

Agape Team Instruction Book

**“I can do everything through him who gives me strength.”
Philippians 4:13**

This is one of the most demanding and rewarding assignments of the DaySpring REC ministry. You will be blessed for having said “yes” to this vital and challenging role in the upcoming REC walk. This book has been prepared to advise the team leader about the events leading to the walk, to collect the supplies and materials needed throughout the REC, and to prepare the Agape Team for their actions during the REC walk. May God be with the entire team as they serve others for the glory of His Holy Kingdom.

Please note if you have been an Agape Leader before that some items are no longer on the trailer, including glitter, glue, scissors, candles, and lighters. Please do not put additional items on the trailer that were not there after stocking the trailer.

Revised May, 2012

PRELUDE

This book has been prayerfully created to serve those who serve others during the DaySpring REC. The Agape Team plays a critical role of insuring all the activities throughout the REC are completed as planned and without complications.

This guidebook is based on the author's experiences as both an Agape Team member and as a team leader for REC's at Floyd & Clark county jails. REC's at the jails require slight adjustments to accommodate facility rules and space limitations, which will be addressed and incorporated into the manual as time and experience allow.

Please don't add anything to the trailers (other than snacks and drinks) after the trailer has been loaded. Some facilities have restrictions and we don't want to unknowingly violate them.

Given in Love,

**Nancy Kennedy
Walk #51
Table of Naomi**

Agape Instruction Book

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Section 1 Formation Meetings

ACTIONS

Actions during this period support the (Lay and Assistant) Directors during the weekly meetings and the activities preparing the team and leading up to the REC. Agape Team should be early to the meetings to set-up.

- Receive the Agape Start-Up Kit.
 - Communion Chalice and Platter
 - Agape Team Book (copy is on www.DaySpringREC.com)
- **BE SURE YOU HAVE THE S.O.A.R., FREED FROM WITHIN, AND CROSSROADS INFORMATION TO HAND OUT TO ALL RESIDENTS ON YOUR WALK.**
- **THERE IS A STAMP IN TUB #5 WITH THE REC ADDRESS ON IT. PLEASE STAMP THE INSIDE OF EACH BIBLE FOR THE RESIDENTS; THAT WAY THEY WILL ALWAYS HAVE IT. (NOTE: This does not apply for Branchville RECs). Also there is a Billy Graham pamphlet to be put in each Bible as well. These are in tub #5.**
- Purchase ice and drinks
- Set-up for communion each week before the meeting begins. Have the bread on the platter and wine in the chalice and both covered by linen napkins before the meetings begin. (This includes the dedication for team and family members)
- Provide drinks and snacks for breaks. Be sensitive to special drink and snack requests. They may be due to health reasons.
- Help clean-up after the meetings
- Collect Agape (and record any money) supplies for the REC.
- Save all purchase receipts for reimbursement.

Section 1 Formation Meetings

WEEKLY SUPPLIES

Communion:

- “King’s Hawaiian” brand sweet bread (about \$3.00 at Kroger, Meijer’s)
- Grape Juice (one 32 oz. Container will be sufficient for all the formation meetings. Bring this container to the lodging location at start-up.

Drinks and Snacks for Break Each Meeting:

- For morning meetings, get normal morning stuff.
 - For Evening meetings, the snacks typically are as follows:
 - (4) 2-liter drinks each week. Get the good stuff. Don’t reuse opened containers, it gets flat/stale. If it’s been opened, give it away or take it home.
 - (1) Regular Coke
 - (1) Diet Pepsi or Coke
 - (1) Diet Pepsi
 - (1) 7-Up alternate with AW Root Beer, or orange weekly.
 - Bottled Water
- Salty Snacks:
 - (2) large size bags of chips, Nachos, cheese curls, etc., alternated each week
- Sweet Snacks:
 - (3) Varieties of cookies, Oreos are a favorite.
- 16 oz. Plastic drink glasses
- Plastic 6 inch saucers
- Napkins

Section 2 Pre-Walk Preparations

ACTIONS

Pre-walk preparations take place after the Lay Director's dedication, and before the REC.

During this time, the Agape Team makes an inventory of (Section 5) Trailer supplies and condition of the equipment.

- If there is an insufficient quantity of needed items, or broken items, contact the Trailer manager Doug Thomas, 502-640-2065.
- Purchase the Agape for the REC, and place it in the trailer for transport to the REC site.
- Save all receipts for your reimbursement.

Section 2 Pre-Walk Preparations

SUPPLIES

In addition to any supplies needed to fill the trailer inventory shown in Section 5, the following Agape items must be purchased just prior to each walk:

- Communion Bread:
6 Loaves may be needed to last through the entire REC, "Hawaiian King" brand, "Sweet Hawaiian Bread".
- Communion Wine:
64 Ounce container of grape juice will last for the entire REC (Sam's Choice at Wal-mart is about \$2.00).
- 2-Liter Soft drinks: It is recommended that enough 2-liters be purchased for your walk only. Any that are unopened, please leave on the trailer. Opened 2-liters need to be tossed or taken home after the REC. Here are some suggested drinks to buy. Quantities depend on total number of residents & team members for each walk.

Regular Coke:	Diet Coke:	Regular Pepsi:
Mountain Dew:	Diet Dew:	RC Cola:
Diet Big Red:	Sprite:	Diet Sprite:
Sunkist Orange:	Big Red:	Root Beer:
Diet Pepsi:		

- (12) 6-pack bottles of drinking water. (6) team lodging, (6) facility
- Coffee: It's on the trailer
Going to the facility (box 1)
Going to the lodging (box 21)

Section 2 Pre-Walk Preparations

SUPPLIES

Continued

Salty & Sweet Snacks: These will be purchased by the Agape team for each walk; or, have team members bring some to each meeting. These can be put on the trailer prior to the walk. If the facility allows it, encourage the team members to bring homemade items for the residents.

Ice: At Floyd and Clark Counties, ice is furnished by the facility. Water is not furnished, so you will need to buy big jugs of water for the coffee at the jail. At other facilities, ice must be purchased daily to fill the large ice chest.

REC Certificates: Alan Miles will furnish all required certificates if he is asked. If not:

- (10) **color** copies of the Poster Certificates. See end of this Book. (Place the copies in trailer, plastic Box # 5).
- Copies of the individual REC Certificates (depends on # of residents on each walk. Alan Miles will print these for you if you ask him to. (Carry to the lodging site to be signed.)

Section 3 Walk Participation

TYPICAL THREE DAY SCHEDULE

Friday

- Prepare Name tags, Crosses (Branchville only), Decorate Agape Bags
- Do not put names on the Agape bags until last day of walk when you have the final list of participants.
- Resident Table assignments and pray over crosses (Branchville Only).

NOTE:

Anointing ceremony may occur as part of Friday morning activities.

- Facility rep. Arrives to discuss rules, regs. (+ provides names?) If no facility rep then have REC board member to cover Do's and Don'ts.
- Lunch
- Leave for facility

- Begin unpacking + setup at facility
- Residents arrive (Intro by ALD + given table assignment)
- Group Picture
- Dinner with Residents
- Intro by LD (Begin Pray-in speaker #1)
- Music - Intro Theme Song
- Talk #1: **Ideals**
- Begin Discussion of Ideals Talk (Begin Pray-in of speaker #2)
- Talk #2 – **God Is Calling**
- LD Introduce Agape Team Leader (who introduces his team + Letters/Prayer Chart/Banners)
- Begin discussion of God is Calling talk
- Intro Music Team
- Break
- ALD: Light the Jesus behind bars picture
- Talk #3 – **Prodigal**
- Close for Evening (Clean up)
- Return to lodging, discuss activity of the day
- Pray in Saturday Speakers Complete letters to residents, Lights out

Section 3 Walk Participation

SCHEDULE

Saturday

- Rise and Shine
- Prayer/Breakfast
- Leave for facility

- Welcome Residents, day 2
- Music
- Morning Prayers/Devotion
- LD Intro for day and Intro next talk (pray-in speaker # 4)
- Talk # 4, **Change of Heart**
- Discussion of Change of Heart Talk #4
- Talk # 5, **Sacred Scriptures**
- **PUT TRACT IN BIBLE (THIS IS SOMETHING NEW IN TUB #5)**
- Hand out Bibles (Branchville Only), Discussion of Sacred Scriptures Talk
- Turn light of Christ on, Devotion by LD (Begin Pray-in speaker # 6)
- Talk # 6, **God is Love**
- Discussion of God is Love talk
- Lunch with Residents
- Music (begin Pray-in speaker #7)
- Talk #7, **Prayer**
- Discussion of Prayer talk, hand out wooden prayer crosses (begin pray-in speaker #8)
- Talk # 8 **Christian Life**
- Discussion of Christian Life Talk (begin pray-in speaker #9)
- Begin Poster Party
- Special Dinner
- Talk # 9 **Means of Grace** (part 1)
- Dying Moments
- Candle Light Service: arrives at facility, list cities + theme song
- Community departs
- Pray with residents
- Residents depart/cleanup + leave facility
- Discuss activities of the day, pray-in Sunday Speakers, complete agape bags, sign certificates, Lights out

Section 3
Walk Participation

Community Candle Light Schedule

(Sample)

Saturday

6:30pm Community gathers, Agape team collects hometowns + gives candles, music (as time permits).

ALD – Community Announcements, Opening Prayer

ALD – Read LD Letter

Prayer of blessings on the offering

Receive Offering + Prayer (music optional)

Intro Clergy

Clergy – Prayer by Names

Devotional

Communion

Gather for Candle Light Ceremony

(music optional if time permits)

Arrival –

Read List of Cities

Intro Theme Song

Community Departs from the Facility

NOTE: Do not make any comments or references during the service about any of the residents, their situations, cases or specific conditions.

Section 3 Walk Participation

SCHEDULE

Sunday

- Rise and Shine
- Prayer/Breakfast
- Leave for facility

- Welcome Residents, day 3
- Music
- Devotion
- LD Intro for day and Intro next talk (pray-in speaker # 10)
- Talk # 10, **Single Life** Talk (begin pray-in married couple)
- Talk # 11, **Married Life** Talk
- Begin discussions of Single Life and Married talks
- Lunch with residents
- Music (begin pray-in talk # 12)
- Talk # 12, **Christian In The World** talk
- Begin discussion of Christian In The World talk
- Begin pray-in talk # 13
- Talk # 13, **Beyond REC** Talk
- Break - Prepare for Bible (Branchville: Cross Ceremony)
- Begin Bible Ceremony and certificates
 - TL = "Christ is counting on you" "I am counting on Christ"
 - ATL = gives certificate
- Begin Testimonies (2 questions + 2 team examples)
- Communion Service - SD
- Hand out Agape Bags

- Pack + Depart for Homes

Section 3 Walk Participation

PROGRAM ACTIONS

Walk participation takes place in two components: Actions that occur at the team lodging site, and Actions that occur at the correctional facility. These are addressed separately.

Part One: Activities at the lodging site to spiritually prepare the team.

Before the REC trailer is moved to the facility, the Agape Team must ensure several items are delivered to the lodging location. Note: It's usually easiest to "swing by" and drop off items at the lodging location on the way to the facility. Required items include the following:

- Plastic boxes #5, #5A, # 6, #20, #21, #22, #23

If the lodging site doesn't offer breakfast items for the team the following additional items may be needed as well:

- Refrigerator
- Small Ice Chest
- 1 or 2 racks of (8) 2-liter drinks
- (2) Small coffee pots

Unload the plastic boxes and drinks. Set up for snacks and drinks later.

Assemble 2 (Branchville: 3) zip-loc bags for each of the tables. Label each of the two bags by their table number. Two bags labeled "1", two labeled "2", etc.

- For each of the tables at Branchville, one of the 3 bags will contain **crosses**. Place the following in each of these bags:
 - crosses
 - 18" chains
- For each of the tables, a second zip-loc will contain **agape bags**. Place white bags inside the 2nd zip-loc bag. Make available the 3 plastic poster decorating kits from plastic box # 6 for use in decorating the bags.
- For each of the tables, a third zip-loc bag will contain **name tags**. Place the following in each of these bags.
 - Wood Name tags
 - Lanyards

Section 3 Walk Participation

PROGRAM ACTIONS continued

Set these aside, keeping tables separate. After names are known, table leaders add the names to agape bags, nametags, and crosses (Branchville Only) are prayed-over. When complete, the 2 (Branchville: 3) bags from each table are collected and placed into the large bag for each table kept separate. The 8 large table bags can be stored in plastic box # 5, and taken to the facility on the first available trip.

Set-up for communion and dying moments.

- Set-up bread and juice and cover elements from plastic box # 20.
- Set-up dying moments bowl from plastic box # 20.
- After service, clean communion utensils and pack into box # 20.

Friday Lunch: Prepare and set-up lunch. Boxes # 21, #22, and #23 are needed.

Friday, after lunch allow table leaders to complete any remaining bags:

- Don't add names to agape bags until last day.
- Branchville: Pray over crosses. Pack crosses into the correct table bags stored in box #5.

Friday, before leaving for the facility, pack assembled table bags containing name tags, and cross bags (Branchville) into box #5. Load boxes #5, #5A, and #6 and First Aid box into a vehicle. **These must go on the initial trip to the facility. Please be sure to take extra supplies in case there are changes to be made after you arrive at the facility. The jail may have changed people on who can and cannot attend after they've given you their initial list.**

Saturday and Sunday: meals require boxes # 21, # 22 and #23. Clean out the lodging and pack, taking everything as you leave on Sunday.

Friday, Before Residents Arrive.

Unload the trailer, and the items brought from the lodging location.
Set-up the spaces:

- Set up tables and chairs, install table cloths (if applies)

Section 3 Walk Participation

PROGRAM ACTIONS

continued

- **Load the (8) tables:**
 - **Divide and cut 1 poster board. Lay the sheet in “landscape” oriented to you. Divide it into 8 pieces by folding in half as if a book, then half again, then half again. Now, cut the sheet at the folds to create 8 pieces. Fold each piece in-half (to form a tent) and place the table number on them.**
 - **(1) box tissues**
 - **(1) poster box.**
 - **Hand sanitizer (except at Branchville) + roll of paper towels**
 - **Resident Notebooks and ink pens (check facility restrictions)**
 - **If not using Power Point then song books are placed for each person around the table.**
 - **Bags containing the name tags are placed on the appropriate numbered table.**
- **Set up speaker’s podium:** Install clip-on light. Tape the laminated “Holy Spirit” prayer sheet to the podium. See Box #5.
- **Set up white 5-ft. long Table in front of podium.** Hook-up the Jesus behind bars, and lay face down on the table in front of the podium.
- **Set up the chapel prayer area:** (2) metal crosses. Mark one of the metal crosses by placing a small piece of a name tag on the back. This cross will be carried by speakers, and be given to the lay director during closing (by one of the ALD’s).
- **Get water and ice (and water pitchers if needed)**
- **Set up (2) big coffee pots** (fill them but don’t start them)
- **Separate sweet snacks and salty snacks** (depending on facility restrictions).

Residents Arrive.

Greet the residents as they arrive and are directed to their tables. This process will vary by REC-LD preferences.

Group pictures are normally taken by a team members or a facility staff person. All residents attending the REC & all team members receive a 4”x6” picture. They are given to the Agape Team Leader. Put them with other Agape items (box #5).

Residents name their tables: Residents turn the folded (numbered) poster board tents in the opposite direction, and write their new name.

Dinner with the Residents (if permitted).

**Section 3
Walk Participation**

PROGRAM ACTIONS
Continued

Residents Begin Their Walk

Friday evening after supper:

Introduction by the Lay Director
Music - Theme Song
Ideals Talk

Turn-On Coffee Pots (1 reg. + 1 decaf)

Discuss Ideals Talk
God Is Calling Talk
Introduction of Agape Leader

During discussion, **Put water on the tables**

Introduce Agape Team, Describe your role is that of a servant just as Christ came as a servant. You and the team will be there behind the scenes and sometimes up front. Show them the prayer chart, describe what it is, and tell them about all the people who are bathing this weekend in prayer around the clock, showing a special kind of love for them. Tell them about the letters that have come in from nearby and far away, as another type of love and support. Tell them you will hang the chart and letters, and will display more of these as the weekend goes along.

Discuss God Is Calling Talk

Place (1) two-liter on the table mixing flavors around the room.

Music
Break

Add a 2nd two-liter drink to the table. Salty snacks on plates to the Tables. Refill drinks.

Picture of Jesus Is Raised

ALD turns on the picture light

Prodigal Talk

Prep coffee for morning, place on timers (if facility permits) to start 1 hour before arriving in morning.

Residents Depart

**Section 3
Walk Participation**

PROGRAM ACTIONS

Continued

Return to lodging site	Take First Aid Box to lodging site.
Meet at lodging site	Tell Table Leaders that Agape will need a revised list of resident names first thing in the morning after arriving.

Residents Continue Their Walk, Saturday Morning

Leave for facility	Bring First Aid Box to facility
Arrive at facility	Ask Table Leaders for list of residents.
Welcome Residents Return	Coffee Urns + condiments await them at tables.
Devotions	
Change of Heart Talk	
Discuss Change of Heart Talk + ALD explains Posters	More Coffee and sweet snacks brought Hand out poster boards
Sacred Scriptures Talk	
ALD discusses Bibles	(Branchville Only) Hand out Bibles with pamphlets inside
Discuss Sacred Scriptures Talk	Coffee + More drinks + sweets + poster boards.
Music / Break	
Turn on Christ Candle	
God is Love Talk	
Discuss God is Love Talk	Agape Team Leader brings out more letters and (2) banners. Talk about both. Hang both.
Lunch	
Music	
Prayer Talk	Prepare 50 candle lights for the service later Hand out large wooden crosses for prayers Hand out poster boards Tell them to put table number and name on back. More Drinks and snacks
Discussion of Prayer Talk	

Section 3 Walk Participation

PROGRAM ACTIONS Continued

Christian Life Talk

Discussion of Christian Life Talk **Hand out poster boards**
Tell them to put table number and name on back.

Poster Party

Agape Team Leader Comes forward, states that some tables created several posters, and the team had to select just one from each table. Agape Team gives the selected posters to the tables. State that the judges are very impressed and want to get a better idea about what your posters mean to better determine winners. We would like for the tables to select one member (not table leaders) to be a spokesperson and for them to come forward and explain their poster to the judges in 3 or 4 minutes. After we have heard all the tables describe their posters, the judges will take a few minutes to deliberate before deciding the winners, and giving awards. Tables can describe it, do a skit, or write a song. The presentation can involve 1 or 2 table members, or the whole table. All forms of communication are invited and welcome. Agape team members select (1) representative poster from each table to be judged. Select posters. Then make up awards and fill out poster certificates, (1) for each table. Sample citations might be: Award for having the Largest Heart; Award for best use of glitter; Award for most artistic birds, etc.

It's important to tell them poster judges are under paid, have no idea what good art is, and that they are easily bribed. It's also OK to attempt to sway the judges' opinions.

After hearing the presentations the Agape Team goes of to deliberate. After 5 - 10 minutes they return with the awards. The table representative is asked to stand, holding their poster. Agape Team Leader praises the post, then changes course, and mentions what the judges saw, and reads the award. Each resident should get candy (which is chosen by team for each award),

Awards ceremony ends with round of applause for all the participants.

Break

**Section 3
Walk Participation**

PROGRAM ACTIONS
continued

Special Dinner is Served

Means of Grace Talk begins

Prepare utensils and bread bowl from boxes # 4 & #5 for Dying Moments. Place sufficient juice in a small separate container to refill the chalice for communion after juice is poured over the dying moments bread in the bowl. (2) loaves of bread are required, Dying Moments and communion.

Dying Moments/
Community Service

Agape Team Leader and one agape team member take the following items and go to the community service location with the clergy leader and music team for services leading to candlelight. The following items are needed at the service:

- **(50) candles min. that have been tested and work**
- **(1) set of communion utensils and cover napkins**

As pre-arranged, receive the group photos.

Please be sure two batteries have been inserted into the candles.

Lead community attendees to the facility
Candlelight Service
Pray with Residents

If there is not going to be an REC for several weeks, please remove the batteries from the candles. This will prolong the life of the candles & batteries.

Prepare to leave for lodging

Clean up space, and prepare coffee for auto turn-on in AM.

Take First Aid Box

Return to Lodging

**Section 3
Walk Participation**

PROGRAM ACTIONS
continued

Write letters
Sign Certificates

**Take note pads and pens, box # 3
Table Leaders sign individual Certificates.
Agape team stores them by tables**

Residents Continue Their Walk, Sunday Morning

Leave for facility

**Bring First Aid Box
Bring Agape Letters, signed Certificates
Bring any remaining items**

Arrive at facility meet Residents

**Coffee into pitchers and on tables, drinks
available. Ask Table Leaders for**

list of resident names

Devotions

**While this is going on, (2) agape team
members are going over new and old resident
lists. Place names on certificates and Agape
bags.**

Single Life Talk

**Agape Team begins filling Agape bags
keeping tables in their order by table**

Marriage Talk

**Include the group photo in each bag
Agape Team continues filling Agape bags**

Break

Hot and cold drinks, sweet and salty snacks

Christian In The World Talk

Discuss Christian In the World Talk

Check drinks and snacks

Music

Lunch

**Section 3
Walk Participation**

PROGRAM ACTIONS
continued

Beyond REC Talk
Break
(Prepare for Bible Ceremony)

Prepare final list of names by table.

**Place signed certificates and Bibles
(Branchville: zip-loc bag containing crosses)
in numerical sequence of tables 1-8 at table
by podium. Explain the layout to the Lay
Director**

**Place prepared communion utensils and
elements with cover napkins at podium for
communion service after cross ceremony.**

Place filled Agape bags for delivery

**Remove the “Holy Spirit” prayer sheet, and
tape the “2-questions” laminated sheet to the
podium. (See Box #5)**

REC MOMENT BY MOMENT

Please see Lay Director for weekend's Moment-by-Moment Schedule.

Section 4
Post-Walk Follow-up

ACTIONS

Well, it has now probably been a few days since the walk. You have had some time to rest and recover.

Surely you can now see the presence of God was in your effort, guiding and leading your team. Amen.

It's time to complete a final close-out task:

- Prepare a quick ledger of money received and dates, and to total up expenses. (Hopefully, you kept receipts.) The ledger is given to the Lay Director along with any remaining money, or a one sentence request to be paid for the amount you spent in addition to what was received.

Section 5

Miscellaneous Support Information

TRAILER INVENTORY ITEMS GOING TO THE JAIL/PRISON

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
Trailer	(1)	Jesus Picture Behind Bars
Trailer	(1)	Community Communion Set
Trailer	(1)	Team Communion Set
Trailer	(8)	60 inch diameter tables
Trailer	(2)	2' X 4' White Folding Table
Trailer	(3)	2.5' X 8' White Folding Table
Trailer	(90?)	Folding Chairs
Trailer	(1)	Wood Podium
Trailer	(1)	Wood Kneeler
Trailer	(1)	Flexible White Clip-on Podium Light
Trailer	(1)	Large Ice Chest (Facility ice) Blue
Trailer	(1)	Large Ice Chest w/ Cereal (Lodging Use)
Trailer	(2)	Small Ice Chest (Team Lodging ice)
Trailer	(1)	First Aid Box
Trailer	(5)	Emmaus Banners
Trailer	(1)	Case of Drink Cups
Trailer	(2)	50 Cup Coffee Pots (facility)
Trailer	(2)	42 Cup Coffee Pots (Lodging Location)
Trailer	(4-6)	100 Yd. Roll Var. Color Vinyl Table Covers
Trailer	(40)	Poster Boards
Trailer	(1)	Box of electric candles
<u>Box # 1</u>	<u>(2)</u>	<u>One-cup measures</u>
"	(3)	Plastic Canisters of Coffee, (2) reg; (1) decaf
"	(1)	Hand sanitizer (except Branchville)
"	(1)	Paper towels
"	(2)	Plug-in Timers (check with facility)
<u>Box # 2</u>	<u>(80)</u>	<u>Resident REC Notebooks (colored cover)</u>
"	(80)	Writing Instruments (Check with facility)
		Sack of serving utensils for Saturday meal
	(per walk)	Trash sacks for Tables
<u>Box # 3</u>	<u>(4)</u>	<u>Plastic boxes of poster supplies</u>
"	(4)	Hand Sanitizers

**TRAILER INVENTORY
ITEMS GOING TO THE JAIL/PRISON**

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
Box # 4	(2)	Brass Metal Crosses
"	(5)	Large Dark Wood Crosses
"	(1)	Box of plastic hand serving gloves
"	(1)	Large white bowl for Dying Moments
Box # 5	(per walk)	Colored Yarn Lanyards
"	(per walk)	Wood Nameplates
"	(per walk)	White Agape Bags for team & residents
"	(8)	Zip-Lock Bags (8 large, 8 small)
"	box	Paper Labels for nameplates (Except Branchville)
"	(1)	Envelope containing Agape letters for walls
"	box	Poster Certificates
Box # 5A (Men or Women)	(1) (misc)	
Box # 6	(4)	Plastic Boxes of Poster Supplies
"	(4)	Hand Sanitizer Bottles
Box # 7	(200-500)	Coffee Sugar Packets (Check facility)
"	(200-500)	Coffee Creamer Packets
"	(100-250)	Coffee Sweet Low Packets
"	(200-500)	Coffee Stir Sticks
Box # 8	(12)	Boxes new/mostly Full Boxes Tissues
Box # 9	(12)	New/mostly full "Bounty" Towels
Box # 10	(120)	10 ¼ Inch 3 Divide Paper Plates
"	(100)	Heavy Duty Clear Spoons
"	(100)	Heavy Duty Clear Forks
Box # 11	(120)	Styrofoam Chili Bowls
"	(8 sets)	Salt & Pepper shakers
Box # 12	(120)	Heavy Paper Saucers/Bread Plates
"	(500)	Paper Napkins

**TRAILER INVENTORY
ITEMS GOING TO THE JAIL/PRISON**

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
Box # 13	(6)	Coffee Pitchers
Box # 14	(4)	Coffee Pitchers
Box # 15	(36)	Aluminum Pans for Agape at Tables
Box # 16	(per walk)	Bibles
"	(5)	Spanish Bibles
Box # 17	(1)	25 Ft. Extension Cords
"	(1)	50 Ft. Extension Cord
Box # 18	(Misc)	2 Rolls Duct Tape,
"	(2)	Masking tape for table cloths
"	(2)	Flash Lights
"	(20)	Garbage Bags
"	(1)	25 w. Podium light bulbs, trash bags
"	(1)	Hand Sanitizer (except Branchville)

**TRAILER INVENTORY
ITEMS GOING TO THE LODGING FACILITY**

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
Box # 20	(1)	Plastic box of poster supplies
"	(2)	Agape letter tablets (for team)
"	(1)	Box of Agape Letter Envelopes (for team)
"	(8)	Writing Pens
"	(1)	Separate Box –
"	(1)	Hand Sanitizer
"	(1)	Kleenex
"	(1)	Box of plastic hand serving gloves
	(1)	<u>Large plastic bowl for Dying Moments</u>
Box # 21	(1)	2-pound regular coffee
"	(1)	2-pound decaf coffee
"	(1)	Coffee can opener
"	(2)	Measure scoops
"	(2)	Electric plug-in timers
"	(200)	Coffee Sugar Packets
"	(200)	Coffee Creamer Packets
"	(250)	Coffee Sweet Low Packets
"	(200)	Coffee Stir Sticks
"	(2 sets)	Salt & Pepper
"	(1)	Plastic Wrap Role
"	(1)	Paper Towels
"	(1)	<u>Box Trash Bags</u>
Box 22	(250)	Napkins
"	(150)	Plates
"	(150)	Bowls
"	(100)	<u>(Each) Plastic Forks, Spoons</u>
Box 23	(150-250)	Saucers
"	(2)	<u>Roll Towels</u>

Section 5 Miscellaneous Support Information

Purchasing Guide

The following helpful hints may be expanded at any time in our attempt to be thrift-conscious of limited available funds.

Best Places:

“Dollar Tree Stores”

- salty snacks

Sam’s Club or GFS located in the strip shopping center across from Green Tree Mall:

- Coffee supplies
- Plastic forks, spoons
- Napkins
- Paper plates
- Kleenex
- Paper towels

