

ROLE OF THE AGAPE TEAM

1. This is a very important part of the REC team. It is like being a stage hand; always prepared for the next segment of the program. You really are as an enabler, enabling the REC weekend to run smoothly.
2. Only the Agape Team Leader is authorized to handle the Agape Team finances. He will make provide funds and keep receipts. His record of expenditures will be furnished to the Assistant Lay Director for finance for reimbursement that is due by the REC.
3. Below are some of the responsibilities of the Agape Team at Formation meetings: Prepare the supplies, help set up and cleanup for the formation meetings.
4. Below are some of the roles of the Agape Team at the lodging site:
 - Receive and prepare the Agape that comes in.
 - Prepare the supplies and setup at the lodging facility.
 - Set up snacks and meals + help cleanup when finished.
 - See that the name tags, crosses and agape bags are prepared and properly stored for Cross Ceremony.
5. You must familiarize yourself with the locations and activities that are to occur during the weekend. Assist one another and the Agape Team Leader in meeting the needs and special requests of the residents and the team while at the facility.
 - Set up the space and prepare tables at the facility for the weekend.
 - Deliver and pick-up the photos (5 X 7 with no border).
 - See that speaker's Handouts are given to residents at the proper time.
 - Prepare and serve coffee and refreshments.
 - Collect the posters and display after the poster showings.
 - Hang the banners for each day.
 - Set up for all communion services and the Candlelight.
 - Prepare and stuff agape bags and insure they are available for the residents after the Closing Ceremony.
6. Perform other tasks as requested by the Lay Director.