

5.2.15 3-Day

5.2.15.1 Mission Statement

The mission of the 3-Day Committee is to ensure that the support team for every Walk sponsored by the Northern Colorado Emmaus Community (NCEC) has all the necessary pre-Walk, Walk, and post-Walk logistical support it needs to guarantee a successful 3-day experience for the pilgrims. The logistical support provided by the 3-Day Committee includes all necessary: supplies, materials, equipment, and facility-readiness required by the Walk support team.

5.2.15.2 Membership

The 3-Day Committee will have a minimum of three (3) members.

5.2.15.3 Overview

Members of the 3-Day Committee will ideally be active participants at NCEC gatherings and members of a regular reunion group—in other words they are living an active Fourth Day life. They should be willing to provide logistical support for support groups for all Walks sponsored by NCEC. This responsibility covers the broad task areas prior to, during, and after the 3-Day experiences.

5.2.15.4 Task Areas & Descriptions

Trailer Stocking and Transport

Team Members: Minimum of 2

Committee members who work in this task area are responsible for the NCEC supplies trailer. The trailer houses conference furniture and supplies/materials, support team supplies/materials, community prayer chapel and chapel supplies/materials, and a variety of other staples needed for the 3-day experience. Specific tasks include:

1. Developing an inventory sheet and loading pattern for the trailer.
2. Ensuring that the trailer is stored in a safe and secure location when not in service.
3. Arrange for transport of the trailer to each Walk site by a time to be arranged with the Lay Directors.
4. Performing maintenance and repair of the trailer as necessary.
5. Other duties as assigned by 3-Day Committee chairman or vice-chairman.

Inventory of Trailer Contents and Reloading

Team Members: Minimum of 2

Committee members who work in this task area are responsible for the inventory and reloading of appropriate supplies/materials, furniture, and other items for the Walks. They will work with members of the on-site Support Team to accomplish this task.

Specific tasks include:

1. Developing a checklist for all furniture, supplies/materials, and other necessary merchandise needed in the NCEC trailer for the 3-Day experience at the Walk site.

2. Using that checklist to perform an inventory of contents in all of the boxes in the NCEC trailer as well as other supplies/furniture stored in the trailer.
3. Assisting with the reloading of the trailer and the moving of contents from the areas used at the Walk site.
4. All other duties as assigned by the 3-Day committee chairman or vice-chairman.

Sponsors' Hour

Team Members: Minimum of 1

Committee members who work in this task area are responsible for recruiting a person or persons who will be the Community Coordinator(s) of Sponsor's Hour.

Specific tasks of the Community Coordinator(s) include:

1. Be responsible for one Sponsor's Hour service.
2. Be active in a reunion group.
3. Be active in NCEC gathering activities.
4. Be Upper Room trained.
5. Be in contact with the Head of NCEC 3 Day Committee
6. Arrive one hour before Send-Off/Sponsor's Hour
7. Coordinate with the Support Team Leader for:
 - ◆ Location and set up on Send-Off/Sponsor's Hour
 - ◆ Pilgrim crosses/cross stand and supplies
 - ◆ Sponsor's Hour worship sheets
 - ◆ Lay Director Send-Off activities
8. Make announcements (very short) on:
 - ◆ Instructions on focus and intent of Sponsor's Hour service
 - ◆ 72 hour prayer vigil
 - ◆ Serving on support contact person
 - ◆ Weekend schedule
 - ◆ Sponsor's responsibility for weekend
9. Implement Sponsor's Hour Community Worship Service
 - ◆ 6:30pm (Weekend Lay Director) Pilgrims/Sponsors begin to gather
 - ◆ 7:00-7:15pm (Weekend Lay Director) Lay Director begins Send-Off
 - ◆ 7:15-7:30pm (Weekend Lay Director) Lay Director calls out pilgrim/team names to begin the Walk
 - ◆ 7:45-8:00pm (Sponsor's Hour Coordinator) Sponsor's Hour begins and sponsors and community pray for each pilgrim
 - ◆ 9:00pm (Sponsor's Hour Coordinator) Sponsors and community leave quietly to return to their homes

Book Table

Team Members: Minimum of 1

Specific Tasks of the Book Coordinator(s) include:

Coordinate & maintain a checklist for setting up the book table for the Walks to include, but not limited to:

- ◆ Contact a bookstore that will lend books on consignment for the Walks
- ◆ Make selection of appropriate books for the table, determine & contact other sources for materials appropriate for the book table (such as the Upper Room)
- ◆ Arrange for transportation of items to & from Walks
- ◆ Arrange for accounting & collection of money
- ◆ Determine amounts due suppliers & give treasurer a list of any IOU's

Pre Candlelight Community Gathering

Team Members: Minimum of 1

Committee members who work in this task area are responsible for recruiting a person or persons who will be the Community Coordinator(s) of the Pre Candlelight Community Gathering.

Specific tasks of the Community Coordinator(s) include:

1. Be responsible for one Candlelight Service.
2. Be active in a reunion group.
3. Be active in NCEC gathering activities.
4. Be Upper Room Trained.
5. Be in contact with the Head of NCEC 3-Day/Facilities Committee to confirm all arrangements have been made.
6. Arrive one hour before candlelight.
7. Arrange for Clergy leadership to serve communion for the community.
8. Arrange for communion servers if needed (coordinate with clergy).
9. Arrange for music leadership with NCEC Music person.
10. Coordinate with Head of Support Team Leader for availability of:
 - Communion elements/supplies
 - Song sheets
 - Communion worship sheets
 - Candle supplies
11. Reminding community of procedures for candlelight.
12. Make announcements (very short) on:
 - Next Gathering
 - Next Walk
 - Next Chrysalis
 - Next Kairos
 - Next Journey
 - Next Training
 - Next Follow-up
13. Implement Candlelight Community Worship Service

- 8:00pm Community begins to gather (Community Singing begins)
- 8:15pm Welcome and Announcements
- 8:30pm Community celebrates Holy Communion and prays for each pilgrim (get Pilgrim list from Head of Support)
- 9:25pm Community Instructions/Reminders
- 9:30pm Prepare for Candlelight

Food in Facilities with No Meal Service

Team Members: Minimum of 2

Committee members who work in this task area are responsible for ensuring food service in Walk facilities where no meal service exists. Specific tasks include:

1. Work with Lay Director and Support Head to come up with an appropriate menu for the Walk.
2. Work with Support Heads to purchase food supplies necessary for meals.
3. Work with community support persons to prepare and serve meals.