

5.2.16 Facilities

5.2.16.1 Mission Statement

The mission of the Facilities Committee is to function within the 3-Day Committee and ensure that the physical facilities are located, reserved, and ready for every Walk sponsored by the Northern Colorado Emmaus Community (NCEC) to ensure a successful 3-day experience for the pilgrims.

5.2.16.2 Membership

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

5.2.16.3 Overview

Members of the Facilities Committee will ideally be active participants at NCEC community gatherings and members of a regular reunion group—in other words they are living an active Fourth Day life. They should be willing to travel to potential sites to investigate their suitability for walks sponsored by NCEC. The Committee will present contracts and details of facilities and reservations to the Board of NCEC for its approval. Following Board approval, the Committee will sign copies of facility contracts and send copies to the Treasurer for payment and to the facility owner for confirmation.

5.2.16.4 Task Areas & Descriptions

Locate and Investigate Possible Walk Sites

Team Members: Minimum of 2

Committee members who work in this task area are responsible for research and visitation of potential Walk to Emmaus sites. They will maintain a working relationship with retreat center management and church pastors/trustees for the facilities regularly booked by NCEC and be on the lookout for new and better facilities in Northern Colorado. The checklist for facility requirements includes, but is not limited to, the following:

1. **Conference room** large enough to accommodate a minimum of seven (7) six-foot round tables (pilgrims), four (4) six-foot rectangular tables (saints), and a speaker's area in the front of the room. The legal capacity of the conference room must be a minimum of 75 pp.
2. **Kitchen/Dining Room** capable of seating 75 pp. and preparing/serving breakfasts, lunches, and dinners over the course of the Walk.
3. **Chapel** capable of seating 75 pp. and the ability to achieve darkness or light, depending on the needs of the lay director. The chapel must also have room for a podium.
4. **Sleeping Quarters** must be capable of accommodating 75 men or women for the weekend including: pilgrims, team leaders, team clergy, musicians, and support team leader(s).
5. **Team Room** to serve as the operations center for the support team.
6. **Prayer Room/Speakers' Change Room** should be located in close proximity to the Conference Room.

7. **Restrooms and Showers** should be available in the facility or readily available in adjacent facilities. An adequate number of stools and urinals should be available to accommodate breaks for 75 pp. in a 10-15 minute time frame.
8. **Housekeeping Services** are desirable, but not mandatory. Bed linens and towels provided by the facility management are preferred, but arrangements can be made for participants to bring these items if the facility is otherwise acceptable,
9. **Recreational Area** is optional and is not an absolute requirement of the facility since the weekend's structure is such that little "free" time is available.
10. **Sponsor's Hour Area** can accommodate at least 50 people and the crosses – this allows for the sponsors and the people running sponsor's hour.
11. **Candlelight Area** capable of accommodating 2-300 people standing with room for the pilgrims to walk through community and stand at the front of the room.
12. **Closing Area** capable of accommodating at least 150 chairs for community and 65 for team/pilgrims along with a place for speakers to stand and for communion to be administered.

Facility Quotes, Deposits, Contracting, and Payments

Team Members: Minimum of 2

The Committee members who work in this task area are responsible for completing all the business steps necessary for the reservation, use, and payment for Walk facilities. Responsibilities include:

1. Confirming date availability for the weekends selected by the NCEC Board for Walks at least one year in advance, coordinating this effort with the Board of NCEC.
2. Confirming price for facility rental, meals, and all related costs.
3. Confirming when participant deposit, final count, and final payments are needed.
4. Securing and presenting a contract for facility use to the Board of NCEC for approval.
5. All other duties as assigned by the 3-Day committee chairman or vice-chairman.