

## Literature Procedures

The purpose of the Literature is to promote the walk by making available study literature whereby the Pilgrims can be encouraged to study and grow in understanding of God and God's world.

This guideline gives you general information and a checklist/timeline to help you accomplish your work.

### GENERAL INFORMATION

**Overview:** It is your responsibility to coordinate the book selection/order, setup and sale of books, money collection, and sales report. The Board Representative responsible for Literature will contact you in advance with additional guidance. The Board Representative is responsible for picking up the books from the vendor, the coordination of delivery to Camp, and the return of unsold books and payment to vendor.

### Supplies:

All supplies, with the exception of the extension cord, calculator, and starting cash are located in the Servant Heart storage room adjacent to the Refreshment Café. The supplies are stored in the same area as Agape supplies and are clearly marked "Literature."

Rubber bands

Post-It Notes

Cash box

Extension cord (may be borrowed from Camp)

Calculator with paper tape

Starting cash of \$100 (given to you by Board Representative responsible for Literature).

The Board Representative may give you this money in various denominations or you will need to get various denominations of bills and plenty of coins for making change. Coordinate this with the Board Representative prior to the walk.

A small selection of books owned by Servant Heart is in the literature storage box

Tables for display (coordinate this with the Camp as they provide the tables)

Table cloths (we have several – if additional cloths are needed in order to cover the books for Saturday night, check with Refreshment Chair)

**Book List:** There is a *Book List for All Walks*. The vendor will make the selection based on his inventory. The list is attached.

**Conference Room Team Input:** The *Book List* should be made available at team meetings and Conference Room team members should be given the opportunity at the overnight team meeting to request books they would like to have placed on the book table. An attempt should be made to acquire the requested books, especially those requested by Speakers. The requested books will be made available at the Walk dependant on table space and the availability of the books though the vendor. While all Conference Room team members are encouraged to give suggestions, the speaker giving the talk *Grow Through Study* **should especially** supply a list of

suggestions. The attached form, *Conference Room Team Book List Requests*, will be provided by the Lay Director to request literature (sample attached). Keep in mind, you need to give our vendor sufficient time (*at least 3 weeks before the Walk weekend*) to order these books if they do not have them in stock.

**Vendor:** We work with Lifeway Christian Stores to secure the literature for the weekend. vendor information is as follows:

Lifeway Christian Stores	Contact: Ben Blasingame, Manager
3233 Airport Boulevard	251-476-0565
Mobile, AL	

The Board Representative responsible for Literature will contact Lifeway THREE WEEKS before the Walk weekend to make arrangements. The book store needs sufficient time to order books requested by speakers if they are not in stock. Books will be picked up on Tuesday or Wednesday before the Walk weekend.

Lifeway will prepare a list of books to accompany the boxes of books that are picked up. Double check this list by inventorying these books before selling them. Items requested but not sent are possibly out of stock or otherwise unavailable.

All unsold Lifeway books should be boxed up and returned to Literature Board Representative in order that they can be returned to Lifeway on Monday following the walk.

**Servant Heart Owned Books:** There may be a box of literature in the storage room at Camp which Servant Heart already owns. These books should be inventoried before the sale, if not already done from another walk, and made available for sale. At the end of the sale, place the unsold books that belong to Servant Heart back in the Literature storage box, along with an updated inventory list, and put them in the appropriate area of the storage room (“Literature”) where they will remain until the next Walk.

**Setup:** The book tables are to be prepared and maintained by Literature personnel, but you are not to be present in the room when Pilgrims arrive. The ALDs will take care of orders and collection of monies. Be sure to **SAFEGUARD THE MONEY** at all times – **never leave it unattended** except for when the ALD is in charge during break times.

The literature display is set in the Refreshment Café, and should be away from the main entry and food tables to avoid congestion. It has been successful to utilize the area in the rear of the room of the Café. Three rectangular tables are needed to display the books and one small table for collecting money. The Camp has seminar rectangular tables (18” wide) which can be used. You will need to coordinate the use of the tables with the Camp personnel. Since the Pilgrim’s have limited time, it would be helpful to move the tables away from the wall to allow access from both sides if possible.

**Preparation of Books for Sale:** Inside the book, place an index card with the name of the book and the cost including the 9% sales tax. Place post-it notes on all books with the price of the book plus 9% tax. Leave space to write buyers name on this note. The ALD will stack any books that have been purchased but not paid for beside the money box at the literature table until the Pilgrim returns on the next break and the money is received for the books. Be

sure to inform the ALD where you would like these books and the money box left. This will insure that you can keep track of all books and monies. Inform the ALD not to release any books until the money is in hand. When the money is received, the index cards will be pulled from the book and both the money and the index card will be placed in the money box awaiting your accounting.

Books should be displayed in an attractive manner on the tables and should be easily accessible.

**Schedule/Process:** The first opportunity the Pilgrims have to select books is during the first refreshment break on Saturday morning. This is after the *Grow Through Study* talk. They will not have their wallets or checkbooks at this time.

The tables open again during the Saturday afternoon break and opens for the last time during the Sunday morning break. Books can be purchased with cash, but checks are preferred. Pilgrims should pay for their purchase by the Sunday morning break. Remind the ALD to be sure they understand this.

You need to coordinate with Refreshment chair whether or not you will be able to leave the tables set during the Saturday night after Candlelight party. You may need to remove the books and reset for the Sunday morning break. If you leave the tables set, be sure to cover them with a sheet or table cloth.

All checks should be made payable to Servant Heart Emmaus.  
Team members may purchase books after the Pilgrims first break.

Scheduled Break Times When Pilgrims Can Purchase Books:

Saturday, 9:40 AM

Saturday, 4:00 PM

Sunday, 9:40 AM

**Disposition of Money:** A form entitled *Report of Literature Sales* is attached for your use. This form together with all cash/checks, and the Lifeway inventory list, must be given to the Treasurer, Walk Registrar or Walk weekend Board Representative before you leave Camp. NEVER leave the money unattended.

**Board Representative Coordination:**

The Board Representative responsible for this area of service will contact you before the walk to answer any questions and give you guidance. Additionally, the Board Representative will do a follow-up after the Walk to document any recommendations, concerns or general comments regarding the Walk. This important communication will insure that all aspects of the Walk are performed according to the Upper Room model and that any necessary issues are promptly addressed.

**Supplies/Inventory:** It is your responsibility to be sure the next walk has the needed supplies. If, at the end of the weekend, you do not have these quantities on hand for the next team, notify the Community Agape Chairman about items that need replacing. You can do this with the inventory sheet provided. For your convenience, a *current inventory* list is provided in the

Team Chair folder to give you the items on hand and help assess the needs. Use this sheet to list update quantities and list needs. The current inventory should be updated for the next walk, and placed in the file folder marked “INVENTORY” located near the laptop computer in the Agape Room. The Community Agape Chair will take care of replenishing supplies from your updated inventory list.

**Meals:** The Agape Room is adjacent to the Dining Hall, so everyone needs to work QUIETLY during the Pilgrims’ meal times. All support personnel will eat their meals at a “second seating”, after the Pilgrims have eaten and left the Dining Hall. The Meal Chairperson will let you know when it is time for you to eat. The Refreshment Chairperson will let you know when refreshments are available for you. BE SURE to pay Registrar for meals and housing prior to the Walk weekend.

**Devotional:** Support Team devotionals are held in the Refreshment Room at 7:00 AM each day.

**Speakers Prayer Chapel:** Team members are invited to the Speakers Prayer Chapel to pray with the speakers as time allows in the schedule. This should be coordinated to be sure all team responsibilities are covered.

Be willing to assist other support areas when needed, with a Servant Heart.  
**THANK YOU FOR SERVING THE LORD.**

## ORGANIZATIONAL CHECKLIST/TIMELINE

### TEAM MEETING PRIOR TO WALK WEEKEND:

**As information only** – the Lay Director (LD) will be proactive in presenting the book list to the Conference Room Team at the overnight meeting to give them the opportunity to give their input and recommended selections. The Literature Board Representative will coordinate deliver of the list to LD for use at the team meeting. The LD will use the attached form, *Conference Room Team Book List Requests*. Immediately after the Conference Room Team meeting, the LD will communicate the selections to the Literature Board Representative who will coordinate the ordering of books from the vendor.

### THREE WEEKS PRIOR TO WALK WEEKEND

**As information only** – The Literature Board Representative will order the books.

### WEEK OF THE WALK

Literature Board Representative will coordinate picking up the books and inventory list at Lifeway and coordinate delivery to you or Camp. You may be asked to pick up the books at Lifeway and deliver them to Camp.

Double check the books against the inventory list provided

If there are discrepancies, contact Lifeway and resolve the discrepancy

You may choose to attach post-it-notes with pricing and insert index cards prior to arriving at the Camp

### FRIDAY/SATURDAY OF THE WALK WEEKEND

Arrive at the Camp with sufficient time to coordinate all aspects of the literature display. Break is scheduled for 9:40 AM Saturday, and you must have your display ready for this break. Be aware that times may fluctuate, so you should be prepared for any change in schedule which means they could arrive early.

Friday set up option: If you elect to set your tables on **Friday**, you may do so **AFTER** the Pilgrim's refreshment break at 4:00 PM. You may want to cover the books with sheets or table cloths until time for the Pilgrim's to view them on Saturday.

Preparation:

- Inventory Servant Heart owned books and put on post-it note with cost/tax
- Set tables for displaying literature (include table cloths) and adjacent table for processing purchases
- Put post-it notes on each book with appropriate pricing before books are offered for sale
- Insert an index card with the name of the book and the cost in each book
- Arrange display of literature

After each time the Pilgrims have viewed/purchased literature, tidy the tables in preparation for the next break. Remember to safeguard the money.

If sold books have not been picked up, or if you have not received full payment, ask the Assistant Lay Directors to remind those who have not paid that they must do that on the Sunday morning break.

## SUNDAY

After Pilgrims have had their final chance to purchase Sunday morning, break down the display, returning all supplies to the appropriate place.

Tabulate the total sale amount and secure a paper adding machine tape of the totaled items. Complete *Report of Literature Sales*. Make three copies of the inventory sheet:

- Attach the adding machine tape to the checks/cash, and one copy of the inventory sheet. Give this, along with the *Report of Literature Sales* form to the Treasurer, the weekend Walk Registrar or the weekend Walk Board Representative. A check will be sent to Lifeway for the books that sold.
- Give a copy of the inventory sheet to the Literature Board Representative
- Retain a copy for you in the event there needs to be communication about this.

Inventory and box up Servant Heart owned books and return them to the storage area

Box up Lifeway books in preparation for return to the store on Monday

Update the literature inventory sheet and place in the INVENTORY folder near the laptop computer in Agape Room

## MONDAY

Coordinate the return of unsold books with the Literature Board Representative. (This may also be accomplished at Closing if the Literature Board Representative is present.)

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4/25/09 Update implements compliance changes from Upper Room Training session

2/1/14 Updated to correct issue with text font.

## REPORT OF LITERATURE SALES

Walk #: \_\_\_\_\_

Date: \_\_\_\_\_

Starting Cash \$ \_\_\_\_\_

Sales Proceeds\*

Cash \$ \_\_\_\_\_

Coins \_\_\_\_\_

Checks \_\_\_\_\_

\*includes 9% sales tax

Total Sales \$ \_\_\_\_\_

Plus Overage (Donations) \_\_\_\_\_

Ending Cash \$ \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Literature Chair

Phone No: \_\_\_\_\_





**BOOK LIST FOR ALL WALKS**

<i>Author</i>	<i>Book</i>
Buechner, Frederick	A Room Called Remember
Carretto, Carlo	I - Francis
Chambers, Oswald	My Utmost for His Highest
Chapman, Gary	The Five Love Languages of Teenagers
Chapman, Gary/Campbell, MD, Ross	The Five Love Languages of Children
Christenson, Evelyn	What Happens When Women Pray
Frankl, Viktor	Man's Search for Meaning
Girzone, Joseph F.	Joshua
Hurnard, Hannah	Hinds Feet on High Places
Job, Reuben	A Guide to Prayer
Job, Rueben	A Wesleyan Spiritual Reader
Keller, Phillip	A Shepherd Looks at Psalm 23
Kushner, Harold	When All You've Ever Wanted Isn't Enough
Lucado, Max	And the Angels Were Silent
Lucado, Max	God Came Near
Lucado, Max	Six Hours One Friday
Lucado, Max	No Wonder They Call Him the Savior
Lucado, Max	The Great House of God
Manning, Brennan	The Ragamuffin Gospel
Merton, Thomas	Contemplative Prayer
Morley, Patrick M.	The Man in the Mirror
Munsch, Robert	Love You Forever
Nouwen, Henri	Life of the Beloved: Spiritual Living in a Secular World
Nouwen, Henri	Reaching Out
Nouwen, Henri	The Return of the Prodigal Son
Pelzer, Dave	A Child Called "It"
Pelzer, Dave	A Man Named Dave
Pelzer, Dave	The Lost Boy
Russell, A. J.	God Calling
Shelton, Charles M.	In His Steps
Stanley, Charles	How to Listen to God
Stanley, Charles	Source of My Strength
Strobel, Lee	The Case for Christ
Stroman, John A.	Thunder from the Mountain
Swindoll, Charles R.	Growing Strong in the Seasons of Life
Swindoll, Charles R.	Simple Faith
Tenney, Tommy	The God Chasers
Thurman, Howard	Disciplines of the Spirit
Wagner, C. Peter	Your Spiritual Gifts Can Help Your Church Grow
Warren, Rick	The Purpose Driven Life
Wesley, John	A Plain Account of Christian Perfection
Wilkinson, Bruce	A Life God Rewards
Wilkinson, Bruce	The Prayer of Jabez
Yancy, Philip	The Jesus I Never Knew
Yancy, Philip	What's So Amazing About Grace?
Yancy, Philip	Where is God When It Hurts?
Other books by Lucado/Lewis/Schaeffer	Several translations of the Bible