

Assistant Lay Director

Before the First Team Meeting:

- Pray often for guidance, discernment and a servant's heart. Consult with the LD and agree on duties.
- Assemble team manuals.
- Assist the LD in choosing the remaining team members (other than clergy). LD should make all contacts.

During Team Meetings:

- Assist training Table Leaders.
- Assist LD and Wheat Leader faithfully.
- Ensure the team list is accurately completed showing members' names as they appear on their driver's license or other documents the prison may require for official identification including:
 - Name
 - Social Security Number
 - Phone Number
 - Complete mailing address
 - E-mail address
 - Date of Birth
- Mail the list to the current Board Chairperson as soon as possible after the final team formation meeting.
- AD and ALD will have the outline of each talk and one will be present at every talk preview.

Before the REC Weekend Begins

- Residents should be assigned to a table if a list can be obtained from the prison chaplain. (The list may not be available until the first day of the weekend.)
- When the assignments are made, try to ensure they are not with residents in the same unit and tables have equal numbers of residents.

During the REC Weekend

- Serve as time keeper. Tell the LD if the walk is on schedule, and the LD will determine how to compensate the time.

- The AD or ALD will listen to all talks during the REC and determine omissions or inaccuracies needing correction. They can be corrected in later talks or during announcement times as determined by the LD.
- Communicate with the LD and the Wheat Team Leader concerning any change in the schedule. The ALD is in charge of coordination throughout the weekend.
- The ALD should discretely inform speakers and introducers when they will be escorted to the prayer chapel (preferably 10 to 15 minutes before the talk).
- The ALD or a Prayer Chapel assistant can serve as an escort to the prayer chapel and then the podium.

After the REC Weekend

- Attend the REC monthly reunions.
- Pray for all residents and members of the team.

Be flexible and willing to serve where needed!