

Community Gathering Host and Host Group Form

*Thank You for volunteering to host the Emmaus Community at your Church to support the monthly Gatherings - it is a true blessing. In order to ensure we're prepared to assist you with hosting the Gathering we need to **have this gathering host form at least two weeks prior to the actual gathering date. This form needs to be forwarded to the WV Emmaus Gatherings Chairman. Email: gathering@westvirginiaemmaus.org***

Host Requestor: _____ Phone: _____

Host Month Requested _____ Email: _____

CHURCH HOSTING AN EMMAUS GATHERING

Name of Church: _____

Address: _____ City/State/Zip: _____

Church Pastor: _____ Church Phone: _____

Has Church ever hosted Gathering in the past? _____

Church Capability Questions:

Scheduled Time for access to Church and Rooms for pre-Gathering Activities –4th Day Training will be held before every gathering at 4pm.

Available Time Open _____ Time Closed _____

Does Church and Rooms for Gathering Activities have: (Not all are required but helpful)

Video Projector: _____ Projection Screen: _____

Sound System: _____ Mic for Emcee: _____ Mic for Music Director: _____

Guest Internet Access: _____ - If so, passcode if any needed? _____

Who are the Church Facility contact people for the following?

Access to Church and Rooms for Gathering Activities - Unlocking/locking church & facilities

Name: _____ Phone: _____

Access and Coordination for Projection/Sound Board/Internet for Music and Projection (If available)

Projection POC: _____ Phone: _____

Sound POC: _____ Phone: _____

Internet POC: _____ Phone: _____

Please Turn Over for Hosting Group Questions

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*The next set of questions address who is going to coordinate and conduct the activities needed to moderate the Gathering. If you're not sure please contact the Gathering **Chairman** from the Board of Directors to help address these roles and responsibilities.*

This information is needed before the gathering can be scheduled on the yearly hosting calendar – please return as complete as possible to

Gathering@westvirginiaemmaus.org

Who are the Gathering Host Group contact people for the following?

Emcee

Name: _____ Cell: _____

Prayer with Praises & Concerns

Name: _____ Cell: _____

Ushers for offering Coordinator (4 ushers are needed)

Name: _____ Cell: _____

Fourth Day Speaker

Name: _____ Cell: _____

Lead Clergy for Communion

Name: _____ Cell: _____

Coordinator for Elements for Communion (regular & gluten free)

Name: _____ Cell: _____

Set up/Clean Up Coordinator for Communion

Name: _____ Cell: _____

Coordinator Arranging/set up/clean up for refreshments for after gathering

Name: _____ Cell: _____

Music Director

Name: _____ Cell: _____

(Music Director will need to arrange music sets and send to musicians in community – send information to musicians@westvirginiaemmaus.org at least a week ahead of the gathering)

We realize that changes will happen or some information may not be readily available – the Board of Directors Gathering Coordinator will reach out approximately 4 weeks prior to your Gathering date to ensure all information is still accurate or updated as necessary.

Rev. March 10, 2019