

Agape Responsibilities

Thursday night Team Meetings

1. Arrive early (no later than 6:30 p.m.) to help Assistant LD's set-up room and set-up snack counter. Additional time will be required on Community Gathering nights (third Thursdays) to set up tables in Gathering Space for Agape party.
2. Go directly to the team meeting room except on Community Gathering nights. (see Community Gathering details below)
3. Provide communion supplies and set up for team meeting worship time. *Men's and Women's teams will pre-arrange and alternate responsibility for this.* Set up and clean up supplies afterward.

Communion – there will be three (3) stations. One bread and juice for each side. Middle station to have gluten free wafers and juice. Spiritual Directors will choose 3-5 servers.

- * One loaf of King's Hawaiian bread – sliced partially (skived) to help with breaking.
- * Gluten free wafers on a small plate (plain Nut thins or similar GF cracker)
- * Decanter and three (3) goblets for grape juice, fill two with juice and leave one empty – put grape juice in refrigerator when done and mark the bottle "Great Banquet"

4. Make arrangements for snacks and drinks at each of your respective team meetings. At first team meeting, have sign-up sheet for team members to participate. At Orientation, arrange for snacks for first meeting to be provided by Agape team members.
5. Clean up afterwards. Enlist entire team to take down tables and re-set (or stack) chairs. Remove trash to dumpster on east side of church. Vacuuming is not necessary unless there is a mess.
6. Attend team meeting and talk previews. Preparation should be done outside of the Thursday night team meetings as much as possible.
7. The ordering of materials, buying of supplies, snacks for Community Gatherings, agape projects for Community Gatherings and inventorying Upper Room should be coordinated between the Agape personnel for each "set" of Banquets (Men's and Women's).

CHECKLIST:

- √ Become familiar with location and contents of the Upper Room.
- √ Know where to find communion supplies (goblets, decanters) and juice.
- √ Know location of napkins, disposable plates and cups (Coffee Center closets)
- √ Become familiar with Kitchen, including location of ice machine, coffee urns, serving pieces and procedure to clean any church dishes used.

Agape Responsibilities

Community Gatherings – 3rd Thursday of month (shared by all Agape teams)

1. Set up Chapel.
2. Set up Jesus picture on altar between two altar candles.
3. Set up Great Banquet wooden sign at left side of altar (as facing altar).
4. Communion – there will be three (3) stations. One bread/juice on each side. Middle station to have gluten free wafers/juice.
 - (1) One loaf King’s Hawaiian bread on plate – skived partially to help breaking.
 - (2) Gluten free wafers on small communion plate (plain Nut thins or similar GF cracker)
 - (3) Decanter and three (3) goblets for grape juice, fill two with juice and leave one empty – put grape juice in refrigerator after the Gathering and mark the bottle “Great Banquet” – use for future team meetings
 - (4) Light candles on altar
5. Set up round tables and chairs in Gathering Space to assemble agape (4).
6. Circulate sign-up charts. Synchronize weekly with on-line signup to avoid duplication.
7. Provide light snacks and drinks for community on Coffee Center counter.
8. Coordinate Agape party. Agape teams provide first ten (10) agape items for weekend. Pre-plan five (5) agape items PER Community Gathering and provide all supplies. Make enough items for both Men’s and Women’s banquets – 160 items total. Have materials on hand, pre-sorted and organized.
 - a. Some things that could be used are candy kisses, gum, mints, etc. Check Pinterest for ideas.
 - b. Also need to have white sacks for letters so they can be decorated. You may need to purchase #8 or #12 sacks. A ream of them is 500. These can be purchased on Amazon or at Costco.
 - c. Make sure you have enough colored markers, glue guns, staplers and staples, scissors.
 - d. Can also string rainbow yarns on crosses if needed.

(Look in Upper Room, many things up there, including samples of pillow and table agape that will help you)
9. Take down tables and chairs, move all to storage room (east of Gym) and clean up.
10. Share responsibility, i.e., two people from each team for 1st hour and the other two people from each team the 2nd hour.

Weekend

Teams will review specific instructions for Agape responsibilities. **Men’s and women’s Agape teams are highly encouraged to coordinate efforts and provide support during each of the weekends to lessen fatigue and avoid duplication of efforts.**

Agape Responsibilities

Check List of To-Do's:

1. Become familiar with Agape manual and weekend timelines.
2. Have the followings charts prepared for circulation at each Great Banquet Community Gathering (also circulate at the team meetings; Women's at Men's and vice versa):
 - a. 72-Hour Prayer Vigil Chart.
 - b. Speakers Prayer Chart.
 - c. Snack Chart for entire weekend.
 - d. Agape helpers.
 - e. Make sure pen is secured to chart with post-it pads.
3. Become familiar with Agape Gift Policy:

"Agape gifts are to be provided for all the guests and team members and will be distributed only by the Agape Team. Individual agape gifts will not be permitted during the weekend. Please do not place gifts for individuals on their beds. If you so desire to give a personal gift, we ask that you choose another time to give the gift, such as before bringing the guest to send-off, after closing or as a "Fourth Day" gift."
4. Purchasing merchandise at a retail store to the Church's account must have prior approval of CLD. **Do not buy books for the weekend – ample supply in Upper Room**
5. Reimbursement is made via a **Check Requisition**. Please attach receipts and place in Great Banquet mail slot (located outside church office) or hand to CLD. Obtain sales tax exemption certificate from CLD.
6. The following will be ordered by the CLD – please notify if needed at least one month before Banquet:
 - a. Daily Bread Devotional
 - b. Crosses and Braided Necklaces
 - c. Worship booklet
 - d. Order of Reunion Group booklet
 - e. Crosses for dump truck

If needed - purchase white #8 or #12 white sacks for letters to decorate (can purchase at Costco or on Amazon). Purchase 9x12 yellow envelopes for the participant packets.
8. Banners need to be checked. They are stored in the area between the Upper Room and Youth Hall.
9. The communion bread is to be purchased by the Agape team and can be purchased at Meier or Target (1 loaf King's Hawaiian bread plus some gluten free wafers per meeting). During the weekend, 8 loaves and one box of GF wafers are used – buy in advance. Church provides grape juice. Agape team will also want to pre-buy ample supply of tissue boxes for use during weekend.
10. Community Head of Agape and / or Community Lay Directors will meet with the Agape teams prior to the Great Banquet weekend to review the weekend timeline in detail.