

EVALUATION OF WALK TO EMMAUS WEEKEND

DATE: _____

LOCATION: _____

COMMUNITY: _____

(The Upper Room Handbook on Emmaus and the Directors Manual are hereafter referred to as "HB" and "DM")

THURSDAY: The aim of this night is to let the pilgrims meet and greet others with whom they will journey; to hear a description of what lies before them; and, in a time of spiritual retreat, to prepare them selves inwardly for the three-day Walk that formally begins the following morning.		
EVENT	REFERENCE	COMMENTS
(7:30 pm) Send-Off	<i><u>P76 HB & P93 DM</u> - When all pilgrims are present, LD calls out names of pilgrims with pilgrims repeating their name back; making no distinctions between pilgrims and team members.</i>	
Send-off Song	<i><u>P93 DM</u> - The Emmaus Community serenades them with a lively song.</i>	
Conference Room/New Friend Introduction	<i><u>P94 DM</u> - ALDs model a new friend by telling name, church, family, and interesting fact. Name of church may be omitted if that information seems divisive.</i>	
Sponsor's Hour	<i><u>P76 HB</u> - The sponsors and community gather in chapel for prayer for the pilgrims. A lay person leads this service. No communion is offered at this time.</i>	
Were pilgrims' crosses held and prayed for by sponsors?	<i><u>P152 DM</u> - Cross ceremony script tells pilgrims their crosses have been held and prayed over by their sponsors.</i>	
(8:00 pm) Lay Director Talk - was script followed	<i><u>P95-100 DM</u></i>	
(8:15 pm) Was the Thursday night DVD shown?	<i><u>P77 HB</u> - The Thursday night film helps the walk get off to a solid, non-threatening start, while removing team members from the spotlight of performance.</i>	
Did Spiritual Director and Lay Director follow scripts in chapel service?	<i><u>P101-102 DM</u></i>	
How was music handled at close of chapel?	<i><u>P104 DM</u></i>	
(10:30 pm) How was the Team Meeting conducted?	<i><u>P77 HB</u> - Thursday night's Team Meeting should be brief and respects the call to silence. Finalize table assignments for Friday, briefly review Friday's flow, and end in prayer including special</i>	

	<i>mention of next day's speakers.</i>	
Was silence observed?		
Were lanyards being worn by Team members?	<i><u>P70 HB</u> - Team members do not wear their Emmaus crosses or any special Emmaus clothing that distinguishes them as Team members.</i>	
Were support committee members observed by Pilgrims?	<i><u>P55HB</u> - The basic guidelines for persons serving in any support role is to serve humbly, selflessly, and invisibly, insofar as that is possible. These roles are exercises in anonymous servanthood and are not occasions for outward recognition by the Team or by pilgrims.</i>	

FRIDAY: <i>The theme for this day is "Focus on God and the Grace He offers"</i>		
EVENT	REFERENCE	COMMENTS
Was silence still being observed?		
(7:15 am) How was morning chapel conducted? Was script followed?	<i><u>P105-109 DM</u></i>	
Was the communion service conducted according to the purple worship book?	<i><u>P78 HB</u> - This service is conducted in a simple, straightforward manner from the liturgy in the worship book without singing or passing the peace. The rule of silence does not mean the Communion Service should be conducted without spoken liturgy.</i>	
(8:00 am) Was there a prayer before breakfast by the Lay Director?	<i><u>P79 HB</u> - Breakfast on the first day begins in a way that is natural for everyone; with a prayer by the Weekend Lay Director.</i>	
(9:00 am) Was Lay Director script followed in the assignment of table families?	<i><u>P110-112 DM</u> - Table names: Matthew, Mark, John, Paul, Peter, Thomas B Sarah, Anna, Esther, Martha, Mary, Naomi, Ruth</i>	
(9:15 am) Priority: talk comments and length of talk/ was outline followed?	<i><u>P26, 28 HB</u> - An experienced ALD gives the "Priority" talk.</i>	
Was "Priority" talk introduced by a simple prayer?	<i><u>P112 DM</u> - The speaker is to begin this talk with a simple prayer (not the Prayer to the Holy Spirit).</i>	
Group picture taking	<i><u>P113 DM</u> - Group photo is only of the Conference Room team and Pilgrims.</i>	
(11:00 am) Music	<i><u>P113 DM</u> - Musicians teach the group to sing:</i>	

begun to be taught? Meal Graces and De Colores explained and taught?	<i>the song for introducing talks, De Colores, and meal graces. Share the history of De Colores.</i>	
Introduction of talks handled according to the model:	<i>P113 DM – "Gentlemen/Ladies, with a clean sheet of paper, high idealism ..."</i>	
(11:15 am) "Prevenient Grace" talk comments and length of talk/was outline followed?	<i>P26 HB - Talk given by ASD.</i>	
Were breaks protected?	<i>P94-95 HB - The schedule also takes into account the need for the pilgrims to take breaks, to rest, and to sleep. Leaders should respect the pilgrims: need for unstructured time, and they must work to protect the allotted time for breaks, recreation, reflection, and sleep so the pilgrims will remain alert and refreshed for the Walk.</i>	
Were the pilgrims told how long their breaks were?	The walk leadership has a tendency to play games with the pilgrims about the length of the breaks. The Upper Room recommendation is to tell them exactly how long their breaks are.	
(1:45 pm) "Priesthood of All Believers" comments and length of talk/was outline followed?	<i>P27 HB - Talk given by TL or ATL</i>	
(3:00 pm) "Justifying Grace" comments and length of talk/was outline followed?	<i>P27 HB - Talk given by ASD</i>	
Were agape and the prayer vigil introduced during "Justifying Grace"?	<i>P80 HB - Agape is introduced in the last part of the talk on "Justifying Grace". Table agape first appears at the supper table Friday evening. After that it may also appear on beds if in dorm setting.</i>	
(6:30 pm) "Life of Piety" talk length and comments/was outline followed?	<i>P27 HB - Talk given by TL/ATL</i>	
Was three-legged stool/ tripod introduced during talk?	<i>P3 of expanded talk outline refers to the speaker introducing the tripod or stool image.</i>	
Chapel time after "Life of Piety": was script followed?	<i>P115-119 DM</i>	
(8:30 pm) Posters and	<i>P79 HB - The sharing of talk summaries and</i>	

summaries party comments	<i>representations is an enjoyable time for creatively summarizing the day through each table's insights and images of the five talks.</i>	
(10:00 pm) Friday night chapel time	<i><u>P79 HB, P119-22 DM</u> - As the day comes to a close during night prayer in the chapel, the SD reviews the message of the day and assures the participants that no pat responses are expected of them.</i>	
How was music handled in the chapel?	<i><u>P122 DM</u> - Meditative solo before dismissal for bed.</i>	
(10:30 pm) Friday night Team meeting comments	<i><u>P80 HB, P123 DM</u> - The Team meeting is not a time to gossip or to violate the pilgrims' confidences. The aim is to celebrate the day. The agenda is to review the day's dynamics and check up on each table family. The meeting should close with prayer that includes praying for the remaining speakers for the weekend (since there is no Team meeting on Saturday night).</i>	

SATURDAY: <i>The theme for today is "What is your response to Jesus?"</i>		
EVENT	REFERENCE	COMMENTS
(7:30 am) Morning chapel time	<i><u>P81 & P125-128 DM</u> - Saturday begins with morning prayer in the chapel. The Weekend SD arranges for the meditation on "Four Responses to Christ" sharing with other clergy.</i>	
Was script followed?	<i><u>P124-129 DM</u></i>	
(8:45 am) "Grow Through Study" length and comments/was outline followed?	<i><u>P27 HB</u> - Talk given by TL or ATL</i>	
Was script after "Grow Through Study" followed by LD?	<i><u>P130-131 DM</u></i>	
(10:15 am) "Means of Grace" length and comments/was outline followed?	<i><u>P27 HB</u> - Talk given by SD</i>	
(11:15 am) Length of "Dying Moments" service and how conducted?	<i><u>P82-84 HB, P132-134 DM</u> - These pages in the manual give a complete explanation of the "Dying Moments" service.</i>	
Was long break protected after lunch?	<i><u>P84 HB</u> - The schedule indicates a long break following the lunch period, the longest break of the weekend, and this time must be preserved. This break is not the time to make up lost time in the schedule.</i>	

(2:00 pm) Question and answer period for clergy - how handled?	<i>P84-85 HB - Discussion on "Means of Grace" is completely self-explanatory with regard to what should take place during the question and answer period after the pilgrims return to the Conference Room after the long break.</i>	
Effectiveness of clergy answers		
Were chapel visits explained?	<i>P85 HB, P135-136 DM - There is a complete explanation of the process and rationale for the chapel visits by tables. These chapel visits can begin after the pilgrims return to the Conference Room and the process is explained. The chapel visits should conclude after the "Discipleship" talk or on Sunday morning (chapel visits are taken during the available breaks and poster time - not during the discussion time. This is a change from what the DM says on page 86).</i>	
Did all tables take advantage of the chapel visits?		
(3:00 pm) "Christian Action" length and comments/was outline followed?	<i>P27 HB - Talk given by TL or ATL</i>	
(4:30 pm) "Obstacles to Grace" length and comments/was outline followed?	<i>P27 HB - Talk given by ASD</i>	
Was Saturday dinner more special? Describe.	<i>P86 HB - Saturday evening dinner is made celebrative with table and dining room decorations, a more elaborate meal and service, and after-dinner entertainment.</i>	
Entertainment - how handled?	<i>P86 HB - Entertainment consists of 15-20 minutes of music, drama, or humorous skits prepared by members of the Emmaus community or kitchen crew. No special introductions are made of this group of people.</i>	
(7:00 pm) "Discipleship" length and comments/was outline followed?	<i>P27 HB - Talk given by TL/ATL</i>	
(9:55 pm) Candlelight conducted by the community	<i>P86 HB - A complete description of the Candlelight service is explained.</i>	
"Jesus, Jesus" song used?	<i>P87 HB - The correct wording of the song is written as "Jesus, Jesus, can I tell you how I feel. You have given me your Spirit. I love you so."</i>	
Were the pilgrims moved to the chapel		

in silence after the community left?		
Explanation of Candlelight by Spiritual Director to pilgrims in chapel	<i>P87-88 HB - There is a section entitled "Prayer Following Candlelight" that clearly explains what the chapel service should be like.</i>	
Examination of Conscience and chapel time	<i>P87-88 HB; P139-140 DM - This section needs to be read and studied so that this very important service is conducted properly. There is an explanation of how to begin and end the service in the Handbook and Directors Manual.</i>	
Describe the "Agape Refreshments" after Candlelight	<i>P82 HB; P141 DM - This part of the weekend should be kept very simple. "Following INFORMAL REFRESHMENTS AND FELLOWSHIP, the pilgrims go to bed."</i>	
Team Meeting?	<i>P82 HB - Normally there is NO team meeting on Saturday night.</i>	

SUNDAY: <i>The theme for today is the fellowship of the Holy Spirit and our being sent forth to be the church wherever we are.</i>		
EVENT	REFERENCE	COMMENTS
(6:45 am) Sunday morning wake up	<i>P89 HB - The upbeat spirit of Sunday morning wake-up focuses especially on starting the day as disciples of a risen Lord.</i>	
(7:30 am) Morning chapel	<i>P143-147 DM – "The Humanness of Jesus" - shared if possible by all clergy</i>	
Was script followed?		
(8:50 am) "Changing Our World" length and comments/was outline followed?	<i>P27 HB - Talk given by ATL/TL</i>	
(10:00 am) "Sanctifying Grace" length and comments/was outline followed?	<i>P27 HB - Talk given by ASD</i>	
(11:00 am) "Body of Christ" length and comments/was outline followed?	<i>P27 HB - Talk given by TL/ATL</i>	
(1:30 pm) "Perseverance" length and comments/was outline followed?	<i>P27 HB - Talk given by Weekend Lay Director</i>	
Were Reunion Groups effectively	<i>P90 HB - The Handbook explains the different ways in which the Reunion Group can be</i>	

explained and demonstrated?	<i>introduced.</i>	
(2:30 pm) "Fourth Day" length and comments/was outline followed?	<i><u>P27 HB</u> - Talk given by ALD</i>	
(3:20 pm) Points to remember by Spiritual Director	<i><u>P90 HB</u> - The section entitled "Reviewing the Pilgrims' Information Packet" gives the necessary information.</i>	
If necessary, were chapel visits by table completed on Sunday?	<i><u>P149 DM</u></i>	
(3:30 pm) How were agape letters introduced?	<i><u>P91 HB</u> - The section entitled "Individual Agape Letters" explains the introduction of the letters and the time following.</i>	
How many agape letters were pilgrims given in their packets?	<i><u>P61 & 91 HB</u> - Personal agape letters are letters written to individual pilgrims by those who are close to them. More important than the number is the quality of the letters. Sponsors should aim for 8 to 12 letters from family and close friends.</i>	
Were the pilgrims left in the Conference Room with their TL/ATL to read their letters?	<i><u>P91 HB</u> - Refers to team members tending to their own letters and giving the pilgrims personal space to read their letters without interruption. But pilgrims are intended to stay with their table family</i>	
(4:15 pm) How was "Cross Ceremony" conducted?	<i><u>P92 HB, P152 DM</u> - "Presenting the Service Card and Emmaus Cross" section has a detailed explanation of how this service is to be conducted.</i>	
Was it clearly explained about the two questions that need to be answered at the Closing?	<i><u>P92 HB</u> - The pilgrims are then given instructions for going to Closing and sitting by tables and are reminded to be thinking about the two questions to which they may respond: "What has the weekend meant to me?" and "What am I going to do about it?"</i>	
Did two people model answering the two questions?	<i><u>P93 HB</u> - Though this time is not for team witness, the Weekend Lay Director asks two team members to model answering the two questions as they pertain to the current weekend. This modeling of the two questions may be done at the end of the cross commissioning service, rather than in the closing with the community.</i>	
(4:40 pm) Closing conducted	<i><u>P92-93 HB, P153-155 DM</u> - The section entitled <u>ⒶThe Closing</u> is clear about the process and order of the closing service.</i>	
Was the sharing of the pilgrims done in "open mike" style?	<i><u>P93 & 155 HB</u> - References taping the two questions to the lectern for pilgrims to have for ready reference. P155 of DM shows the words of</i>	

	<i>the LD in introduction of "open mike" style.</i>	
Introduction of the Team?	<i><u>P93HB, P154 DM</u> - Introduction of the Team is done per the script of the walk Lay Director.</i>	
Was Servant Team introduced?	<i>The support personnel should not be introduced other than standing with the rest of the community when the various participants are recognized for participating in the 72-hour prayer vigil, providing gifts of agape or food, attending candlelight, etc.</i>	
Were the pilgrims made to feel like they had to speak?	<i><u>P155 DM</u> - Pilgrims should not be forced to speak at Closing unless they feel led by the Holy Spirit to do so.</i>	
How was the hand cross presented to the Weekend Lay Director and by whom?	<i><u>P93 HB, P155 DM</u> - ...introduction of the Community Spiritual Director for presentation of the Emmaus hand cross to the Weekend Lay Director on behalf of the community ...</i>	
How was the Closing worship service conducted and by whom?	<i><u>P93 HB</u> - Traditionally the Community Spiritual Director is celebrant for the closing service of Holy communion. Sometimes the Community SD of the Board of Directors will assign this responsibility to the Weekend SD if the Community SD is unavailable.</i>	

GENERAL INFORMATION		
Number of Pilgrims on the Walk	<i><u>P149 HB</u> - The Board of Directors determines the number of Pilgrims for each walk. The schedule is best suited for 36 pilgrims.</i>	
Number of pilgrim/team tables?		
Makeup of Conference Room Team (list number of team members)	<i><u>P26-27 HB</u></i>	
Lay Director		
Assistant Lay Directors	<i>Did ALDs rotate duties each day of the Walk?</i>	
Table Leaders		
Assistant Table Leaders		
Spiritual Director	<i><u>P29-31 HB as revised by Upper Room document A Clergy Criteria for The Walk to Emmaus and Chrysalis® dated April 25, 2009 B</u> Do the weekend SD and ASDs meet the criteria specified in the referenced sources?</i>	
Musicians		
Board Representative		

Musicians	<i>How was music team organized? Was it designed for performance or leadership development?</i>	
Board Representative	<i>Was Board Representative busy with other duties? If so explain what.</i>	
Did SD spend the weekend on-site?		
Did ASD(s) spend the weekend on site?		
Is clergy team ecumenical? List denominations represented.		
How many clergy stayed on-site for the entire weekend?		
Explain the structure of the support committee	<i><u>P55-59 HB</u> - Explains the duties of the support roles</i>	
How many of support committee stayed on-site?		
Was there a Kitchen Crew?	<i><u>P56 HB</u>- Explanation of Kitchen support roles</i>	
When and where was Agape distributed?		
Was there an agape prayer chapel set up?		
Were pilgrims asked for personal prayer requests? If so, how?		
Was agape prayer chapel covered 24 hours a day or only during the waking hours of the pilgrims?		
If there was not an agape prayer chapel, was there a speaker prayer chapel?		
How was telling the pilgrims the length of breaks handled?		
How was the book table handled?		
How extensive was the book selection?		
Who determined what books were selected for the table? Were there Upper Room books available?		
Were themes used? The Emmaus Model calls for NO elaborate themes.	<i><u>P34 HB</u> - under Lay Director's checklist addresses this issue.</i>	

Altar enhancements used? No altar enhancements are to be used.		
What song was sung before each talk? "Sing Alleluia" is the preferred song and is printed in the purple worship books.		
How was the conduct of the leadership table during the table discussions?		
Was good sponsorship evident among the pilgrims? Explain.		
Is there a follow-up meeting planned?		
What is the plan for the formation of Reunion Groups?		

Additional comments and items that need to be addressed: