

5-10

5.2.8 Gatherings

(Also see pages 125-131 of the Emmaus Handbook)

Provide for Emmaus Community gatherings which nurture the community through spiritual renewal, celebration and support in their fourth days.

5.2.8.1 Membership

5.2.8.2 Task Areas & Descriptions

1. Participate in Emmaus community gatherings.
2. Be actively involved in a reunion group.
3. Lead a committee of community members to support Gathering activities.
4. Coordinate & schedule all Northern Colorado Emmaus Community Gatherings.
5. Report to the Northern Colorado Emmaus Community Board.
6. Manage merchandise resources *with the help of the Membership Coordinator and Treasurer.*
7. Provide communion elements for each Gathering – Assure Host church provides elements and assure clergy are present for communion.
8. Manage song books and their availability.
9. Insure child care is provided for each Gathering – Assure host church provides for child care.
10. Coordinate and support sponsors (hosts).
11. Provide for committee members and shepherd their activities toward achieving the mission.
12. Coordinate and support Sponsors (hosts) representative.
13. Coordinate with Gathering Music Coordinator – Assure church provides or assists in special music.
14. Coordinate educational/spiritual time during Gathering.
15. Send letters/notes of confirmation and thank you to participants
16. Insure supplies are available the evening of the Gathering.
17. Coordinate with Merchandise folks.
18. Gather feedback cards, data, etc.
19. Report to Gathering Committee chairpersons data; how it went, lessons learned, etc. to be shared with the Northern Colorado Emmaus Community Board.
20. Keep information on number attending etc.
21. Arrange for 4th Day speaker at Gatherings following walks.
22. Introduce business meeting and either MC or turn over to moderator. Make announcements the evening of the Gathering *with the help of other board members.* (Very Short).
23. Meet early (15 minutes before start of event) with sponsors (hosts) and their team for prayer.

5.2.8.3 Suggested Timeline

Things to do 12 weeks in advance:

- Note date of assigned month and theme (*Do you see a need for a theme?*)
- Identify sponsor contact person

Things to do 8 weeks in advance:

- Prepare some “helps” for the sponsor to break into groups
- First contact with sponsor to offer the opportunity and offer support
- Send sponsor packet (agenda and check list)

Things to do 4 weeks in advance:

- Touch base with Gathering Music coordinator (obtain names of musicians), child care coordinator, merchandise table coordinator, etc.

Things to do 2 weeks in advance

- Contact sponsor for names of witnesses, pastor, MC, food agape coordinator, etc
- Send participant letter and pastor letter out (*Not sure what this is.*)

Things to do 1 week in advance

- Touch base with the sponsor to see if there are any last minute changes to be made

Things to do the evening of the event:

- Meet with sponsor team
- Make announcements at Gathering
- Review facility at end to see if there are "left overs" needing attention at the host church

Things to do 1 week after the event:

- Send thank-you letters to all who participated in support of the sponsor and the host church

Things to do 2 weeks after the event:

- Provide event summary to Gathering Chairperson(s)