

# Central Alabama Chrysalis Community

## Speaker's Prayer Chapel Manual

### **GUIDELINES FOR SPEAKER'S PRAYER CHAPEL**

The purpose of the Speaker's Prayer Chapel (SPC) is to provide a worshipful, reverent environment for each speaker and others to seek God's blessing and guidance before each talk and to offer prayers of praise and thanksgiving afterwards. SPC committee members and sometimes other members of the Chrysalis Community remain in the SPC praying for the speaker, the caterpillars, and special prayer needs during each talk.

### **BEFORE ARRIVAL AT THE FLIGHT**

1. Contact the Lay Director (LD) to determine any special needs, the theme, and the schedule. Determine if the LD has a special work of art they would like hung in the SPC during the flight.
2. Remind LD to communicate to the speakers that they may invite special people to join in prayer in the SPC for their talk. This may include their spouse, other family members, reunion group members, and/or other special friends in the Chrysalis/Emmaus Community.
3. Make or purchase 15 cards with envelopes. These usually reflect the walk's symbol or scripture verse. Large cards are preferred.
4. Purchase a white, unscented pillar candle.
5. Purchase small bottles of water for each speaker. Be prepared to bring extra bottles in case a speaker wants to take an extra bottle to the conference room with them.
6. Bring worshipful, instrumental music to play softly during prayer times, if desired.
7. Obtain a list of caterpillars and conference room team from the Lay Director or Registration Chairperson. Also obtain a weekend schedule (the "short version") from the Lay Director.
8. Obtain the Prayer Chapel Assignment Sheet from the LD.
9. Coordinate with the LD and CAC Board Logistics Chair as to where the SPC will be located. SPC location will vary based on flight venue.
10. Arrange to have the LD and SD crosses delivered either to you or to the SPC by the CAC Board Representative responsible for SPC.

### **SET-UP**

1. Logistics will deliver the SPC boxes and furniture the afternoon the flight begins.
2. Place one hand cross across the open Bible on the small table, along with a white, unscented pillar candle. You should also place the large wooden cross on this table.
3. The other hand cross should be placed on the altar to be used by each speaker.
4. Hang any special artwork requested by the LD.
5. The room should be comfortable and a little on the cool side.
6. If you will be using a cooler for bottled water, you may get ice from the kitchen.

## PROCEDURES

1. Be as unobtrusive and low-key as possible. The speaker is the focus.
2. Have lights on during the assembling time before and after prayers.
3. Light the candle and turn out the overhead light to signal time for prayer to begin. The overhead light remains off and the candle lit during the entire prayer session.
4. Play soft, inspirational music during prayer sessions, if desired.
5. Maintain the privacy of the SPC from the caterpillars at all times.
6. Post the flight schedule on the wall and remain aware of talk times throughout each day.
7. Be in the SPC at least 30 minutes before scheduled talk times.
8. Before the speaker arrives, set out the appropriate card and envelope. Ask everyone who prays for the speaker to sign the card.
9. Quietly welcome the speaker upon arrival in the SPC. Offer them water to drink.
10. Survey the speaker for buttons, zippers, turned under collars, hair, etc. and assist them in presenting their best appearance. All speakers, **except the Ideals** speaker should wear the Chrysalis cross. If necessary, borrow one of the caterpillar crosses. Speakers should not wear name badges, agape or anything else that distracts from their talk. **The Prodigal speaker typically does not change clothes for their talk**, but should wear their Chrysalis cross necklace.
11. Determine from the Prayer Chapel Assignment Sheet and the ALD, the appropriate time to begin prayer. Do not start before the arrival of the SD. In the SD's absence, an ASD will be assigned the SD's duties.
12. Ask the speaker to kneel at the altar rail. IF the speaker's spouse is present, they may kneel also. Fellow team members and others gather around the speaker and lay hands on them.
13. The speaker will be the first to pray, either silently or aloud. Some speakers prefer not to pray out loud. IF the spouse is present they would normally pray second, followed by the SPC chairperson. Others gathered offer up SHORT prayers for the speaker in any order. The last person to pray is the SD or ASD.
14. Before talk prayers are usually prayers of praise or supplication for God to use the speaker, to give calmness, confidence and peace of mind, etc. This is often referred to as "praying up" the speaker.
15. When before-talk prayers are completed, remind the speaker to take the hand cross on the altar rail with them to the Conference Room.
16. The SPC staff and others remain in prayer, either silently or aloud, throughout the talk, praying for the speaker, the caterpillars, and any special prayer needs. A list of caterpillars should be in the SPC at all times.
17. The speaker returns to the SPC after the talk is given and goes directly to the altar rail and kneels. See that the speaker returns the hand cross to the altar rail.

18. After-talk prayers are usually of praise and thanksgiving for having used the speaker to effectively and lovingly communicate and witness to the caterpillars. This is often referred to as “praying down” the speaker.
19. Remind everyone present who has not yet signed the speaker’s card to do so.
20. Once again, offer water to the speaker, then remind them to go change clothes, but not to return to the conference room until after discussions and posters have been completed.
21. Be sure an ALD takes the speaker’s card back to the Conference Room to be signed by the rest of the team before giving the card to them. Sometimes the LD will have a small gift for each speaker and these may be handed to the speaker when they are given their card.

**NOTE:** On Day Two of the Chrysalis schedule (3:05 pm after praying down the flight SD for the “God’s Gift to You” talk) it calls for the conference room to go to the SPC as tables for prayer. Please check with the flight Lay Director and ALDs to see whether or not this is something they plan on doing. If so, please temporarily move the butterfly cross with necklaces, schedules, etc. before the first table comes to the SPC. A brief explanation of your role as SPC chairperson, what happens in the SPC, and the hand crosses may be requested; the prayer time, however, is exclusively for the table groups. The tables are welcome to use the hand cross during their prayer time.

#### **TAKE-DOWN**

1. After the last speaker is “prayed down”, logistics will pick up the large butterfly necklace cross to take to the Cross Ceremony.
2. As quickly as possible after the last talk, begin packing up all other SPC items.
3. If items are missing or need to be replaced, contact the Central Alabama Emmaus/Chrysalis Board Representative responsible for the SPC.
4. Take the LD and SD’s hand cross to either the Community Lay Director or Assistant Community Lay Director to be presented at Closing.
5. Complete a Work Area Log-in Sheet indicating all SPC committee members and submit it as instructed on the form.

