

## FOOT WASHING MATERIALS PREP

### QUICK REFERENCE

- TEAM: Yellow
- PREP TIMES:
  - Part I: Before the Weekend
  - Part II: Saturday PM, after Attendees are dismissed for bed
  - Part III: Sunday AM, just before Worship
  - Part IV: Sunday AM, as the Foot Washing Talk begins
- PREP LOCATION: Site specific, check with AWL
- DELIVERY TIMES: Sunday during the Foot Washing Talk/Exercise
- DELIVERY LOCATION: Main Meeting Room

### MATERIALS NEEDED

#### ***Box #10: Foot Washing***

- Roaster and Lid
- Plastic Water Pitcher
- Rubber Gloves
- Pot Holders
- Two Bins with Small Oil Bottles
- Large Oil Bottle
- 3 Serving Trays
- Wet Wipes

#### ***Box #W7: WATC Foot Washing Cloths***

- Wash Cloths
- Clear Plastic Towel Plates
- Mesh Laundry Bag

#### ***Also Needed***

- Water Source

### MATERIALS PREP

MC will deliver boxes to PREP LOCATION Saturday PM after Attendees are dismissed for bed.

## Part I: Before the Weekend

Familiarize yourself and team with the information in this document – there are many details!

### Identify Possible Team Member Roles *(can be finalized on weekend)*

- **The Materials Prep Leader – i.e. Yellow Team Lead**
  - Oversees the materials prep, ensuring everything is ready to go when needed
- **Timer – Team Member to monitor the progress of the talk**
  - Monitors progress of talk and prompts the Yellow Team to get ready for the next delivery
  - Needed: Copy of the Footwashing Ritual Talk in hand before the weekend, notes times delivering and collecting materials
- **Delivery Team– Everyone else on the Yellow Team**
  - Materials are delivered and collected at four separate times
- **Complete the “WATC Foot Washing - Math Calculations Worksheet”**
  - This worksheet helps the Team Lead determine quantities needed for wet/dry cloth sets, Plastic Towel Plates and Small Oil Bottles.
  - NOTE: Verify whether SGLs with an even number of attendees will participate with another staff member.

## Part II: Saturday after Attendees are dismissed for bed

### Cloths Prep

- Using Calculation Worksheet totals, count out the cloths needed from Box #W7  
NOTE: Women have cloths separate from the men; *do NOT use cloths from Box #10.*
- Fold each cloth in half and roll; separate into two even groups for WET/DRY
- Add five extra cloths to the WET group.
- Speaker Tray: Put on DRY clothing on a serving tray with a Small Oil Bottle.  
NOTE: *one WARM WET cloth will be added at the last minute to the tray just before the Speaker/Model needs the materials*
- **Prepare Dry Cloths** – Divide cloths into four equal sets
  - SET 1 and 2 will be delivered to each side of the horseshoe during Round 1
  - SET 3 and 4 will be delivered to each side of the horseshoe during Round 2
  - To prep, place SETS 1 & 2 on one end of separate serving trays, leaving room for wet cloths to be added on Sunday morning. Set aside SETS 3 & 4.
- **Prepare Wet Cloths**
  - Using the plastic pitcher, dampen each cloth, wring out the excess, and place cloths in Roaster Pan.
  - Pour a little extra water in the bottom of the pan so the cloths don't burn while they heat up. The wet cloths are now ready to be heated in the morning.
- Prepare Small Oil Bottles and Plastic Towel Plates
  - Refer to the Calculation Worksheet to determine quantities needed

- Divide the Plastic Towel Plates into two equal stacks
- Divide the Small Oil Bottles into two equal groups, and place each set in a small bin for delivery. NOTE: Temporarily remove the plastic dividers in the bins so it goes faster to distribute the bottles; return the dividers to the bins for storing bottles after the Process is over)

**CHECKLIST - BEFORE GOING TO BED YOU SHOULD HAVE:**

- One Serving Tray with a dry rolled cloth and a small bottle of oil set aside for Speaker
- Two trays of dry rolled cloths ready for ROUND 1
- Two groups of dry rolled cloths set aside for ROUND 2
- Roasting Pan filled with wet rolled cloths (to be plugged in and turned on in the morning)
- Plastic Towel Plates, counted out to the correct quantity and divided into two equal stacks
- Small Oil Bottles, counted out to the correct quantity and divided into 2 small delivery bins

**Part III: Sunday just before Worship**

- Warm Up Wet Cloths
  - Verify there is a little extra water in the bottom of the Roaster so cloths don't burn
  - Plug the Roaster Pan in, cover with lid and turn on (adjust heat as necessary)
  - Monitor the cloths throughout the morning, ensuring they don't burn
  - Add more water to bottom of pan and/or adjust heat as necessary

**Part IV: Sunday as the Foot Washing Talk begins**

- Yellow Team gathers in the PREP LOCATION
- Review team member roles and prepare for materials delivery
  - **Yellow Team Lead** stays in the PREP LOCATION
  - **Timer** stays by the door of the Main Meeting Room
  - **Delivery Staff** stays in the PREP LOCATION when they are not delivering items

**MATERIALS DELIVERY**

- **STEP 1: Speaker Tray**
  - **Timer** listens for **CUE**: *“At this time we are going to do what Jesus told his disciples to do. We are going to wash each other’s feet...”* and lets the team know that the Speaker is ready for her tray of materials.
  - **Yellow Team Lead** adds one wet cloth to the Speaker serving tray
  - **Delivery Team** member silently delivers the tray to the front of the room

- **STEP 2: ROUND 1**

- Immediately after tray is delivered to the Speaker, prepare for ROUND 1 delivery
- **Yellow Team Lead** transfers the warm wet cloths to the two prepared Serving Trays. Equal number of DRY/WET cloths on each end.
- **Delivery Team** gathers the materials and *SILENTLY* lines up in two lines outside the room
- Each line should distribute:
  - half of the plates
  - one bin of oil bottles
  - one serving tray of WET/DRY cloths (use rubber gloves).
- **Timer** listens for **CUE**: *“At this time, please partner with another person from your small group. Decide who will receive first. The staff will bring the materials to you now.”* Watch and wait for the attendees to settle; quietly open the door to the room.
- **Delivery Team** silently goes to the front of the room to distribute materials along the inside of the horseshoe, exiting through the gap in the chairs.
  - Plastic Towel Plates are set on the floor next to the woman sitting on the floor. All other items should be placed on the Plastic Towel Plates.
  - Bring empty Serving Trays and Oil bins back to the PREP LOCATION.

- **STEP 3: ROUND 2**

- Load the two Serving Trays with DRY cloths for Round 2
- **Timer** listens for **CUE**: 5 minutes in... *“now switch to the other foot,”* and lets the team know that it’s time to prepare for ROUND 2 delivery.

**Finish PREP for ROUND 2**

- Yellow Team Lead** transfers the warm wet cloths to the two prepared Serving Trays. Equal number of DRY/WET cloths on each end.
- **Delivery Team** gathers their materials in hand as detailed below and *SILENTLY* lines up in two lines outside the Main Meeting Room. *For each Line*:
    - One set of staff has Serving Tray to gather used wet and dry cloths (use rubber gloves, leave the Towel Plate and Oil Bottle)
    - Another staff has the Serving Tray with fresh dry/wet rolled cloths (use rubber gloves to distribute)
  - **Timer** listens for **CUE**: *“Now go ahead and switch places. The staff will bring you a new set of towels.”* Watch and wait for the attendees to settle; quietly open the door to the room.
  - **Delivery Team** silently goes to the front of the room to collect/distribute materials along the inside of the horseshoe, exiting through the gap in the chairs. Silently return to the PREP LOCATION when finished.

- **STEP 4: Gather Remaining Materials**

- After about 8 minutes into the 2nd Round, the **Delivery Team** lines up outside the room in two lines. *For each line:*
  - Serving Tray to gather used wet and dry cloths for women(use rubber gloves)
  - Small bin to gather Small Oil Bottles and Plastic Towel Plates
  - **Timer** retrieves tray from the Speaker
- **Timer** listens for **CUE**: The Speaker will announce the end of the exercise and facilitate a transition to journaling.
- **Delivery Team** silently re-enters room and collects all remaining materials; return to PREP LOCATION.

### CLEANUP

- Place all used cloths in mesh laundry bag
- If Small Oil Bottles need refilling, use the large oil bottle and funnel to do so
  - Wipe down outside of oil bottles with wet wipes if needed and store neatly in small bins with plastic dividers to keep the bottles upright
- Dry out Roaster and Lid, place in Box #10 first with lid upside down in roaster
- Wash or wipe down trays and Plastic Towel Plates as needed
  - Ask the MC for a dish brush, soap and dish towel if needed
- Return clean items to Boxes #10 and #W7
- Complete Inventory Sheets and leave inside Boxes
- Return Mesh Laundry Bag with cloths, Boxes #10 & #W7 to the Material Storage Room