centerpiece and all guest materials and move to a new table position in room (back tables to front/vice versa AND shift over. If possible, every table should have a new vertical and horizontal position on Saturday.)</li> <li>• After guests are finished.... clean bathrooms/showers for final time today so they're ready for morning. <u>ZZZZZZZZZZZZ</u></li> </ul>

# SATURDAY ACTIVITIES:

6:30 a.m.	<ul style="list-style-type: none"> <li>• Prepare Chapel for 7:00 a.m. service: Lectern, lamp, Jesus picture, 2 altar candles, no communion until “Dying Moments”.</li> <li>• Take breakfast table Agape to Kitchen and put at table settings after making written list for ALDs, include pillow Agape from Friday night.</li> <li>• Be alert to and available for any requested needs while guests are experiencing morning routine.</li> </ul>
6:50 a.m.	Light candles in Chapel.
7:00 a.m.	Attend service.
7:30 a.m.	<ul style="list-style-type: none"> <li>• Give list of pillow &amp; breakfast Agape to ALD for announcement after breakfast.</li> <li>• Extinguish candles after service and clean up Chapel.</li> <li>• Set up Chapel for 7:55 a.m. speaker pray-in. On altar: Jesus picture, Christ (white) candle on small plate, lighter, hand cross for Speaker, open Bible to Luke 14:17, chair in front of altar, tissues under chair. ALDs will light and blow out candle during pray-ins and pray-outs.</li> <li>• Last minute check that Conference Room is ready for day: <ul style="list-style-type: none"> <li>✓ If used, turn on baby monitor in podium &amp; turn on receiver in Agape Room;</li> <li>✓ Test sound system;</li> <li>✓ Verify that podium still has Prayer to Holy Spirit taped on it and that ALD candle-lighting script is still on small table in front of podium</li> <li>✓ Check that there are dry erase markers (that work) at whiteboard and candle, Bible &amp; lighter on small table;</li> <li>✓ Make sure poster materials are in place;</li> </ul> </li> <li>• Eat breakfast with guests. <ul style="list-style-type: none"> <li>✓ Bring coffee urns up to Conference Room from Kitchen (with all necessary supplies), stock drink table and light snacks on food counter</li> </ul> </li> </ul>
8:00 a.m.	<ul style="list-style-type: none"> <li>• Start day’s continuous duties: clean &amp; re-supply bathrooms; clean showers; launder bath mats, towels, &amp; other items including Kitchen towels; put out fresh bath mats; empty trash; sort Agape &amp; letters; check “want” lists in restrooms; run errands; fill snack table &amp; ice bowl.</li> <li>• Prepare book table and quietly put in hallway outside Conference Room during Talk #6.</li> <li>• Stuff yellow 9x12 envelopes with info for packets (if not already done) and place guest name label on outside of envelope. Separate by table. (Note: This can be done prior to weekend and is not complete until photo list is typed, copied, &amp; inserted with photo, which will arrive from CLD Saturday evening or Sunday morning).</li> </ul>
8:10 a.m.	Give banners & letters to ALD, if requested, for presentation before Talk #6
<b>8:15 a.m.</b>	<b>Talk #6 The Truth Through Study</b>
9:45 a.m.	Give banners & letters to ALD, if requested, for presentation before Talk #7
<b>10:00 a.m.</b>	<b>Talk #7 Sacramental Grace</b>
11:00 a.m.	<ul style="list-style-type: none"> <li>• Set up Chapel for “Dying Moments Communion Service”. Jesus picture, 2 lit altar candles, whole bread (cut in half) on two plates, two empty baskets for bread (lined), GF wafers on plate, separate empty basket (lined) for GF, juice decanter &amp; 3 goblets (two poured; the other empty). Move Bible and Christ candle for speaker #7 to empty office in main office. Make sure there are plenty of tissue boxes on the chairs throughout Chapel. You may also tape small paper bags onto backs of chairs for easy disposal of used tissues. <b>Note: use King’s Hawaiian bread &amp; GF wafers for Dying Moments. Put out hand sanitizer on a table to dispense at Chapel entrance.</b></li> <li>• Take &amp; place table Agape on lunch place settings (or leave with Head of Kitchen for community servers to place). Give Agape list to ALD.</li> </ul>
11:30 a.m.	Listen for direction from Head Spiritual Director talk to go to Chapel for Dying Moments service. Dispense hand sanitizer. Attend service.
12:30 p.m.	Eat lunch with guests.
1:15 p.m.	Put dump truck with tiny crosses on table near podium in Conference Room– coordinate with ALDs.
1:30 p.m.	Clean up Chapel and put Christ (white) candle and Bible back on altar.
2:00 p.m.	Set up 3 classrooms for prayer chapels. Place 8-9 adult-sized chairs in a circle (around a table) with a Bible open to Luke 14:17, a 6” white candle, lighter, a wooden hand cross in center of circle (on small table or raised surface preferably), and a box of tissues.
2:45 p.m.	Give banners & letters to ALD for presentation, if requested, before Talk #8.
<b>3:00 p.m.</b>	<b>Talk #8 The Life of Christian Action</b>

	<ul style="list-style-type: none"> <li>Set up Sanctuary for Entertainment. See CLD for specific instructions before moving any Sanctuary chairs please. <del>Move and stack about 2/3 of the rows of chairs in the right center section, starting at the front. Remove registration pads &amp; bibles before moving chairs.</del> Mark rows with blue painter's tape on floor for proper re-alignment after Entertainment.</li> </ul>
<b>SATURDAY (cont.)</b>	
4:15 p.m.	Give banners & letters to ALD for presentation, if requested, before Talk #9.
4:30 p.m.	<b>Talk #9 Obstacles to Grace</b>
5:00 p.m.	Place table Agape at table settings in Dining Room, after making a list for ALD
6:00 p.m.	Attend dinner with guests.
6:50 p.m.	Attend Entertainment in Sanctuary.
7:45 p.m.	<ul style="list-style-type: none"> <li>Give banners &amp; letters to ALD before Talk #10.</li> <li>In Sanctuary: <ul style="list-style-type: none"> <li>✓ Reset chairs, replace registration pads &amp; bibles and clean up after guests have left. Put out tissue boxes on chairs (spaced throughout)</li> <li>✓ Set up communion service in Chapel – 1 bread (skived), GF wafers on plate, 3 goblets (two poured, one empty), filled juice decanter, Jesus picture, 2 lit candles, GB wooden sign – for Community coming at 9:15 p.m. for Candlelight communion service</li> <li>✓ Put out tub of hand-candles for Candlelight on Welcome Center desk. These are in Upper Room.</li> </ul> </li> </ul>
<b>8:00 p.m.</b>	<b>Talk #10 Disciples</b>
8:00 p.m.	<ul style="list-style-type: none"> <li>Shut doors between hallway and Gathering Space to keep guests out of Gathering Space.</li> <li>Cover fluorescent light fixture in hallway (just outside Coffee Center door) with black vinyl tablecloth (cut to size)</li> </ul>
8:10 p.m.	<ul style="list-style-type: none"> <li>Take down prayer room circles in classrooms.</li> <li>Organize w/Kitchen Team for poster party.</li> </ul>
9:10 p.m.	Go to Conference Room for poster party.
9:55 p.m.	Go w/guests to Candlelight Service.
After Candlelight	<ul style="list-style-type: none"> <li>Clean up Sanctuary (tissues, trash, etc.) after all guests have left and gone to bed. Move Jesus picture back to Chapel.</li> <li>Clean up Conference Room, hang posters, clean up snack/kitchen area, put away poster making supplies, as they are not needed Sunday.</li> <li>Move tables to new positions with ALDs: gather table name centerpiece and all guest materials and move to a new table position in room (back tables to front/vice versa AND shift over. If possible, every table should have a new vertical and horizontal position on Sunday).</li> <li>Set up Chapel for Sunday morning service (same set-up as Saturday a.m., no communion), complete with tissues!!!</li> <li>After guests are finished...clean bathrooms/showers for final time today so they are ready for morning.</li> <li><b>SLEEP...</b>if there is any time left</li> </ul>

# SUNDAY ACTIVITIES:

6:30 a.m.	<ul style="list-style-type: none"> <li>Take breakfast table Agape to Kitchen and put at table settings after making written list for ALDs, include pillow Agape from Saturday night.</li> <li>Be alert to and available for any requested needs while guests are getting ready.</li> </ul>
6:50 a.m.	Light candles in Chapel. Do not attend Chapel.
7:00 a.m.	<ul style="list-style-type: none"> <li>Check bathrooms and convert all back to men's and women's bathrooms.</li> <li><b>Clean all bathrooms</b> (not the showers), complete by 8:00 a.m. Start with shower rooms; then those across from Coffee Center; finish with those in the downstairs and upstairs classroom areas</li> </ul>
7:30 a.m.	<ul style="list-style-type: none"> <li>Give list of pillow &amp; breakfast Agape to ALD for announcement after breakfast.</li> <li>Extinguish candles after service and clean up Chapel.</li> <li>Eat breakfast with guests if finished with bathrooms. If not, grab quick breakfast afterward.</li> </ul>
8:00 a.m.	<ul style="list-style-type: none"> <li>Check with the CLD for the location of the pray-in on Sunday morning (most likely Scott Shelton's office). On table: Jesus picture, Christ (white) candle on holder, lighter, hand cross for speaker, open Bible to Luke 14:17, chair in front of table, tissues under chair. ALDs will light and blow out candle during pray-ins and pray-outs.</li> <li>Last minute check that Conference Room is ready for day: <ul style="list-style-type: none"> <li>✓ If used, turn on baby monitor in podium &amp; turn on receiver in Agape Room;</li> <li>✓ Verify that podium still has prayer to Holy Spirit and candle lighting script taped on it;</li> <li>✓ Check that there are dry erase markers (that work) at whiteboard and candle, Bible &amp; lighter are still on small table;</li> <li>✓ Bring coffee urns up to Conference Room from Kitchen, not Gathering Space (with all necessary supplies), stock drink table &amp; snacks on food counter</li> <li>✓ Put out any other equipment or supplies requested by LD or ALDs.</li> </ul> </li> </ul>
8:20 a.m.	<ul style="list-style-type: none"> <li>Give banners &amp; letters to ALD for presentation, if requested, before Talk #11</li> <li>Start day's continuous duties: clean and re-supply bathrooms (no showers and wait until after 10:45 service to clean); launder bathmats, towels, and anything else from other areas including Kitchen; empty trash; sort Agape &amp; letters; check "want" lists in restrooms; fill snack table &amp; ice bowl.</li> <li>Stuff yellow envelopes with picture &amp; photo list &amp; table lists, which you should have by now. Pre-sort envelopes by table for ease of distribution later.</li> <li>Check with LD to see if they want to pass out reunion group cards during their talk.</li> </ul>
<b>8:35 a.m.</b>	<b>Talk #11 Changing our Environment</b>
9:45 a.m.	<ul style="list-style-type: none"> <li>Give banners &amp; letters to ALD for presentation, if requested, before Talk #12.</li> <li>Start straightening the Agape Room (203) and putting or throwing things away that are no longer needed.</li> </ul>
<b>9:55 a.m.</b>	<b>Talk #12 A Life of Grace</b>
10:45 a.m.	Give banners & letters to ALD for presentation, if requested, before Talk #13.
<b>11:00 a.m.</b>	<b>Talk #13 The Body of Christ</b>
11:15 a.m.	<ul style="list-style-type: none"> <li>Put any remaining table Agape in the lunch bags or on table settings, prepare list for ALD.</li> <li>Check with Head Spiritual Director to see if prayer rooms are to be set up for use during afternoon break. If yes, set them up in available rooms.</li> </ul>
11:30 a.m.	Move Jesus picture, Bible, Christ (white) candle & lighter back to Chapel after Speaker #13 is prayed out.
12:30 p.m.	<ul style="list-style-type: none"> <li>Give table Agape list to ALD. Eat lunch with guests.</li> </ul>
1:20 p.m.	<ul style="list-style-type: none"> <li>Give banners &amp; letters to ALD for presentation, if requested, before Talk #14.</li> <li>Tear down book table and return books to Upper Room.</li> <li>Continue straightening the Agape Room (203) and putting or throwing things away that are no longer needed.</li> <li>Carefully and quietly move large wood cross (w/cross necklaces in place) up to Room 203, so it is ready for presentation at 4:15 p.m.</li> <li>Finish sorting letters; put them in their labeled, white bags and place them in box, pre-sorted by table (Note: include back table box for SDs, LD, ALDs, Musician and a box for Agape &amp; Kitchen Teams).</li> </ul>
<b>1:30 p.m.</b>	<b>Talk #14 Staying Power</b>
2:20 p.m.	Give banners & letters to ALD for presentation, if requested, before Talk #15.



## SUNDAY (cont.)

2:30 p.m.	<b>Talk #15 Establishing Priorities</b>
2:45 p.m.	Take boxes of letters and info packets to Room 203.
3:00 p.m.	<ul style="list-style-type: none"> <li>• Bring info packets (pre-sorted by table) to Conference Room back door.</li> <li>• Help ALDs distribute info packets to tables.</li> </ul>
3:30 p.m.	<ul style="list-style-type: none"> <li>• Bring Agape letters to Conference Room back door.</li> <li>• Help ALDs distribute Agape letters to tables.</li> </ul>
3:45 p.m.	<ul style="list-style-type: none"> <li>• Set up Sanctuary with tissues, service sheets, communion supplies (typical) for Closing.</li> </ul>
4:05 p.m.	<ul style="list-style-type: none"> <li>• Return to Conference Room and stay with team and guests through Closing.</li> <li>• Participate in Cross Ceremony at 4:15 p.m.</li> <li>• Help team and guests clean Conference Room.</li> </ul>

## ALL WEEKEND

	You will need to have helpers during the weekend...these will come from your sign-up chart. They can clean bathrooms, sort letters, run errands, organize packets, pass out Agape, etc.
	Continually clean bathrooms all weekend. Check “want” list in bathrooms frequently and make sure guests get what they asked for if at all possible (you may have to go out to purchase items).
	Keep snack counter full and clean at all times. Make sure there is ice and a variety of cold drinks available in Conference Room. We bring ice to the Conference Room and clean up at all times. Don’t use plastic water bottles; use large, glass water dispensers (stored in Upper Room) instead. We are responsible for emptying trash from upstairs snack area and all bathrooms.
	Carpenters nail aprons are good things to wear during weekend...for pens/paper/lighters/walkie-talkies or cell phones (always out of sight) on vibrate.
	Baby monitor is available to put in podium if you’d like so receiver can hear it in Agape Room. Keep extra batteries on hand.
	Jesus picture is always on the altar of the Chapel or Sanctuary (except Friday early AM). Move it before the service starts to the appropriate altar.
	Take table Agape to Kitchen Team an hour before each meal, if not already done. Provide a written list of Agape items that were put on tables and from whom they came to ALDs so they can announce these after the meal. Continue this process for each meal for rest of weekend. Note: At Saturday & Sunday breakfast, they should also receive a list of what the previous night’s pillow Agape was and from whom.
	Any gifts for a specific guest (or team member) must be held until the end of the weekend. If Community members ask you, politely ask them to hold their individual gift and present to their guest / team member after the weekend is over. No gifts can be delivered unless there is a gift for all the guests.

# AGAPE SUPPLY LIST

Hand Crosses (5)	Earplugs
Spiral steno notebooks (80 per banquet)	Shampoo, conditioner, body wash
Note cards (3 x 5) (80 per banquet)	Extra toothpaste and toothbrushes
Pens (80 per banquet)	
Poster board (75 per banquet)	
8 pencil boxes for tables	
Colored markers	
Pencils	
Scissors	
Scotch tape	
Glue sticks (no glitter glue or glitter of any kind allowed)	
Push Pins	
Batteries for Baby Monitor & Walkie Talkies – or discretely use cell phones	
Duct tape for door latches on sleeping rooms and upstairs bathrooms	
Candles for candlelight service	
Large white unscented Candles (2)	
White candles for prayer rooms (3)	
Metal crosses for dump truck	
Shower curtains in place	
Bathmats for floor use in shower rooms (placed just outside each shower stall)	
Tissues (35 boxes per banquet)	
Yellow 9x12 envelopes (80 per banquet)	
Small white envelopes stamped w/Great Banquet address (80 per banquet)	
CD/iPhone w/speaker & Music	
6 Clipboards w/pens & photo roster sheets provided by CLD	
Extra sheets & pillowcases	
Extra blankets	
Extra towels/washcloths	
Battery operated Chapel candles – check supply before	

# AGAPE INVENTORY LIST

Item	Expiration Date	In Stock	Need to Order
<u>Drugs</u> <ul style="list-style-type: none"> <li>• Tylenol</li> <li>• Advil</li> <li>• Tums</li> <li>• Aspirin</li> <li>• Ex-lax</li> <li>• Throat lozenges</li> <li>• Cold medication</li> <li>• Pepto Bismol</li> <li>• Rolaids</li> <li>• etc.</li> </ul>			
<u>Personal bathroom supplies</u> <ul style="list-style-type: none"> <li>• Toothbrushes</li> <li>• Toothpaste</li> <li>• Deodorant</li> <li>• Shampoo/conditioner</li> <li>• Soap</li> <li>• Earplugs</li> <li>• Tampons, sanitary pads</li> <li>• Hand lotion</li> <li>• Mouthwash</li> <li>• Shaving cream/disposable razors</li> <li>• Dixie cups</li> <li>• Air Freshener</li> <li>• Hairspray</li> <li>• etc.</li> </ul>			

# SUNDAY'S INFO/PICTURE PACKET

SEE SAMPLE IN AGAPE ROOM to get list of items:

Here is a start on the list:

- Large 9 x 12 yellow envelope with Guest or Team Member's name labeled on front
- Photograph\* (Note: give extras to CLD)
- Photo List\*
- Packet Address List\*
- Things You Should Know
- Contact Information
- Upcoming Events\*
- Great Banquet General Schedule
- Volunteer Form
- Zionsville Great Banquet Application Packet
  - Description
  - Guest Reservation Request Form
  - Sponsor Form
- Sponsor Responsibilities
- Awakening Information Sheet
- Christian Study Resources
- The Reunion Group
- Order of Reunion Group Card (CLD orders; Check with LD...sometimes handed out in Talk #14)
- Our Daily Bread devotional (CLD orders)
- Envelope with ZGB address pre-stamped, for donations
- Great Banquet Social Media Guidelines

Note: Create 2 additional packets and provide to CLD on Sunday

\* Indicates CLD will supply during the weekend

## **AGAPE COMMUNITY IDEAS**

Hershey Kisses: various verses apply. Wrap in squares of foil w/verses.

Heart Suckers: glue on heart shaped paper with verse on back side. (1 John 4:19) on colored paper w/ribbon

Cinnaburst Gum: flip outside wrapper inside out and write on “Chews Jesus”

Chocolate Dinner Mints: tape on verse 2 Cor 5:17, “old is gone, new is come.”

Bubble Gum: on paper tape gum on w/saying: “Jesus’ love is bubbling over for you”

Tootsie Rolls: Punch hole the paper with verse Mark 12:30 “Love the lord God...” and tie on end of tootsie roll w/ribbon or yarn

Fire Balls: on paper w/verse Luke 24:32 “did not our heart...” Glue paper on fire ball.

Dinner Mints: cut netting and fill with a few mints, tie with colored yarn and verse: Luke 1:37 “for nothing is impossible...”