

REC 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 Day Spring 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 January 2025

PRELUDE

This book has been prayerfully created to serve those who serve others during the Day Spring 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. Box # L-5
- ☐ Communion Chalice and Platter Box # L-5
- ☐ Agape Team Book (copy is on www.DaySpringREC.org)

- ☐ **BE SURE YOU HAVE THE S.O.A.R., FREED FROM WITHIN, AND CROSSROADS INFORMATION TO HAND OUT TO ALL RESIDENTS ON YOUR WALK.**

- ☐ Purchase ice and drinks

- ☐ Set-up for communion each week before the meeting begins. Have the bread on the platter and juice in the chalice and both covered by linen (or paper) 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 \$5.00 at Kroger, Meijer’s)
- ☐ Grape Juice (one 32 oz. Container will be sufficient for all the formation meetings).

Drinks and Snacks for Break Each Meeting:

- ☐ For morning meetings, get normal morning stuff (donuts, etc.).
- ☐ 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 goes 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, Big Red, 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 Stephanie Reynolds 502-333-5048.
- ☐ 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:

4 Loaves may be needed to last through the entire REC, "Hawaiian King" brand, "Sweet Hawaiian Bread". Other times you will use the communion bread ("chicklets") that are on the REC trailer (Box # C-1).

☐ 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: Check with your Lay Director to see what 2 liters have already been provided. 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:

Mountain Dew:

Diet Big Red:

Sunkist Orange:

Diet Pepsi:

Diet Coke:

Diet Dew:

Sprite:

Big Red:

Regular Pepsi:

RC Cola:

Diet Sprite:

Root Beer:

☐ (12) 6-pack bottles of drinking water. (6) team lodging, (6) facility

☐ Coffee: It's on the trailer

Going to the facility (Box B-3)

Going to the lodging (Box L-2)

Section 2

Pre-Walk Preparations

SUPPLIES

Continued

Salty & Sweet Snacks: Most are provided by the Jail Bakers group. Any additional items will be purchased by the Agape team for each walk. These can be put on the trailer just prior to the walk.

Ice: Most of the facilities will furnish ice for drinks and water for coffee. If the facility doesn't, then buy big jugs of water for the coffee and ice must be purchased daily to fill the large ice chest.

REC Certificates: The REC will furnish all completion certificates. If not:

- ☐ (10) **color** copies of the Poster Certificates. See end of this Book.
(Place the copies in trailer, plastic Box #C- 5).

- ☐ Copies of the individual REC Certificates will be provided on the trailer.
(Carry to the lodging site to be signed.)

On Saturday evening, purchase flowers for wife of the pair doing the Marriage talk.

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).
- ☐ REC address stamp in plastic box # C-5. Please stamp the back of the group pictures given to the residents. (NOTE: This does not apply for Branchville RECs). Also, there is a Billy Graham pamphlet to be put in each Agape bag as well. These are in box # C-7.

Anointing ceremony may occur as part of Friday morning activities. Some activities may occur in different order at some facilities.

- ☐ 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 and leave for facility

- ☐ Begin unpacking + setup at facility
- ☐ Residents arrive (Intro by ALD + given table assignment)
- ☐ Group Picture (or Saturday morning)
- ☐ Dinner with Residents (depends on facility)
- ☐ 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) - discuss activity of the day - Pray in Saturday Speakers -- Return to lodging

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**
- ☐ 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 **(Check with Lay Director for time to return to return to facility)**

(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 – Present flowers to wife
- ☐ 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 closing (Branchville: Cross Ceremony)
- ☐ Begin certificate ceremony.
 - TL = “Christ is counting on you” “I am counting on Christ”
 - ATL = gives certificate
- ☐ Begin Testimonies (2 questions + 2 team examples) – Place questions on podium
- ☐ Communion Service - SD
- ☐ Hand out Agape Bags

- ☐ Pack + Depart for Homes – Thanks for your hard work

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 #C-5, C-7 (both will be needed at the facility and load back on the trailer), # L-1, #L-2, #L-3, #L-4, #L-5 (these 5 will be needed at the lodging location **DO NOT TAKE THESE 5 BOXES INTO THE JAIL/PRISON**)

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 # L-1 for use in decorating the bags.

- ☐ For each of the tables, a third zip-loc bag will contain **name tags**. Leave the name tags blank and 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 # C-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 # L-5.
- ☐ Set-up dying moments bowl from plastic box # L-1.
- ☐ After service, dispose of any unused bread, clean communion utensils, and pack into box # L-5.

Friday Lunch: Set-up lunch. Boxes # L-2, #L-3, and #L-4 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 #C-5.

Friday, before leaving for the facility, pack assembled table bags containing name tags, and cross bags (Branchville) into box #C-5. Load boxes #C-5 and #C-7 and First Aid box onto the trailer. **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 # L-2, # L-3 and # L-4. 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 – may require pencils without erasers)**
 - ☐ **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 #C-5.
- ☐ **Set up white 4-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) large crosses. Mark one by placing a small piece of tape 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.

Remind Agape team members to take snacks and drinks to the residents only during breaks or table discussions – not during any talks.

Section 3

Walk Participation

PROGRAM ACTIONS -- Continued

Group pictures are normally taken by a team member or a facility staff person. All residents attending the REC & all team members receive a 4"x 6" (or 5" x 8") picture. They are given to the Agape Team Leader. Put them with other Agape items (box # C-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).

Residents Begin Their Walk Friday evening after supper:

Introduction by the Lay Director

Music - Theme Song

Ideals Talk

Discuss Ideals Talk

God Is Calling Talk

Introduction of Agape Leader

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

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

Introduce Agape Team, Describe your role as 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.

Section 3 Walk Participation

PROGRAM ACTIONS -- Continued

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

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
Arrive at facility
Welcome Residents Return

**Bring First Aid Box to facility
Ask Table Leaders for list of residents.
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**

Section 3 Walk Participation

PROGRAM ACTIONS -- Continued

Sacred Scriptures Talk
ALD discusses Bibles

Bibles will be provided by the facility upon the residents request.

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

**Prepare at least 50 electric candles for the candlelight service later
Hand out large wooden crosses for prayers**

Prayer Talk

Discussion of Prayer Talk

**Hand out poster boards
Tell them to put table number and name on back.
More Drinks and snacks**

Christian Life Talk
Discussion of Christian Life Talk

**Hand out poster boards
Tell them to put table number and name on back.**

Section 3 Walk Participation

PROGRAM ACTIONS -- continued

Poster Party

Agape Team Leader: Come forward, state that some tables have created several posters, and that each table will select their best poster. The judges want to get a better idea about what your posters mean to better determine winners. So, we would like for each table 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. Each table will come up to the podium, give each table member's name, and then the presenter will discuss the table's poster.

It's important to tell them the 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.

Agape team passes out posters to each table and then remind each table they have only a few minutes to decide on their best poster. Agape Team leaves conference room.

(Return to the podium and ask each table to come forward, one at a time, to explain their poster. When the table is finished, keep the poster. After all have finished, then leave for deliberations.)

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 color; Award for most artistic birds, etc. Agape Team gives the selected posters to the tables.

After 10 - 15 minutes return with the awards. While holding each poster, the award is read aloud and presented to each table. Agape Team Leader praises all posters.

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

Dying Moments: Prepare utensils and bread bowl from boxes # C-2 & # C-6. Place juice in the chalice and the bread on the plate. Cover with napkins.

Communion: Remove communion trays, cup filler, plastic cups, and communion bread (“chicklets”) for communion from box # C-2. Fill communion with enough cups for all residents and team members. Place (1) piece of communion bread in each cup. Place another cup on top of the cup with the communion bread, fill each cup with juice using the cup filler.

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:

- ☐ (1) set of communion chalice/platter, juice, bread, and cover napkins

Please be sure two batteries have been inserted into each candle. Test each candle to make sure it lights.

Lead community attendees to the facility:

- ☐ Give (1) candle that works to each community attendee.
- ☐ Give Lay Director the “Cities List”.

COMMUNITY Candlelight Service

Pray with Residents

Section 3 Walk Participation

PROGRAM ACTIONS -- Continued

If there is not going to be a 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

Write letters
Sign Certificates

**Take note pads and pens, box # L-1
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
Include the group photo in each bag**

Marriage Talk

Agape Team continues filling Agape bags

Break

Hot and cold drinks, sweet and salty snacks

Section 3 Walk Participation

PROGRAM ACTIONS -- Continued

Christian In The World Talk
Discuss Christian In the World Talk
Music
Lunch

Check drinks and snacks

Beyond REC Talk
Break
(Prepare for Bible Ceremony)

Prepare final list of names by table.

Place signed certificates

**: 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 trays
with 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 #C-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 total 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

SAFETY EQUIPMENT

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
Trailer	1	Spare Tire
Trailer	1	Jack
Trailer	1	Lug Wrench
Trailer	1	Air Compressor
Trailer	1	Hitch Receiver
Trailer	2	Sway Bars
Trailer	1	First Aid/Key Box
Trailer	2	Magnetic Key Boxes
Trailer	1	36"x24" Curb Ramp
Trailer	2	Orange Cones

SECURING EQUIPMENT

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
Trailer	8	E-Track Ratchets/Straps
Trailer	12	S-Hook Ratchets/Straps
Trailer	5	Bungee Cords

ITEMS GOING TO THE JAIL/PRISION

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
Trailer	1	Wood Podium
Trailer	1	Wood Kneeler
Trailer	1	60" U bolt cart for soft drinks
Trailer	5	Emmaus Banners
Trailer	1	Case 12oz. Cups
Trailer	1	Case 8oz Cups
Cart A	1	60"x24" 4 Shelf Mobile Cart with Cover
A-1thruA-8	8	Empty Totes for Agape Supplies
Cart B	1	48"x24" Mobile Serving Cart with Electric Cord
B-1	1	100 Pot Coffee Maker
B-2	1	100 Pot Coffee Maker
B-3	2	Canisters Regular Coffee
	2	Canisters Decaf Coffee
	2	Rolls Paper Towels
	2	Measuring Scoops
	2	Timers (Except Branchville)

ITEMS GOING TO THE JAIL/PRISION (Cont.)

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
B-4	500	Sugar Packets
	500	Creamer Packets
	250	Sweet & Low Packets
	500	Coffee Stir Sticks
B-5	6	Coffee Pitchers
B-6	6	Coffee Pitchers
B-7	12	Water Pitchers
Cart C	1	60"x24" 4 Shelf Mobile Cart with Cover
	40	Sheets Poster Board
	1	Jesus Picture Behind Bars
C-1	1	Candle Light Communion Set
	1	Day Spring Chalice/Plate
	2	Brass Serving Trays
	500	Communion Cups
	1	Box Communion Bread
	1	Cup Filler
	10	Serving Gloves
	10	White Napkins

ITEMS GOING TO THE JAIL/PRISION (Cont.)

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
C-2	1	Facility Communion Set
	1	Day Spring Chalice/Plate
	2	Brass Serving Trays
	500	Communion Cups
	1	Box Communion Bread
	1	Cup Filler
	10	Serving Gloves
	10	White Napkins
C-3	1	Tool Box with Tray
	80	Candles
	160	AA Batteries
C-4	80	Resident Booklets
	80	Pencils (Check with Facility)
	80	Pens (Check with Facility)
	1	Pencil Sharpener
	1	Roll Trash Bags
	8	Poster Boxes (2 Pencils, 12 Color Pencils, 10 Markers)
	10	Hand Sanitizers
		(Except Branchville)

ITEMS GOING TO THE JAIL/PRISION (Cont.)

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
C-5	Per Walk	Color Yarn Lanyards
	Per Walk	Wooden Name Plates
	Per Walk	White Agape Bags
	1	Address Stamp
	8	Large Ziploc Bags
	8	Small Ziploc Bags
	1	Folder Agape Letters
	1	Boxes Poster Certificates
	1	Each Podium Laminate (Prayer/2 Questions)
	Per Walk	Chains & Crosses (Branchville only)
C-6	3	Small Wooden Crosses
	8	Large Wooden Crosses
	1	Large Bowl for Dying Moments
	1	Box Serving Gloves
C-7	Per Walk	Agape Handouts (Need Facility Approval)
C-8	12	Boxes Kleenex's
C-9	10	Rolls Paper Towels

ITEMS GOING TO THE JAIL/PRISION (Cont.)

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
C-10	60	9x12 Aluminum Pans
C-11	1	Miscellaneous Supplies
	2	Disinfecting Wipes
	4	Rolls Trash Bags
	3	Rolls Duct Tape
	1	Clip on Podium Light
	2	Rolls Masking Tape
	1	Roll Caution Tape
	6	Light Bulbs for Jesus Picture
C-12	10	Large Print Bibles
	10	Spanish Bibles
	2	Bibles
	2	Cases Bibles (24 Count)
C-13	1	Foot Washing Supplies
(Except Branchville)	4	Large Bowls
	50	White Towles
	10	Lotion
C-14	8	Cloth Table Cloths
(Except Branchville)	8	Flower Vases

ITEMS GOING TO THE JAIL/PRISION (Cont.)

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
Cart D	1	48"x24" Serving Cart
	1	2 Step Ladder
	3	Large Coolers
D-1	1	Serving Utensils
	3	Ice Scoops
	12	Serving Spoons
	12	Tongs
	1	Ice Scream Scoop
	1	Scraper
	1	Box Serving Gloves
D-2	600	Napkins
	500	6" Saucers
D-3	150	Divider Plates
	250	Spoons
	250	Forks (Per Facility)
D-4	500	Bowls
	500	Salt Packets
	500	Pepper Packets

ITEMS GOING TO THE JAIL/PRISION (Cont.)

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
Chair Carts	3	48"x24" U-Bolt Carts
S-1	21	Metal Folding Chairs
S-2	25	Metal Folding Chairs
	1	4' Lifetime Table
S-3	25	Metal Folding Chairs
	1	4' Lifetime Table
Table Cart	1	27"x60" Table Cart
T-1	8	60" Round Lifetime Tables
	2	96x30 Lifetime Table

Lodging Supplies

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
Trailer	2	50 Pot Coffee Makers
L-1	1	Box Poster Supplies
	2	Agape Letter Tablet for Team
	1	Box Agape Envelopes for Team
	8	Pens
	1	Hand Sanitizer
	1	Box Kleenex
	1	Box Serving Gloves
	1	Large Bowl for Dying Moments

Lodging Supplies (Cont.)

<u>LOCATION</u>	<u>QUANTITY</u>	<u>ITEM</u>
L-2	1	Container Regular Coffee
	1	Container Decaf Coffee
	2	Measuring Scoops
	2	Timers
	200	Sugar Packets
	200	Creamer Packets
	250	Sweet & Low Packets
	200	Coffee Stir Sticks
	1	Roll Plastic Wrap
L-3	250	Napkins
	150	Divider Plates
	150	Bowls
L-4	100	Spoons
	100	Forks
	150	6" Saucers
	1	Roll Trash Bags
	1	Roll Paper Towels
L-5	1	Communion Plate/Chalice
	10	Napkins
	1	Hand Sanitizer

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

Miscellaneous Support Information

Purchasing Guide

Continued

☐ Trailer Stephanie Renyolds 502-333-5048

Stephanie will let your Lay Director and/or you know when your Agape team will help stock the trailer.

People who pull trailer:

Mike Heitkemper	(842) 596-4604
Tom Dennison	(812) 596-4390
Tim Lorentzen	(812) 373-6749
Ken Sherrard	(812) 267-2721