

## Supply Procedures

The purpose of the Supplies is to promote the walk by insuring that the necessary supplies are available for the number of Walks scheduled by the Board of Directors of the Community. This guideline gives general information and a checklist/timeline to help accomplish this service.

### GENERAL INFORMATION

The Permanent Agape Coordinator is responsible for coordinating the efforts to maintain adequate supplies to operate the Walks.

#### Responsibilities:

- Supplies needed for Walks
- Community Agape Letters from other Emmaus communities
- Creation and distribution of name badges
- Updates for each Walk on the Community laptop computer
- Banner Notebook

#### Supplies:

**Quantity:** It is suggested that supplies for four walks be available at all times.

- Items which are purchased from The Upper Room can sometimes be back ordered so it is suggested that an inventory for 4 walks be maintained.
- The following items are ordered from **The Upper Room** using the Community account number (see attached *Emmaus Materials* list for item numbers and current costs), and the quantities shown is the suggested permanent inventory:

<i>Item</i>	<i>Keep on Hand</i>
○ Directors Manual	8
○ Worship Booklets	260
○ Talk Outlines	8
○ Pilgrim Crosses (65 per walk)	260
○ Hand Crosses (4 per walk)	16
○ Movie <i>Thursday Night DVD</i>	2
○ It is recommended two DVDs be kept on hand in the Camp Whispering Pines office in the event one goes bad.	
○ <i>Day Four</i> book	144
○ Brochures, Walk to Emmaus	144

- The following are ordered from **Cokesbury**

1-800-672-1789

Account No. 0022998876

- |                             |   |
|-----------------------------|---|
| ○ Clergy Cross (1 per walk) | 4 |
|-----------------------------|---|

- Candles for Candlelight (Item 891462/pk 250) 250
- Candlelight Plastic Reusable Holders (pk of 25) 200  
Holders may be donated by Emmaus Friends

- General supplies are purchased locally
  - General supplies (paper, notebooks, printer ink cartridges, etc.) for the operation of the Walk are purchased locally using the Community debit card. A current inventory is provided by the Permanent Agape Chair to the Walk Agape Chair at each Walk. It is the responsibility of the Walk Agape Chair to update the inventory sheet and return it to the Permanent Agape Chair who will then use it to maintain the supply inventory. A copy of the first page of the Agape Inventory sheet is attached as information. This inventory sheet is on file in the community laptop computer. It contains a list of both general supplies and permanent agape.
  - Inventory sheets for all other areas of responsibility (Worship, Speakers Prayer Chapel, etc.) are also on file in the community laptop computer and these, too, are furnished to each Walk Chair and used for updating and ordering of supplies needed for all areas of responsibility. Note: Refreshment Chair is responsible for the purchase of food products.

### Community Agape Letters

- Letters are collected from other Emmaus communities to be shared with Pilgrims over the weekend. These letters can be obtained through the Upper Room Walk to Emmaus web site, and are distributed by Agape during the Walk weekend. Copies are maintained on the community laptop computer.

### Name Badges

- The Lay Director and/or Registrar will furnish names of the team members and the names of the Pilgrims. Name badges must be made for all pilgrims and for those team members who have not previously had a name badge made. A list entitled *Name Badges Made* is kept on file and updated in the community laptop computer for quick reference as to whether or not a team member has a badge. The initial name badge is free and replacement badges will be made for a charge of \$2.00.

### Computer Updates

- Prior to each Walk the community laptop computer is updated with the following information provided by the Lay Director and Registrar: Walk team roster, pilgrim list, and speakers list. This information is used by Agape to prepare the Pilgrim's Blue Book.
- Other information on the community laptop computer includes:
  - Board of Directors
  - Blue Book cover information/instructions
  - Walk signage
  - Blessing labels (for covering blessing in purple Worship Booklet)
  - Name badge information/instructions
  - Servant Heart guidelines
  - Supplies and Inventory Data

### **Banner Notebook**

- A notebook of all banners is kept updated with photograph, title, number and basic information of each banner which is donated. This notebook should be updated with each new donation. The notebook is used prior to the walk by the teams in selection of banners. It is used by the Banner Team during the walk.

## **ORGANIZATIONAL CHECKLIST/TIMELINE**

### **PRIOR TO WALK WEEKEND**

Update all inventory sheets which have been returned from prior walk.

Print and deliver updated inventory sheets to Lay Director in advance of his Support Team meeting for inclusion in Walk chair packets.

Update Banner Notebook if new banners were received.

Coordinate the delivery of Banner Book to Lay Director for use at team meetings and during Walk.

Assess the needs for upcoming walks and purchase necessary supplies.

Make name badges for all Pilgrims and team members who have not previously had a name badge made for them.

Update community laptop computer with upcoming walk information.

Deliver or arrange delivery of the following items to Camp on the first day of the Walk:

- Dell community laptop computer
- HP Deskjet Printer
- Badge making machine and supplies
  - Pin backs, fronts, plastic cover discs
  - Ziploc bag with round plastic cutting template, foam pads and X-acto knife
  - Instruction sheet
- New name badges for Pilgrims and team along with any unclaimed name badges (these should be separated in Ziploc bags with the Pilgrims badges being delivered to registration desk – others taken to Agape for pickup)
- Any general supplies that have been purchased
- File of Community Agape Letters
- Banner Book
- Permanent Agape Brown Index box
- File folder for collection of updated inventory sheets

Be willing to assist other support areas when needed, with a Servant Heart.

**THANK YOU FOR SERVING THE LORD.**

**EMMAUS MATERIALS**  
Purchased from Upper Room

<i>Catalog #</i>	<i>Item Name</i>	<i>Price*</i>
	<b><i>Items Individuals Can Buy</i></b>	\$
16	Emmaus Brochures (pkg. of 100) – pay shipping costs only	
40	Intro to Walk to Emmaus Video	20.00
873	Sponsorship	3.00
880	Walking Side by Side	3.00
881	What Is Emmaus?	3.00
882	Coming Down From The Mountain	3.00
883	The Board of Directors	3.00
884	The Group Reunion Booklet	3.00
885	Spiritual Growth Through Team Experience	3.00
886	Spiritual Directors	3.00
911	Music Directors	3.00
962	An Early History of the Walk to Emmaus	3.00
9880	Day Four	5.00
9894	Day Four (Spanish)	3.00
	<b><i>Items to be Ordered by Community Only</i></b>	
E9809	Emmaus Coordinators Manual	8.00
E1	Walk to Emmaus/Purple Worship Book (pk. of 10)	12.00
E8	Emmaus Neck Cross (pk. of 10, without chain)	35.00
E10	Group Reunion Cards/Service Sheets (pk. of 100)	10.00
E9889	Talk Outlines (Clergy and Lay)	12.00
E24	Emmaus Team Manual	5.00
E39	Sustaining the Spirit	3.00
E970	Emmaus Handbook	10.00
E9868	Emmaus Director's Manual	12.00
E9882	Emmaus 3-Day Schedule (pk. of 4 sets)	10.00
EP128	"In Remembrance" (DVD)	49.00
EP130	"In Remembrance" (Video)	49.00
E14	Emmaus Hand Cross	12.00
	"Songs and Creations" song book, Call 1-800-227-2188	
	*Price subject to change	

Emmaus Materials may be ordered by phone: 1-800-972-0433  
Community Account Number: 267263

SAMPLE INVENTORY SHEET

Please **UPDATE** this informational inventory for use on the next walk.  
**LIST** needs and new permanent agape. (Agape should log new Permanent Agape)  
 When completed, **FILE** updated inventory in **RED** folder located near PC in Agape Room.  
 OR mail to Shirley Alexander, 9116 Clubhouse Dr. Foley AL 36535 the week after Walk.

Committee: **AGAPE**

NOTE: If you will put all new Perm. Agape Cards in front of the brown file box, I will add them to this sheet

Chair: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Walk: \_\_\_\_\_

Servant Heart Emmaus - Supplies/Agape Inventory

Description	HAVE	Uptd #	Comments
To correct number on hand at end of walk, enter correct number on hand in the "Uptd #" column. Make any remarks you feel will be beneficial to the next Walk Chair in "Comments"			
<b>FOR PILGRIM BOOK</b>			
Page 1 (all pages are in the book tub - SEE NEW)	65		NEED 65 FOR EACH WALK
Page 2 INSTRUCTIONS IN BOX)	65		NEED 65 FOR EACH WALK
Page 3	65		NEED 65 FOR EACH WALK
Page 4	65		NEED 65 FOR EACH WALK
Page 5	65		NEED 65 FOR EACH WALK
Page 6	65		NEED 65 FOR EACH WALK
Page 7	65		NEED 65 FOR EACH WALK
Page 8	65		NEED 65 FOR EACH WALK
Page 9	65		NEED 65 FOR EACH WALK
Page 10	65		NEED 65 FOR EACH WALK
Page 11	65		NEED 65 FOR EACH WALK
Card Stock, Blue	280		NEED 65 FOR EACH WALK
Card Stock, White	310		NEED 65 FOR EACH WALK
Envelopes, Manilla - 9 x 12	52		NEED 65 FOR EACH WALK
Envelopes, Manilla - 10x 14	4		
Copy Paper, multi purpose	5 Rms		NEED 2 REAMS FOR EACH WALK
<b>PILGRIM CROSS</b>			
Crosses with Ribbon	5		NEED 65 FOR EACH WALK
Crosses, Pilgrim WITHOUT RIBBON	200		
Rainbow Ribbon Spools	0		
Spiritual Director Cross (Linwood)	3		
<b>FOR CONFERENCE ROOM USE</b>			
Booklets, Worship (Pilgrim's Guide)	43		NEED 65 FOR EACH WALK
Labels, 2 x 4 Shipping (for Blessing updates)	0		
Brochures, Walk To Emmaus (packs of 100)	725		NEED 65 FOR EACH WALK
Candles, tapers for Worship Table			
Candleholder, glass	3		
Cross for worship table - 8"	1		
Crosses, Hand (Crucifix held while speaking)	9		
Kleenex	23		

Agape  
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Thanks!

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