Assistant Lay Director Procedures

The primary purpose of the Assistant Lay Director is to help the Weekend Lay Director prepare the team before the Emmaus event and to make sure the event itself runs smoothly and on schedule. As much as possible, you will free the Lay Director from attention to details, serve as the timekeepers for the three days, and anticipate preparation for each aspect of the Walk. Be a servant, knowing that God’s love is demonstrated through your servant leadership and teamwork.

This guideline gives you general information and a checklist/timeline to help you accomplish your service.

General Information

**Responsibilities: Pre-Walk**

* Pre-Walk meetings with Lay Director (LD)
	+ Review responsibilities
	+ Begin to work on duties for each Assistant Lay Director (ALD)
	+ Develop agenda for team meetings (include team and Table Leader (TL) training)
* Prepare your talk for preview
* Assist the Lay Director in leading team meetings
	+ Arrive early to set up meeting room; have available routine supplies
	+ Keep the talk preview session on schedule as agreed upon with the LD, which offers excellent practice for the three days
	+ Assist speakers with visual aids
	+ Escort speakers out of the room following a preview, and remain with them during discussion time. At pre-walk team meetings, speaker’s prayer partner may join you, but this does not happen on walk weekend.
* Help build a sense of community
	+ Get to know all team members
	+ Make yourself available to team members, especially first-timers, to help with talks, offer support and share ideas
	+ Encourage a spirit of agape and prayer by example
	+ Serve other team members at all times
* Before the Walk Weekend, meet with the Lay Director and Spiritual Director (SD) to review every aspect of the three-day schedule.
* List the chair person of each support area here for quick reference:

Agape Meal Service

Banners Prayer Chapel

Candlelight Refreshments

Closing Setup/Take Dn.

Closing Ref. Sponsors Hour

House/Regis Worship

Literature **Weekend Support Coord**.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is important to know the chair person of each area of support responsibility. Throughout the walk weekend, **communicate with the** **Weekend Support Coordinato**r on all matters. The individual chairpersons should be contacted if the Weekend Support Coordinator is unavailable.

**Responsibilities: Walk Weekend**

* Carry out your assignment and role each day. The LD should have the ALDs rotate responsibility for these areas daily in order to enhance learning and experience. The responsibilities are generally divided as follows:
	+ - One ALD is responsible for general coordination within the *Conference Room*, works as timekeeper, sets up podium area with speaker talk and visual aids, shares the job of introducing talks with the Lay Director, and monitors the flow of the Walk according to the Three-Day Schedule. The code used throughout this document for these responsibilities will be CR/ALD.
		- A second ALD is responsible for general coordination with the *Prayer Chapel* and Worship, notifies speakers to get dressed, double checks with speakers to be sure talk materials have been placed in the Conference Room for talk set up, accompanies them to the Chapel, joins others in prayer, returns to the Chapel with speakers after their talk for additional prayer, and helps present general agape letters and banners. The code used throughout this document for these responsibilities will be PC/ALD.
		- A third ALD is responsible for general communications with *Refreshments and Meal Service*, makes general announcements and presents agape and banners in the Dining Hall, runs errands, finds stragglers, and escorts table groups to prayer on Saturday. The code used throughout this document for these responsibilities will be DH/ALD.
* Give assigned talk
* Follow the Three-Day Schedule closely while being flexible for special needs and a sense of natural flow.
* Serve as liaison with behind-the-scenes support persons
* Two ALDs will be selected by LD to provide an example of how to respond to the two questions asked at Closing. This example should be presented after the Cross Ceremony in the Conference Room prior to Closing.

**Three Day Schedule:** The Three-Day Schedule takes into account the need for the Pilgrims to take breaks, rest and sleep. The schedule serves as a guide and a goal. On the whole, the schedule can and should be kept. At the same time, there should be flexibility so the Pilgrims do not feel pressured and regimented. The ALDs should be sensitive to the needs of the moment and adjust the schedule wisely in concert with LD. Be sure to bring an **alarm clock** **and flashlight** to Camp.

**Team Manuals:** Each member in the Conference Room has a Team Binder. These binders are to be used by all walk teams and it is important to be sure all are returned at the end of the weekend. Designate one ALD to be responsible for being sure that the binders are returned at the end of the weekend. Use the sign-out sheet provided by the LD to track these binders. Once collected, they should be given to the LD for return to the Team Selection Committee.

Note

**Agape Announcements:** There are several forms of agape given by Emmaus communities:

* 72-Hour Prayer Vigil is posted Friday afternoon following the talk on Justifying Grace. The Prayer Vigil is a tangible sign of the loving support of many who have pledged to interrupt their schedules to pray for the Walk.
* Community Agape Letters are sent from Emmaus communities world-wide and first introduced on Friday afternoon after the Justifying Grace talk. Throughout the remainder of the weekend, these letters are shared little by little and are posted in the Refreshment Café for viewing. Once this agape has been announced, the Agape Chair will provide you with additional letters to be announced. These should be returned to Agape for posting in the Refreshment Café. “Agape In” and “Agape Out” envelopes are provided for you in the Conference Room to relay agape information. Those letters presented in the Dining Hall should be left on the podium for Agape to pick up and post.
* Table/Bed Agape is the endless variety of gifts that appear on the dining tables and beds throughout the weekend. An index card will be provided by Agape in both the Dining Hall and the Conference Room with the appropriate announcement information. A sample of the agape will be attached. These are disposable cards and you do not need to return them. These cards will be placed in the plastic heart agape box which will be located on a hook to the right of the main entrance in the Dining Hall.
* Banner Agape represents the many beautiful banners that have been prepared by the Emmaus communities. An index card will be provided by Banner Chair in both the Dining Hall and the Conference Room with the appropriate announcement information. In the Dining Hall, the card will be in the *heart agape box* and in the Conference Room it will be in the *Agape In* envelope. These cards are disposable and do not need to be returned.
* Personal Agape comes in the form of personal letters to the Pilgrims written by family members, friends and members of the Emmaus community. Agape will coordinate delivery with the ALD responsible for the Conference Room, and deliver these to the Conference Room at the appropriate time Sunday afternoon.

**Talks:** Priority and Fourth Day talks are given by ALDs. Also, an ALD will be assigned one of the other laity talks. Your talk is one essential element of the Walk weekend. It fits the progression and is synchronized with the other talks. **All** key points in the Outline should be presented along with your personal experience or story related specifically to the main idea of the talk. Each talk should present clearly the key points and inspire the Pilgrims to take action on what is presented. It should be approximately 20-25 minutes.

**Speaker Handouts**: Speaker handouts should not be presented to the Pilgrims in the Conference Room. They should be assembled by Agape and placed with the take home packet which is presented to the Pilgrims on Sunday afternoon. Do not reference handouts in your talk and remind the other speakers of the same. Consider having one ALD who will be responsible for collecting these handouts from all the speakers and getting them to Agape.

**Coordination:** Due to talk assignments, LD will adjust responsibilities when necessary to allow for appropriate coverage of all areas while you are preparing for and giving your talk.

**Applause/Sing Alleluia:** Note that it is intended there be no applause after any of the talks. Work with Music to set the routine of singing *Alleluia* after talks instead of allowing time for applause.

* After the Priorities talk, ALD should stand **immediately**, dim the lights and announce silent meditation.
* Beginning Friday, after Prevenient Grace talk, Music should be ready to **immediately** lead group in singing *Alleluia*. This should continue throughout the Walk Weekend.

**Dining Hall:** The Pilgrims should NOT be required to sing for meals. Meal Service must be ready before the Pilgrims approach the Dining Hall. The Pilgrims should not stand outside the Dining Hall awaiting entry.

**Literature (Book Table):** Servant Heart Emmaus will no longer sell books during the Walks.A Recommended Book List will be provided for the Pilgrims if they wish to procure books after the Walk Weekend. The Literature Committee will coordinate setting up a book table in Refreshments for the first break Saturday morning. This table will have “example” books for the Pilgrims to preview, but the books are not for sale and should not be taken out of the Refreshment area.

**Anonymous Servants:** Because the Conference Room is designed to be a cloistered unit, the Support Personnel should be anonymous (invisible) at all times.

* *Meal Service* personnel should not be visible when the Pilgrims come into the room, and must be out of sight until after the before-meal blessing. After the blessing, service will begin. Once service is completed, the Meal Service personnel should become invisible again. They should not be present for after-meal announcements or the after-meal blessing, nor should they be present for entertainment on Saturday night. *Before making after-meal announcements, check with Meal Service Chair to be sure they are through serving and are out of the room*.
* *Literature***:** The book table is to be prepared and maintained by Literature personnel, but these anonymous servants are not to be present in the room when Pilgrims arrive.
* *Refreshments***:** The refreshments/beverages are to be prepared by Refreshment personnel, but these anonymous servants are not to be visible at any time when the Pilgrims are in the room. This includes Saturday night after candlelight. *The ALDs will do whatever is required for the Pilgrims. Coordinate with Refreshment Chair*.
* *Banner:* The Banner personnel will be unable to enter the Conference Room to change the banners. The ALDs will change out all banners in the Conference Room. The anonymous servants will deliver the banners to the storage room across from the Men’s restroom in the hallway. *Coordinate this with the Banner Chair to be sure they know where you want the banners placed.*

**Conference Room Coverage:**

* There should always be at least one ALD in the Conference Room at all times when Pilgrims are present
* Conference Room ALD should always be the last person to leave the Conference Room, checking for stragglers

Be willing to assist other areas when needed with a Servant Heart.

**THANK YOU FOR SERVING THE LORD**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Revision History:**

1/17/09 Update removed the fourth ALD from the guidelines

4/20/09 Update modified text to ensure proper coverage and direct responsibilities during ALD talks

4/22/09 Update corrected page 24 to add time for summary/posters after Means of Grace talk

8/25/12 Update corrected schedule times on Thursday and Saturday.

11/17/12 Changes to reflect ALD Conference Room responsibilities to preserve cloister.

9/8/15 Changes to reflect no longer selling books at the Book Table (Recommended Book List provided)

1/26/17 More clarification for Book Table changes. Change instructions for Thursday Night Film.

6/17/17 Changes to make ALD (not Board Rep) responsible for checking on DVD setup on Thursday night and for Agape to set up Conference Room during the Thursday Night Film.

**Organizational Checklist/Timeline**

**Thursday**

the focus is retreat

|  |
| --- |
| **ALD Assignments for today** |
| ***Area of Service*** | **Conference Rm.** | **Prayer Chapel** | **Dining Hall/Refr** |
| ***Edit Code*** | **CR/ALD1** | **PC/ALD1** | **DH/ALD1** |
| ***Name*** |  |  |  |

**NOTE:**

**This model assumes the following:**

**CR/ALD1 will be giving the talk PRIORITY**

**PC/ALD1 will be giving the talk PRIESTHOOD OF ALL BELIEVERS**

**DH/ALD1 will be giving the talk FOURTH DAY**

**Care has been taken to be sure of coverage in all areas and also allow time for the speakers to be absent in order to prepare, give talk, and be prayed down.**

**If this is not how you have the talks allocated, you will need to review to be sure there are no gaps or overlaps.**

5:00 PM **All ALDs** arrive. Bring large flashlights to be used throughout weekend.

6:00 PM **DH/ALD1**

* Help with registration, mingle in reception area and make sure things are going smoothly, assisting where needed

**PC/ALD1**

* Coordinate luggage and help Pilgrims/Sponsors find dorms
* As information – this should be taken care of by Set-Up, but it is your responsibility to be sure it has been done:
	+ Proper lighting in the walkway to the chapel and dorms
	+ Before Friday night, make sure there is proper lighting in other dark areas
* Locate Worship Books (in Agape on designated Conference Room supply table) and take to Conference Room so you will have them when you are ready to go to Chapel.
* Coordinate with Worship to ensure everything is set for *Thursday Night DVD.*

**CR/ALD1**

* Check Conference Room
	+ Correct setting – tables, number of chairs
	+ Windows covered
	+ Lectern in place
	+ Microphone set up and working
	+ 1 bell, 1 worship booklet under lectern
	+ Table with Bible, cross, candle, matches, speaker introduction statement
	+ Prayer to Holy Spirit taped to lectern
	+ Wooden slat taped to lectern at proper height for talks to rest on
	+ White board with markers - new friend topics written on board
		- Name
		- Hometown
		- Family Information
		- Hobbies or 1 Interesting fact
		- Check Conference Room supplies
		- Adjust thermostat as appropriate

6:30 PM Commissioning – Any team member who has not been commissioned at a team meeting should meet in Conference Room.

6:30 PM Official Registration – Dining Hall

7:30 PM Send Off – Dining Hall / Sponsors Hour – Chapel

Welcome - LD welcomes and calls Conference Room names. Applause will be held until all names are called.

* *Names Called* - The first two names called will be **CR/ALD1** and **PC/ALD1.** Take position center stage. All other names will be called (team interspersed) and will join the ALDs make a horseshoe around the room.
* **DH/ALD1** will be called last in order to be positioned at the end.
* *Exit –* when all names have been called, the community will applaud. The LD will lead the way out the door and to the Conference Room.

**CR/ALD1** and **PC/ALD1**

* Follow the LD forming two lines. **DH/ALD1** will be the last in line, insuring that no one is lost along the way. The community sings as you exit.
* Lead the group to the Conference Room; greet at the Conference Room doorway and instruct the Pilgrims to sit next to someone they **do not know.**

8:00 PM Introductions / LD Welcome – After all are assembled in the Conference Room, introductions will begin, followed by LD talk.

**CR/ALD1**

* Begin by telling Pilgrims to turn to someone they don’t know and spend a few minutes getting to know them. Explain they will need to use the topics on the white board to introduce each other. They should work in pairs unless there is an odd number, then they should work in threesomes.
* **Board Topics on White Board**: Name; Hometown; Family Information; Hobbies or 1 Interesting Fact

**CR/ALD1** and **PC/ALD1** and **DH/ALD1**

* Introductions. After a few minutes, give the example of how to introduce each other as “new friends”.

**CR/ALD1**

* The Pilgrims will take turns introducing each other.
* Choose tables (*remember*: no table names tonight) to stand and make their introductions
* After Pilgrims have finished their introductions, **Music** will introduce themselves.
* Introduce Board Representative
* Introduce Spiritual Director

***Spiritual Director***

* Introduces Assistant Spiritual Directors (ASD)
* Introduces LD

8:45 PM Lay Director’s Talk

**PC/ALD1**

* Exits quietly and goes to Chapel to insure projector and DVD are ready to go. This has been previously coordinated with Worship Chair and Board Rep responsible for Worship.

**DH/ALD1**

* Count the number of Pilgrims, Table Leaders, and Assistant Table Leaders. The count should be \_\_\_\_\_\_.

8:50PM **PC/ALD1 and DH/ALD1**

* Near end of LD talk, grab Worship Books and exit quietly to take position outside the Chapel door to distribute the Worship Books to Pilgrims and Conference Room team as they enter Chapel
* Be sure lights outside Chapel are on

8:55 PM LD announces **restroom break** prior to going to Chapel

 LD emphasizes that there are dark and uneven areas and sidewalks. Everyone MUST be reminded to be careful, watch step, etc.

 **ALD**s should each have a flashlight to assist as needed

9:00 PM Film, Thursday Night DVD – Chapel

 All go to Chapel.

**CR/ALD1**

* Last to leave Conference Room to insure everyone has gone.

**PC/ALD1**

* Leave lights OFF after the film for time of reflection.
* Coordinate lighting with SD (example: lights on for reading)
* Remain in Chapel during the film and until all Pilgrims have left.

**All ALDs remain in Chapel. Film is only 7 minutes long.**

9:30 PM LD dismisses Pilgrims from Chapel after meditative song. All go in silence.

**All** **ALDs**

* Carefully remind team members of team meeting in Refreshment Café

9:45 PM Team Meeting – Refreshment Café

 **DH/ALD1**

* Check with Refreshment Chair to be sure coffee is set up for next morning

10:15 PM ALD’s Perform “Film” Duties (previously done during longer film)

**CR/ALD1**

* Make 5 copies of master list of room and bed assignments which is found on designated Conference Room table in Agape (copier in Agape).
	+ - Master copy remains in Agape Room
		- Distribute 1 copy to LD, each ALD, and Board Representative
* After distribution of copies, go to Conference Room to check set up performed by Agape during the film.

**DH/ALD1**

* Get with Weekend Registrar to obtain an official Conference Room count. Provide Worship Chair the exact number of tables and exact number of people per table (they need this for setting up proper number of rows and chairs in Chapel and number of chairs to set in back of Chapel for the leadership).
* If there are less than 6 tables and less than 8 people per table, advise Worship Chair how to position the rows.
* Provide Meal Service Chair with total people in Conference Room. Total: \_\_\_\_\_
* All ALDs need to be aware of how many chairs per row and the order in which they are set up in the Chapel so they can direct Pilgrims accordingly.

**CR/ALD1 and DH/ALD1**

* Use this time to prepare Conference Room for next day’s activities
	+ - During the Film, Agape has set up the tables with pens, notebooks, markers, Kleenex, song books and paper table names. All supplies should be neatly stacked in the middle of the table. Check to make sure everything is set up properly.
		- Poster paper should be behind fire place
		- Check lectern to be sure there is bell, worship booklet
		- Check worship table for candle, matches; Bible opened to Luke 24:13
		- Be sure order for introducing speakers is on the worship table (“With a clean sheet of paper…”)
		- Clean white board
		- Turn off sound system for the night
		- Banners is responsible for maintaining restrooms – double check
		- Make sure all lights are out before leaving

10:30 PM ***TEAM GO TO BED IN SILENCE***.

 Please do not stay up talking – you will need your rest. Check halls/lights out.

*Sleep well*.

**Friday**

the focus is on God and His love for us

|  |
| --- |
| **ALD Assignments for today** |
| ***Area of Service*** | **Conference Rm.** | **Prayer Chapel** | **Dining Hall/Refr** |
| ***Edit Code*** | **CR/ALD2** | **PC/ALD2** | **DH/ALD2** |
| ***Name*** |  |  |  |

***REMINDERS****:*

Dining Hall:

* + - Please be poised and in control
		- Servers will not be introduced during the entire walk
		- Spend a few minutes reviewing the agape by your plate that you will be acknowledging
		- Hold samples of agape as each card is read
		- Know where banners are located in the room before you begin. Put your banner cards in order as the banners appear around the room.
		- During joke time, two or three minutes is enough. If there are no volunteers for jokes, let it be. It is better to have a longer break than to listen to a bad joke, OR have someone prepared ahead of time to volunteer if needed.
		- A table is set up in the Agape Room for the Prayer Chapel team and the next speaker to eat at the same time as the Pilgrims. Speaker may choose to eat in Dining Hall or Agape Room.
		- Advise Meal Service if Speaker chooses to eat in Dining Hall.

Chapel:

* + - Discuss who will adjust the lights in the Chapel

Conference Room:

* + - Check the Conference Room before returning each time. The Pilgrims should return to a neat and tidy Conference Room.
		- While it is the responsibility of the ALDs to keep everything on schedule, please go about it in a pleasant manner. The Pilgrims remember your words and actions.
		- Have a good time. Smile, smile, smile!

6:00 AM Arise and dress – **Period of silence still in effect**

6:30 AM **CR/ALD2** and **PC/ALD2**

* Wake Pilgrims with bells

**DH/ALD2**

* Wake LD, SD, ASDs

6:50 AM **PC/ALD2**

* Light candles and turn on spot lights in Chapel (as coordinated with Worship)
* Turn on sound system
* Pour juice into cup and open bread and place on plate

6:55 AM **CR/ALD2 and PC/ALD2**

* Check to see that everyone is up and getting dressed for the day

7:05 AM **CR/ALD2 and PC/ALD2**

* Ring bell and direct everyone to the Chapel. Remember “Silence” and make sure Pilgrims remain silent until after morning worship.
* Count, and once all are accounted for, inform LD. Count should be .
* Coordinate lighting with SD (lights up for reading and opening, then dimmed for clergy readings)

7:15 AM *Morning Worship – Chapel*

 **ALL ALDs**

* Assist during communion, directing rows as instructed by SD

 **DH/ALD2**

* Check with Meal Service Chair to see when breakfast will be ready and inform the LD. If worship is over before breakfast is ready, Music will lead songs. NO MUSIC going to Dining Hall.
* Decide route that will be taken to Dining Hall

7:45 AM **DH/ALD2**

* Make a final check with Meal Service. Let them know about five minutes before the Pilgrims will be coming.

8:00 AM Breakfast – Dining Hall

 LD blesses the meal before and after – this meal only

**DH/ALD2**

After a short time when most are finished eating, make after-meal announcements

* No jokes told at this meal
* Announce Wants and Needs List will be posted in Conference Room (*want* may be a steak for dinner – *need* may be a toothbrush or deodorant)
* Announce that will be responsible for those with special dietary and medication needs. Have **ALD** stand for recognition. NOTE: If this ALD has the first talk, delay this announcement until ALD is present.
* Explain Emmaus tradition for measuring time
* Establish boundaries – stay within Camp area
* Be prompt, wear name badges and always carry worship booklet
* Meal Service team members are anonymous servants. Do NOT call attention to them.

8:30 AM Break (20 min.)

**DH/ALD2**

* Inform short break before returning to Conference Room.
* Note: Priority speaker may be missing from breakfast. The Priority speaker is the Prayer Chapel ALD2 position, so Dining Hall ALD2 should take over for them for this talk only.

 **PC/ALD2**

* Get ready for *Priority* Talk. Throughout the day, as you first notify the speakers to get ready, double check with each to be sure the talk material has been placed in Conference Room.
* Confirm with Speakers’ Prayer Chapel that speakers’ crucifix is in Prayer Chapel.

8:50 AM To Conference Room

**ALL ALDS**

* Monitor temperature in Conference Room throughout weekend; adjust as needed
* After the day’s last event in the Conference Room, adjust temperature for overnight

**CR/ALD2 and DH/ALD2**

* Ring Pilgrims to Conference Room

**DH/ALD2**

* Report to Prayer Chapel 20 minutes before talk to pray with speaker (take the place of the Prayer Chapel ALD for this talk only).

**CR/ALD2**

Speaker Needs:

* Prepare for **Talk # 1, Priority**

Preparation means:

* + Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)

9:00 AM Table Assignments – Lay Director Talk

 **CR/ALD2**

* Be alert to arrival of DH/ALD2 and speaker and ready to advise LD

**DH/ALD2**

* Deliver speaker to Conference Room hallway and advise CR/ALD2 when ready

**NOTE: LAY DIRECTOR** lights candle and announces speaker for first talk

9:15 AM *Talk #1 – Priority Speaker:*

9:45 AM **DH/ALD2**

* Escort speaker to Prayer Chapel and remain for prayer

 **CR/ALD2**

* Announce silent meditation and turn out lights in Conference Room (2 minutes)
* Keep time - DO NOT ANNOUNCE DURATION OF VARIOUS PERIODS
* Blow out candle
* Announce table discussion (15 minutes)
* Clean white board and remove speaker’s talk and any visual aids
* Announce summary time (5 minutes)
* Announce poster time (20 minutes)
* A few minutes before collecting posters, make announcement for TLs to put the name of their table and title of talk on the back of the poster.
* Further announce for TLs to start a page in their notebook to write down who is presenting the summary and who is presenting the poster for each talk.
* Remove posters from tables, separate by Tables, place behind fireplace

10:00 AM **DH/ALD2**

* Check with Walk Weekend Photographer to see if ready to take pictures
* Inform CR/ALD2 when photographer is ready
* Photos are taken in courtyard. In case of rain, LD decides where photos should be taken (IF they are to be taken in Chapel, alert Worship Chair immediately)
* Give photographer the following information:
	+ Photo Sequence # (# 1 through 6 in order to be photographed)
	+ Table Name
	+ Walk Number
* Entire Conference Room group photograph is taken first followed by individual tables. Each table is directed to Refreshment Café after their respective photo.

10:15 AM Pictures / Refreshment Break (50 Min. total)

 **CR/ALD2**

* Announce assembly for photographs and afterwards a refreshment break.
* Explain process for taking photos
	+ Entire Conference Room group photo first
	+ Then called by Table
	+ As individual Table photos are made, the Table should go to Refreshment Café
* Be last leaving Conference Room to be sure there are no stragglers

**DH/ALD2**

* Advise Refreshments that the group is going for photographs and will then be in for break

10: 25 AM **DH/ALD2**

* Get data cards (individual name/address information) from Agape. Information for these cards is provided by Registrar and either Registrar brings them already prepared or the Agape team prepares them. Check with Agape well in advance of needing these cards.
* Be sure there are cards for the TLs and ATLs included also
* Place data cards on the back table so they will be available to hand out later

10:30 AM **PC/ALD2**

* Notify *Prevenient Grace* speaker to get ready.

10:50 AM **CR/ALD2 and DH/ALD2**

* Ring Pilgrims to Conference Room

**PC/ALD2**

* Go to Prayer Chapel to pray with speaker

10:55 AM Conference Room

 **CR/ALD2**

* Explain that data cards have been provided by Registrar and at this time the information needs to be verified or corrected. Information will be used for Servant Heart Emmaus records and future communications.
	+ Remind them to **print clearly** any information they add to the card
	+ Remind them to put e-mail address on the card if it is not already there.

 **CR/ALD2 and DH/ALD2**

* Distribute cards to TL, and collect them when Pilgrims are finished and deliver to Agape

11:00 AM **Music** teaches: “DeColores”, “Blessings” and “Alleluia”

**CR/ALD2**

Speaker Needs:

* Prepare for **Talk # 2, Prevenient Grace**

 Preparation means:

* + Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)

11:10 AM **CR/ALD2**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker song, light candle and announce speaker (CLERGY)

**PC/ALD2**

* Deliver speaker to Conference Room hallway and advise **CR/ALD2** when ready

11:15 AM Talk #2, Prevenient Grace Speaker:

11:45 AM **PC/ALD2**

* Escort speaker to Prayer Chapel and remain for prayer

 **CR/ALD2 (DH/ALD2 will assist as needed)**

* Announce silent meditation and turn out lights in Conference Room (2 minutes)
* Keep time - DO NOT ANNOUNCE DURATION OF VARIOUS PERIODS
* Blow out candle
* Announce table discussion (15 minutes)
* Clean white board and remove speaker’s talk and any visual aids
* Announce summary time (5 minutes)
* Announce poster time (20 minutes)
* Remove posters from tables, separate by Tables, place behind fireplace

12:15 PM **DH/ALD2**

* Check with Meal Service to see when lunch will be ready
* Notify Meal Service five minutes before Pilgrims will be coming

 **CR/ALD2**

* Tell Pilgrims to take Worship Booklet to Dining Hall

12:30 PM Lunch – Dining Hall

 (Musicians lead singing blessings)

12:50 PM **DH/ALD2**

* Oversee joke time. Tell the first joke (if necessary), being sure to give your name and hometown
	+ - Remind them where they are and that jokes are to be appropriate and not offend anyone. Rule of thumb: If they have any doubt, don’t tell it.
	+ When a Pilgrim tells a joke, they should first state their name and where they are from (they won’t start using Servant Heart Walk number until tonight during poster time).
* Make after-meal announcements
	+ Remind of needs list location
	+ Remind of dietary needs/special medication ALD
* Members of Meal Service are anonymous servants. Do NOT call attention to them.
* Announce break – remind of boundaries and demonstrate measurement

12:55 PM Break (30-35 Min.)

1:15 PM **PC/ALD2**

* Notify *Priesthood of All Believers* Speaker to get ready. This Speaker should be the Dining Hall ALD2 position.

 **CR/ALD2**

* Locate Prayer Vigil Book, Prayer Vigil Poster, and Community Agape Letters and bring to Conference Room for use by SD after Justifying Grace talk (should be located on designated Conference Room table in Agape)
* Prepare for **Talk # 3, Priesthood of All Believers**

Speaker Needs:

 Preparation means:

* + Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)

1:30 PM **CR/ALD2 and PC/ALD2**

* Ring Pilgrims to Conference Room

**PC/ALD2**

* Report to Prayer Chapel to pray with Speaker.

1:40 PM **CR/ALD2**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give cue when to begin speaker’s song
* After speaker’s song, light candle and announce speaker (LAITY)

 **PC/ALD2**

* Deliver speaker to Conference Room hallway and advise CR/ALD2 when ready

1:45 PM Talk #3, Priesthood of All Believers Speaker:

2:05 PM **CR/ALD2**

* Notify *Justifying Grace* speakerto leave after Priesthood talk to get ready.

**PC/ALD2**

* Escort *Priesthood* speaker to Prayer Chapel and remain for prayer

2:15 PM **CR/ALD2 (PC/ALD2 will assist as needed)**

* Announce silent meditation and turn out lights in Conference Room (2 minutes)
* Keep time - DO NOT ANNOUNCE DURATION OF VARIOUS PERIODS
* Blow out candle
* Announce table discussion (15 minutes)
* Clean white board and remove speaker’s talk and any visual aids
* Announce summary time (5 minutes)
* Announce poster time (20 minutes)
* Remove posters from tables, separate by Tables, place behind fireplace

2:30 PM **DH/ALD2 (PC/ALD2 will assist as needed)**

* Check to see if Refreshments is ready.

2:45 PM Short Break – Refreshment Café (10 Min.)

 **CR/ALD2**

* Advise Pilgrims of short break for restrooms/refreshments

Speaker Needs:

2:50 PM **PC/ALD2**

* Report to Prayer Chapel to pray with speaker.

**CR/ALD2**

* Prepare for **Talk # 4, Justifying Grace**

Preparation means:

* + Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)

2:55 PM **CR/ALD2 and DH/ALD2**

* Ring Pilgrims to Conference Room

 **CR/ALD2**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker song, light candle and announce speaker (CLERGY)

**PC/ALD2**

* Deliver speaker to Conference Room hallway and advise **CR/ALD2** when ready

3:00 PM Talk #4, Justifying Grace Speaker*:*

***Spiritual Director***

* **After Justifying Grace talk**, SD announces Agape and tells its meaning. SD will also introduce the 72-Hour Prayer Vigil and explain and display 72-Hour Prayer Vigil book, poster, and Community Agape Letters.

3:30 PM **PC/ALD2**

* Escort speaker to Prayer Chapel and remain for prayer.

 **DH/ALD2**

* Place Community Agape Letters in “Agape Out” envelope. Continue to do this throughout weekend.

 **CR/ALD2 (DH/ALD2 will assist as needed)**

* Announce silent meditation and turn out lights in Conference Room (2 minutes)
* Keep time - DO NOT ANNOUNCE DURATION OF VARIOUS PERIODS
* Blow out candle
* Announce table discussion (15 minutes)
* Clean white board and remove speaker’s talk and any visual aids
* Announce summary time (5 minutes)
* Announce poster time (20 minutes)
* Remind TLs to put Table/Talk on posters; make note of who will be presenting
* Remove posters from tables, separate by Tables, place behind fireplace
* At completion of posters, announce break until dinner
* Prepare for **Talk #5**, **Life of Piety**

Speaker Needs:

Preparation means:

* + Hang Speaker’s Banner
	+ Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)
	+ Note – 3-legged Stool on floor by podium

4:15 PM Break (1 Hr.)

**CR/ALD2**

* Announce long break – Report back to Conference Room

5:00 PM **DH/ALD2**

* Check with Meal Service to see when dinner will be ready (target 5:30)
* Advise Meal Service five minutes before the Pilgrims will be coming

5:15 PM **CR/ALD2 and PC/ALD2**

* Ring Pilgrims to Conference Room
* Music leads singing until dinner is ready

5:30 PM Dinner – Dining Hall

 **DH/ALD2 – after dinner**

* Model giving name/hometown
* Make after meal announcements – beginning of Agape/Banner announcements
* Reminder of “needs list” location
* Remind those with special dietary/medication needs should see
* Joke time
	+ When Pilgrims tell a joke, they should give their name and where they are from. Will begin using SHEW walk number tonight at poster time.
* Do NOT call attention to servers
* Announce break before returning to Conference Room

**PC/ALD2**

* Notify *Life of Piety* speaker to get ready.
* Assist **CR/ALD2** in setting up Conference Room

6:00 PM Break (15 Min.)

6:15 PM To Conference Room

**CR/ALD2 and DH/ALD2**

* Ring Pilgrims to Conference Room

**PC/ALD2**

* Report to Prayer Chapel to pray with speaker.

6:25 PM **CR/ALD2**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker song, light candle and announce speaker (LAITY)

**PC/ALD2**

* Deliver speaker to Conference Room hallway and advise CR/ALD2 when ready

6:30 PM Talk #5, Life of Piety Speaker*:*

6:50 PM **PC/ALD2**

* Escort speaker to Prayer Chapel and remain for prayer

 **CR/ALD2**

* Announce silent meditation (2 minutes) and blow out candle

**DH/ALD2 (PC/ALD2 is in Prayer Chapel with speaker)**

* Go to Chapel to be sure things are ready
	+ Make sure adequate lighting for walkways
	+ Insure lighting in Chapel is appropriate (check with LD and SD to see what is needed)
	+ Make sure air/heat is at comfortable temperature
	+ Check with Music to be sure microphones are working
	+ Inform CR/ALD2 Chapel is ready

7:00 PM Lay Director has short talk and then Pilgrims go to Chapel in **silence** (by Tables) for meditation – Emmaus Road prayer experience.

 **CR/ALD2**

* Call each table by name and ask them to go in silence. Make sure the Tables go in order by the chair arrangement in the chapel.
* Announce that TL leads and first secretary is last

7:30 PM Return to Conference Room

 **CR/ALD2**

* Announce table discussion for Life of Piety (15 minutes)
* Clean white board and remove speaker’s talk and any visual aids
* Announce summary time (5 minutes)
* Announce poster time (20 minutes)
* Remove posters from tables, separate by Tables, place behind fireplace

8:10 PM **DH/ALD2**

* Check to see if Refreshments is ready

8:15 PM Refreshment Break (10 Min.)

 **CR/ALD2 (**After Pilgrims leave for break)

* Write on white board: Name, Servant Heart Emmaus Walk # \_\_\_, Table Name (Also write acronym SHEW #\_\_\_ and emphasize how this acronym will help them remember how to say that)

8:25 PM **CR/ALD2 and DH/ALD2**

* Ring Pilgrims back to Conference Room

8:30 PM Presentation of Posters, Skits and Summaries

**CR/ALD2**

* Conduct presentation of posters and summaries of each table. Each table will do all five posters.
* Distribute day’s posters to appropriate tables
* Explain that we are Servant Heart Emmaus Walk # \_\_\_\_. (Have the Pilgrims repeat Servant Heart Emmaus Walk #\_\_\_\_ several times.) Explain that before speaking, each person will state their name, walk number, and table name. Give example.
* Instruct them that at any future Emmaus meetings, they will introduce themselves in this way.

**PC/ALD2 and DH/ALD2**

* Make sure there is masking tape available for putting up posters
* As posters are presented, take each one and tape them to the wall. Begin taping posters to the walls behind the front tables, left and right of the front door. Continue around the corners as far as needed.

9:50 PM **PC/ALD2**

* Go to Chapel to be sure things are ready
	+ Make sure adequate lighting for walkways
	+ Insure lighting in Chapel is appropriate (check with LD and SD to see what is needed)
	+ Window shutters closed
	+ Make sure air/heat is at comfortable temperature
	+ Check with Music to be sure microphones are working
	+ Inform CR/ALD2 that Chapel is ready

10:00 PM Chapel – Closing Worship and Examination of Conscience

LD announces we will go to Chapel in silence for evening prayers, and reminds Pilgrims to take Worship Books.

 **CR/ALD2**

* Call each table by name and ask them to go in silence. Make sure the Tables go in order by the chair arrangement in the chapel.
* Announce that TL leads and first secretary is last

10:30 PM Dismiss Pilgrims to Bed

 Team Meeting – Refreshment Café

* Remind the team to attend meeting
* At least one ALD must stay in Chapel until all Pilgrims have left

11:00 PM **All** ALDs - Clean up Conference Room and set up for Saturday

**Rest Well. God Bless.**

**Saturday**

the focus is on Christ in us

|  |
| --- |
| **ALD Assignments for today** |
| ***Area of Service*** | **Conference Rm.** | **Prayer Chapel** | **Dining Hall/Refr** |
| ***Edit Code*** | **CR/ALD3** | **PC/ALD3** | **DH/ALD3** |
| ***Name*** |  |  |  |

6:15 AM **All ALDs** – Arise and get dressed

6:45 AM **PC/ALD3**

* Wake LD and SDs

**CR/ALD3 and DH/ALD3**

* Wake Pilgrims with bells

7:15 AM **PC/ALD3**

* Check the Chapel
	+ Light candles and turn on spot lights (if Worship has not done)
	+ Be sure all is ready

**CR/ALD3** (This may be done Friday at 11 PM)

Speaker Needs:

* Prepare for **Talk #6, Grow Through Study**

 Preparation means:

* + Hang Speaker’s Banner and others as necessary
	+ Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)
	+ Note: 3-legged Stool on floor by podium
	+ Upper Room booklets, if available

7:25 AM **CR/ALD3 and DH/ALD3**

* Ring bell and direct everyone to Prayer Chapel
* Check for stragglers
* Count and inform LD when all are present - the number should be \_\_\_\_\_\_

7:30 AM Morning Worship – Chapel

 **DH/ALD3**

* Check with Meal Service to see when breakfast will be ready. (If worship is over before breakfast is ready, Music will lead songs.)

8:00 AM Breakfast – Dining Hall

 **Note**:

* If an ALD is giving the first talk, responsibilities should be shifted accordingly.
* Be sure to assign ALD to coordinate with Literature Chair the handling of book sales.

 **DH/ALD3**

* Music will lead Before and After Meal Blessing
* Make After-Meal announcements
* Joke time – Pilgrims must now state their Name, Walk #, and Table Name. Inform them this is the way we will do it whenever we stand to speak for the rest of the weekend. Show by example.
* Remind those with special dietary/medication needs see
* Do NOT call attention to servers
* Approximately 8:20 or 8:25, Announce very quick necessity break only before returning to Conference Room. (It is **very important** to keep on time today so allocate break times appropriately.)

**PC/ALD3**

* Check with *Grow Through Study* speaker for readiness. Throughout the day, as you first notify the speakers to get ready, double check with each to be sure the talk material has been placed in Conference Room.
* Assist with Conference Room set up

8:25 AM ***Brief*** *Necessity Break* before returning to Conference Room

8:30 AM To Conference Room

 **CR/ALD3 and DH/ALD3**

* Ring Pilgrims to Conference Room

**PC/ALD3**

* Report to Prayer Chapel to pray with speaker.
* **Remind speaker that crucifix needs to be left on the lectern (this talk only)**

 **CR/ALD3**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker song, light candle and announce speaker (LAITY)

**PC/ALD3**

* Deliver speaker to Conference Room hallway and advise CR/ALD3 when ready

 8:45 AM Talk #6, Grow Through StudySpeaker*:*

 (**CR/ALD3** See Friday 11:00 PM for “Speaker Needs”)

9:15 AM **PC/ALD3**

* **Make sure crucifix is left on the podium**. **If not, get from speaker before leaving**
* Escort speaker to Prayer Chapel and remain for prayer. Assume LD position in prayer as LD will be giving a talk in Conference Room.

 **CR/ALD3**

* Announce silent meditation
* LD has a short talk
* Announce table discussion (15 minutes)
* Clean white board and remove speaker’s talk and any visual aids
* Announce summary time (5 minutes)
* Announce poster time (20 minutes)
* Remind TLs to put Table/Talk on posters; make note of who will be presenting
* Remove posters from tables, separate by Tables, place behind fireplace
* Prepare for **Talk #7, Means of Grace**

Speaker Needs:

Preparation means:

* + Hang Speaker’s Banner and others as necessary
	+ Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)

9:30 AM **PC/ALD3**

* Notify *Means of Grace* speaker to get ready.

**DH/ALD3**

* Check to see if Refreshments is ready

9:40 AM Break (15 Min.)

 **CR/ALD3**

* Announce short refreshment break and explain the Book Table

9:55 AM **CR/ALD3 and DH/ALD3**

* Ring Pilgrims to Conference Room

10:00 AM Conference Room

**Music** teaches “Jesus, Jesus” song

**PC/ALD3**

* Go to Prayer Chapel to pray with speaker.

**DH/ALD3**

* Go to Agape to get 3x5 index cards for Pilgrims questions about the upcoming Means of Grace talk. Pass out the 3x5 index cards to the TLs. Speaker will announce at the beginning of the talk that Pilgrims can write questions they would like answered on these index cards and that they should place the name of their table on the card.

10:10AM **CR/ALD3**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker song, light candle and announce speaker (CLERGY)

**PC/ALD3**

* Deliver speaker to Conference Room hallway and advise CR/ALD3 when ready

 10:15 AM Talk #7, Means of Grace Speaker*:*

* There will be a brief restroom break in the middle of this talk before going to Dying Moments. It will be important to stress to the Pilgrims that they take advantage of this opportunity.
* Pilgrims should leave index cards on the table with questions written on them (if they have a question)
* Cards will be collected from tables by the ALDs
* Means of Grace will continue after lunch
* After talk, SD explains Chapel visit and group goes to Chapel for communion (Dying Moments)

11:00 AM **PC/ALD3**

* Go to Chapel to be sure things are ready
	+ Check to be sure Dying Moments scene is set
	+ If Worship is still there, advise them of accurate time of Pilgrims’ arrival. Worship will light candles before they leave just prior to Pilgrims’ arrival.
	+ Insure lighting in Chapel is appropriate (check with LD and SD to see what is needed)
	+ Make sure air/heat is at comfortable temperature
	+ Window shutters closed
	+ Check with Music to be sure microphones are working
	+ Be sure candles are lit, spots turned on
	+ Kleenex in place
	+ Return to Conference Room and inform CR/ALD3 that Chapel is ready

11:15 AM Chapel - Dying Moments

Spiritual Director announces that all are going to Chapel in silence by tables

 **PC/ALD3 and DH/ALD3**

* When SD announces Chapel time, leave for Chapel and take positions (one at entry door; one at double door; one at front of Chapel to direct seating)

**CR/ALD3**

* Remind Pilgrims to leave index cards on table
* Call table order. Go by Tables in silence – TL first; first secretary last
* Blow out candle, last to leave, check for stragglers
* After Pilgrims leave for Chapel, pick up index cards and place on podium in order for SD to have upon return to Conference Room. (SD may ask to receive the cards during lunch break. Coordinate with SD.)

**LD and SD** lead Pilgrims to Chapel

**PC/ALD3 and DH/ALD3**

* Direct Pilgrims into Chapel slowly, single file and to seating

 **PC/ALD3**

* At end of Dying Moments
	+ Be last to leave Chapel checking for stragglers
	+ Blow out candles

11:45 AM **DH/ALD3**

* Check with Meal Service to see when lunch will be ready

12:00 PM Lunch – Dining Hall

 **Note:** Enter Dining Hall in silence.

  **DH/ALD3**

* No jokes this meal
* After meal announcements
* Announce break – longer. Remind Pilgrims to stay within earshot

12:45 PM Break (approx. 1 hour and 10 minutes)

1:30 PM **CR/ALD3**

* Clean white board and clear easel stand of visual aids
* Make sure Conference Room is ready

**DH/ALD3**

* Check with Agape for Table Prayer sign-up sheets.
* Post sign-up sheet in Conference Room

1:55 PM **CR/ALD3 and DH/ALD3**

* Ring Pilgrims back to Conference Room
* Announce Table Prayer sign-up sheets have been posted. TL will notify an ALD when ready for prayer.
* Re-light candle
* Be sure SD knows where index cards are

2:00 PM Means of Grace (Q & A Session)

 **SD** handles Questions and Answers on Means of Grace talk (3x5 cards)

 **CR/ALD3**

* Table discussion (15 Min.) /Summary (5 Min)/Poster (20 Min.)
* Two tables can be sent out for prayer if they are ready.
* Prepare for **Talk # 8, Christian Action**

Speaker Needs:

 Preparation means:

* + Hang Speaker’s Banner and others as necessary
	+ Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)
	+ 3-legged Stool on floor by podium

**PC/ALD3**

* Notify *Christian Action* speaker to get ready.

**PC/ALD3 and DH/ALD3**

* Escort two Tables to an appropriate place for prayer. Instruct TL that an ALD will let them know when time is up (15 minutes). When ALD comes to get Table, TL must wrap it up promptly and return to Conference Room.
* Place a check mark beside the table name to indicate they’ve been to prayer
* Be sure next speaker is not seen by Table members as they go to Prayer Chapel
* Make certain support is advised prayer time is about to begin and to remain out of sight
* If inclement weather, prayers will be held in Chapel. Advise Worship well in advance.
* **Make sure all tables are back before the next talk begins**.

2:35 PM **PC/ALD3**

* Report to Prayer Chapel to pray with speaker.

2:55 PM **CR/ALD3**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker song, light candle and announce speaker (LAITY)

**PC/ALD3**

* Deliver speaker to Conference Room hallway and advise CR/ALD3 when ready

3:00 PM Talk #8, Christian Action Speaker*:*

 **CR/ALD3**

* Announce silent meditation and turn out lights in Conference Room (2 minutes)
* Keep time - DO NOT ANNOUNCE DURATION OF VARIOUS PERIODS
* Blow out candle
* Announce table discussion (15 minutes)
* Clean white board and remove speaker’s talk and any visual aids
* Announce summary time (5 minutes)
* Announce poster time (20 minutes)
* Remind TLs to put Table/Talk on poster and make note who will be presenting
* Remove posters from tables, separate by Tables, place behind fireplace
* Prepare for **Talk # 9, Obstacles to Grace**

Speaker Needs:

Preparation means:

* + Hang Speaker’s Banner and others as necessary
	+ Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)

**DH/ALD3**

* Escort next two Tables to an appropriate place for prayer. Instruct TL that an ALD will let them know when time is up (15 minutes). When ALD comes to get Table, TL must wrap it up promptly and return to Conference Room.
* Place a check mark beside the table name to indicate they’ve been to prayer

3:50 PM **DH/ALD3**

* Check with Refreshment to see if ready

4:00 PM Refreshments Break (15 Min.)

 **CR/ALD3**

* Announce refreshment break and explain Book Table again

 **PC/ALD3**

* Notify *Obstacles to Grace* speaker to get ready.

4:15 PM **PC/ALD3**

* Report to Prayer Chapel for prayer with speaker

**CR/ALD3 and DH/ALD3**

* Ring Pilgrims back to Conference Room

4:25 PM **CR/ALD3**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker’s song, light candle and announce speaker (CLERGY)

**PC/ALD3**

* Deliver speaker to Conference Room hallway and advise CR/ALD3 when ready

4:30 PM Talk #9, Obstacles to Grace Speaker*:*

4:50 PM **PC/ALD3**

* Escort speaker to Prayer Chapel and remain for prayer

 **CR/ALD3**

* Announce silent meditation and turn out lights in Conference Room (2 minutes)
* Keep time - DO NOT ANNOUNCE DURATION OF VARIOUS PERIODS
* Blow out candle
* Announce table discussion (15 minutes)
* Clean white board and remove speaker’s talk and any visual aids
* Announce summary time (5 minutes)
* Announce poster time (20 minutes)
* Remind TLs to put Table/Talk on poster and make note who will be presenting
* Remove posters from tables, separate by Tables, place behind fireplace
* Prepare for **Talk # 10, Discipleship**

Speaker Needs:

 Preparation means:

* + Hang Speaker’s Banner and others as necessary
	+ Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)

**PC/ALD3 and DH/ALD3**

* Escort next two Tables to an appropriate place for prayer. Instruct TL that an ALD will let them know when time is up (15 minutes). When ALD comes to get Table, TL must wrap it up promptly and return to Conference Room.
* Place a check mark beside the table name to indicate they’ve been to prayer

5:15 PM **DH/ALD3**

* Check with Meal Service to see when dinner will be ready (target 5:40) and notifies CR/ALD3

5:40 PM Dinner – Dining Hall

 **DH/ALD3**

* Check to see if entertainment has arrived and will be ready on time (entertainment should have checked in with Agape)
* Discuss which after-meal announcement will be the cue for entertainment to enter
* Make after meal announcements

6:20 PM Entertainment – Dining Hall By:

 **PC/ALD3**

* Notify *Discipleship* speaker to get ready.

6:40 PM Break (10 Min.)

(Approx.)

 **DH/ALD3**

* Give very short break (Conference Room and outside restrooms only) – return to Conference Room when they hear bells. Monitor outside restrooms.

6:50 PM **CR/ALD3 and DH/ALD3**

* Ring Pilgrims to Conference Room

**PC/ALD3**

* Report to Prayer Chapel to pray with speaker.

6:55 PM **CR/ALD3**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker song, light candle and announce speaker (LAITY)

**PC/ALD3**

* Deliver speaker to Conference Room hallway and advise CR/ALD3 when ready

7:00 PM Talk #10, Discipleship Speaker*:*

7:20 PM **PC/ALD3**

* Escort speaker to Prayer Chapel and remain for prayer

 **CR/ALD3**

* Announce silent meditation and turn out lights in Conference Room (2 minutes)
* Keep time - DO NOT ANNOUNCE DURATION OF VARIOUS PERIODS
* Blow out candle
* Announce table discussion (15 minutes)
* Clean white board and remove speaker’s talk and any visual aids
* Announce summary time (5 minutes)
* Announce poster time (20 minutes)
* Remove posters from tables, separate by Tables, place behind fireplace

8:00 PM Presentation of Posters, Skits and Summaries

 **CR/ALD3**

* Officiate presentations. We should strive to review all posters. However, if time does not permit, then modify as needed.
* Distribute day’s posters to appropriate tables

**ALL ALDs**

* Assist in putting up posters

**PC/ALD3**

* Coordinate with Candlelight Chair and advise the arrival time of Pilgrims (target is 9:00 PM)
* Update Candlelight Chair of arrival time as needed
* Be sure kneeling rail is in place

8:45 PM **CR/ALD3**

* Announce short restroom break (Conference Room only) and urge all to go

**IMPORTANT NOTE**: Pilgrims CANNOT go outside the Conference Room during this break. Use only the restrooms in the Conference Room hall passageway.

* If cool outside, remind Pilgrims to bring jackets/sweaters
* All ALDs should have flashlights available for the walk to Chapel

8:50 PM **CR/ALD3**

* Ring Pilgrims back to their tables
* Ask them to be seated and listen for instructions
	+ - Coordinate any special needs for getting to Chapel
		- Order of procession:
			* LD SD
			* ALD ALD
			* ALD BD REP
			* ASD ASD
			* ASD ASD
			* TABLES 2 x 2, TL lead; first secretary last. If odd number, make a group of 3
			* Instruct TL of last table to be responsible for end of line and to close Chapel door after entering.
		- Have everyone line up and wait outside until all have joined the line and you have joined the group. Head of line begins at the curb.
		- Go in silence
		- Watch your step
* Remain until last to check for stragglers in Conference Room, close door, and join group at your spot in line at the curb.

**PC/ALD3**

* Notify Candlelight Chair when Pilgrims are ready to go to Chapel
* Check to be sure Kleenex available

9:00 PM Candlelight

**PC/ALD3**

* Position yourself in aisle at front center of stage to direct tables to the left and right as they arrive (keep tables together)

**CR/ALD3 and DH/ALD3**

* Determine where line should end along the wall and station yourselves on either side so TLs will know where to stop

**After the community has left:**

 **All ALDs**

* Scatter chairs around Chapel for Pilgrim’s seating
* Pilgrims are instructed to find seating in the Chapel
* Be alert to Pilgrims’ needs, advise TLs, LD and Clergy

9:50 PM **DH/ALD3**

* Check with Refreshment to be sure they are ready for Pilgrims
* Notify LD

10:00 PM Pilgrims’ Party

Pilgrims are told we have another surprise for them and are led to the Refreshment Café for the party

11:00 PM **CR/ALD3**

* Announce end of evening
* Encourage everyone to go to bed for rest. Busy day tomorrow.
* Return to Conference Room
* Prepare for **Talk # 11, Changing Our World**

Speaker Needs:

 Preparation means:

* + Hang Speaker’s Banner and others as necessary
	+ Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)

**ALL ALDs**

* Remind all members of Conference Room team to meet in Refreshment Café at 6:15 AM Sunday to sing Pilgrims awake.
* Return to Conference Room to straighten up and set up for Sunday

 **Special Note**:

**Women’s Walk Only**  Place worship bags on Conference Room tables.

**Sleep well. Thank you for all your hard work and service!**

**Sunday**

the focus is on the Holy Spirit and the Christian Community in Action

|  |
| --- |
| **ALD Assignments for today** |
| ***Area of Service*** | **Conference Rm.** | **Prayer Chapel** | **Dining Hall/Refr** |
| ***Edit Code*** | **CR/ALD4** | **PC/ALD4**  | **DH/ALD4** |
| ***Name*** |  |  |  |

6:00 AM **All ALDs**

* Rise and wake up Conference Team members for wake-up serenade. All conference Room Team members will participate in the waking of Pilgrims regardless of whether or not they are a speaker on Sunday.
* **REMINDER**. All team binders must be turned in today. Determine who will be in charge of collecting the binders. Once collected, they should be placed in the binder box and given to the LD for return to the Team Selection Committee.

6:15 AM All Conference Room Team members meet in Refreshment Café

6:30 AM Wake Pilgrims with song (and with flowers on women’s walk)

7:15 AM **PC/ALD4**

* After waking Pilgrims, proceed to Chapel to see if candles are lit

7:20 AM **CR/ALD4 and DH/ALD4**

* Ring bell and direct everyone to Chapel / Check rooms for stragglers
* Count to be sure all are present in Chapel and notify LD

7:30 AM Morning Worship – Chapel

 **DH/ALD4**

* Check with Meal Service to see when breakfast will be ready (target 8:00). After Worship, if meal is not ready, Music will lead songs. Notify Meal Service 5 minutes before the Pilgrims will be coming.

8:00 AM Breakfast – Dining Hall

 **DH/ALD4**

* Make announcements
* Announce short break ( 10 Min.) – reassemble to Conference Room

8:20 AM **PC/ALD4**

* Check with *Changing Our World* speaker for readiness. Throughout the day, as you first notify the speakers to get ready, double check with each to be sure the talk material has been placed in Conference Room.

8:35 AM **CR/ALD4 and DH/ALD4**

* Ring Pilgrims to Conference Room

**PC/ALD4**

* Report to Prayer Chapel to pray with speaker

8:45 AM **CR/ALD4**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker song, light candle and announce speaker (LAITY)

**PC/ALD4**

* Deliver speaker to Conference Room hallway and advise CR/ALD4 when ready

8:50 AM Talk #11, Changing Our World Speaker*:*

9:10 AM **PC/ALD4**

* Escort speaker to Prayer Chapel and remain for prayer

 **CR/ALD4**

* Announce silent meditation and turn out lights (2 minutes)
* Blow out candle
* Announce table discussion. (15 minutes) Advise there will be **NO posters** today.
* Prepare for **Talk # 12, Sanctifying Grace**

Speaker Needs:

 Preparation means:

* + Hang Speaker’s Banner and others as necessary
	+ Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)

9:30 AM **PC/ALD4**

* Notify *Sanctifying Grace* speaker to get ready.

**DH/ALD4**

* Check to see if Refreshments is ready. Notify CR/ALD4.

9:40 AM Refreshment Break (10 Min.)

 **CR/ALD4**

* Announce short break.

9:50 AM **CR/ALD4 and DH/ALD4**

* Ring Pilgrims back to Conference Room

**PC/ALD4**

* Notify *Body of Christ* speaker to get ready.
* Report to Prayer Chapel to pray with *Sanctifying Grace* speaker.

9:55 AM **CR/ALD4**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker’s song, light candle and introduce speaker (CLERGY)

**PC/ALD4**

* Deliver speaker to Conference Room hallway and advise CR/ALD4 when ready

10:00 AM Talk #12, Sanctifying Grace Speaker*:*

10:25 AM **PC/ALD4**

* Escort speaker to Prayer Chapel and remain for prayer

 **CR/ALD4**

* Announce silent meditation and turn out lights (2 minutes)
* Blow out candle
* Announce table discussion (15 minutes)
* Clean white board and remove speaker’s talk and any visual aids
* Prepare for **Talk # 13, Body of Christ**

Speaker Needs:

 Preparation means:

* + Hang Speaker’s Banner and others as necessary
	+ Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)

10:45 AM **PC/ALD4**

* Remain in Prayer Chapel to pray with *Body of Christ* speaker.

10:55 AM **CR/ALD4**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker’s song, light candle and announce speaker (LAITY)

**PC/ALD4**

* Deliver speaker to Conference Room hallway and advise CR/ALD4 when ready

11:00 AM Talk #13, Body of Christ Speaker*:*

11:20 AM **PC/ALD4**

* Escort speaker to Prayer Chapel and remain for prayer

 **CR/ALD4**

* Announce silent meditation and turn out lights (2 minutes)
* Blow out candle
* Announce table discussion (15 minutes)
* Clean white board and remove speaker’s talk and any visual aids

**CR/ALD4**

Speaker Needs:

* Prepare for **Talk # 14, Perseverance**

 Preparation means:

* + Hang Speaker’s Banner and others as necessary
	+ Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)

11:45 AM **DH/ALD4**

* Check with Meal Service to see when lunch will be ready (target Noon)
* Inform CR/ALD4

12:00 PM Lunch – Dining Hall

12:25 PM **DH/ALD4**

* Make announcements
* Announce a longer break. Instruct Pilgrims to:
	+ Remove sheets from bed and place the sheets in the pillowcase. Fold spread/blanket and place all items on the bed.
	+ Pack their belongings and all their agape and place it on their beds. Put their bed name tags on the luggage as identification for those who will be picking it up – LONG break.

12:30 PM Long Break (45-50 Min.)

12:45 PM **PC/ALD4**

* Notify *Perseverance* speaker to get ready.

1:15 PM **CR/ALD4 and DH/ALD4**

* Ring Pilgrims back to Conference Room

**PC/ALD4**

* Report to Prayer Chapel to pray with speaker

1:25 PM **All ALDs**

* Distribute Service Sheets to TLs. TLs should not pass out to Table yet – have them wait until instructed (remind TLs and ATLs they do not fill these out)
* Make sure the hallway door stays closed for the rest of the afternoon as Agape will be making deliveries. Make sure Agape folks are not in hallway prior to allowing Pilgrims to use restrooms.

 **CR/ALD4**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker’s song, light candle and announce speaker (LAITY)

**PC/ALD4**

* Deliver speaker to Conference Room hallway and advise CR/ALD4 when ready

1:30 PM Talk #14, Perseverance Speaker*:*

1:45 PM **PC/ALD4**

* Notify *Fourth Day* Speaker to get ready. This should be the Dining Hall ALD4 position.

1:55 PM **PC/ALD4**

* Escort *Perseverance* speaker to Prayer Chapel and remain for prayer

 **CR/ALD4**

* Announce silent meditation and turn out lights (2 minutes)
* Blow out candle
* Announce table discussion (15 minutes)
* Clean white board and remove speaker’s talk and any visual aids
* **Optional**: Use discussion time for a model of reunion group meeting focusing on a limited number of questions on the Service Sheet. Lay Director will determine whether you will use this option.

Speaker Needs:

* Prepare for **Talk # 15, Fourth Day**

 Preparation means:

* + Hang Speaker’s Banner and others as necessary
	+ Fresh water on lectern
	+ Monitor candle/replace as needed
	+ Speaker’s talk (Speaker may bring personally)
	+ Speaker’s visual aids (if any)

 **CR/ALD4 and PC/ALD4**

* After discussion, collect Service Sheets from each Table to use for the Cross Ceremony
* Be prepared to give to LD when needed

**CR/ALD4**

* Announce restroom break – IF TIME PERMITS**.** Be sure to check hallway for Agape folks.

2:15 PM **PC/ALD4**

* Report to Prayer Chapel to pray with *Fourth Day* speaker

 **CR/ALD4**

* Make before-talk announcements (if any)
* Instruct Tables to appoint a new secretary and rotate seating positions. Remember TL remains in the same place with back to speaker.
* Cue Music to lead singing and give them cue when to begin speaker’s song
* After speaker’s song, light candle and announce speaker (LAITY)

**PC/ALD4**

* Deliver speaker to Conference Room hallway and advise CR/ALD4 when ready

2:30 PM Talk #15, Fourth Day Speaker*:*

2:50 PM **PC/ALD4**

* Escort speaker to Prayer Chapel and remain for prayer.

**CR/ALD4**

* Announce silent meditation ONLY
* FROM THIS POINT ON, SPIRITUAL DIRECTOR IS IN CHARGE.

**ALL ALDs**

* When instructed, distribute envelopes with Blue Books to Pilgrims. Agape will have these ready and sorted by Table.

3:00 PM **CR/ALD4**

* Make sure Service Sheets are placed on lectern

**PC/ALD4 and DH/ALD4 (Coordinate with Prayer Chapel Team Members)**

* Arrange for *Jesus is Counting on You* cross from Prayer Chapel to be brought to back entrance of Conference Room, draped with a white sheet
* As Pilgrims are reviewing names and addresses in the Blue Book with the SD, bring cross in, set it behind fireplace until time for cross presentation.

3:20 PM **All ALDs**

* Clear tables of everything – except Kleenex (table names, song books, etc.) – do not disturb Pilgrim’s personal items.
* SD introduces individual agape letters. Distribute the ones with ribbons tied around them when instructed.
* When you hand letters to TL, remind them to tell Pilgrims that drinks/candy are available on the porch.
* While Pilgrims are reading letters, ***quietly*** begin to pack up conference room material and assist Agape in getting material back to Agape Room. This should include taking drapes off of all windows. **NOTE:** It is important for future Walks that all supplies be placed in the proper box. Care should be taken in putting things away.

3:50 PM **SD** will announce restroom break and encourage Pilgrims to take advantage of the opportunity

 Brief Restroom Break – do not leave the Conference Room area.

 **PC/ALD4 and DH/ALD4**

* Uncover and position large cross with Pilgrim’s crosses in front of room. Determine in advance with Lay Director how this should be set.

**CR/ALD4**

* Make sure LD knows where Service Sheets are located

4:00 PM Pilgrims Crosses Presented and Commissioning by Tables

**SD and LD handle**

* SD explains 2 questions Pilgrims will have an opportunity to answer at Closing.
* When asked, two pre-chosen ALDs should model how to respond to the 2 questions

4:35 PM Prepare to go to Closing – two by two in tables

**CR/ALD4**

* Agape will provide personalized agape bags to be used to stow Pilgrims/Teams personal items while at Closing. Announce that agape bags have been provided for all personal items. Pilgrims/Team should pack all their belongings in this bag and place it against the wall and in front of the fire place (in Table order as designated by ALD). Tell Pilgrims that our letter time was limited and there may be additional personal letters in the bag which should be read at a later time. They should collect these bags before leaving for home. This is done to remove personal items from the tables so the break-down crew can immediately begin their work.

 **PC/ALD4**

* Contact Closing Chair to let them know if on schedule.
* Advise Closing Chair when Pilgrims are on the way to Chapel

**CR/ALD4**

* Announce table order of movement to Chapel (TL first; first secretary last)
* Go in Silence
* Last to leave Conference Room checking for stragglers, join the group at your spot. Order is same as Candlelight.
	+ - * LD SD
			* ALD ALD
			* ALD BD REP
			* ASD ASD
			* ASD ASD
			* TABLES 2 x 2, TL lead; first secretary last. If odd number, make a group of 3
			* Instruct TL of last table to be responsible for end of line and to close Chapel door after entering.
		- Have everyone line up and wait outside until all have joined the line and you have joined the group. Head of line begins at the curb.

4:45 PM Closing Ceremony – Chapel

Thank you for your Service!

**Revision History:**

1/17/09 Update removed the fourth ALD from the guidelines

4/20/09 Update modified text to ensure proper coverage and direct responsibilities during ALD talks

 4/22/09 Update corrected page 24 to add time for summary/posters after Means of Grace talk

8/25/12 Update corrected schedule times on Thursday and Saturday.

11/17/12 Changes to reflect ALD Conference Room responsibilities to preserve cloister.

9/8/15 Changes to reflect no longer selling books at the Book Table (Recommended Book List provided)

1/26/17 More clarification for Book Table changes. Change instructions for Thursday Night Film.

6/17/17 Changes to make ALD (not Board Rep) responsible for checking on DVD setup on Thursday night and for Agape to set up Conference Room during the Thursday Night Film.