**Candlelight Manual**

**Work this Book & It Will Work for You**

This Workbook is a page-by-page **Script** to be used the evening of Candlelight – the Script includes duties *before*, *during* and *after* the actual Worship Service. In the same fashion that Conference Room personnel use a page-by-page Emmaus Script to stay on Schedule throughout the Weekend, so also, the Candlelight Chairperson follows the Script and directs the flow of activities in order to stay on Schedule. For the sake of *standardization* rather than individual flavor, in the spirit of cooperation and charity, it is strongly recommended that the Script be prepared and utilized.

**Overview – Outline**

1) Review This Manual

2) Establish & Maintain contact with CAEC Candlelight Board Rep

3) Contact the Lay Director for the Walk

4) Recruit a Co-Chairperson for Candlelight

5) Attend Training & Commissioning for the Walk.

6) Plan & Prepare the Agenda for the Candlelight Worship Service

7) Recruit an Emcee (or yourself) for the Worship Service

8) Recruit a Musician/Worship Leader

9) Recruit a Media Operator for PowerPoint

10)Recruit a 4th Day Speaker

11)Recruit a Line-Up person

12)Recruit additional persons to assist.

13)Contact Chairperson for Logistics

14)Contact Chairperson for Worship

15)Invite Recent Pilgrims to Candlelight

16)Prepare Candlelight Script Booklet

17)Prepare printed program.

18)Conduct the Candlelight Worship Service

19)Conduct Inventory & Submit it to the Board Rep.

20)Provide Names of Workers to Board Rep.

21)Follow-up with Expressions of Appreciation.

**I. Review this Manual**

This Manual contains sufficient information to completely plan, prepare & conduct the Candlelight Worship Service. This Manual contains the duties of each recruit, the forms necessary for the Chairperson & other key personnel participating in the worship service. Read the Manual & become familiar with it, because sometimes there are last minute cancellations, & replacements – you may even need to perform some of the tasks yourself.

**II. Establish & Maintain Contact with Candlelight Board Rep**

The CAEC Board of Directors appoints one member of the Board as a Representative to each Work Area of the Emmaus Walk. The Board Rep for Candlelight will have served as Chairperson for Candlelight before. <http://www.caew.org/board-reps.html>

Board Rep:

Home ph: Cell ph:\_

Email: other:

**III. Contact the Lay Director for the Walk**

The contact information for the Lay Director can be obtained from the Candlelight Board Rep, or from the Support Team Recruiter, or from the Registrar, etc. The Lay Director may have preferences for Candlelight Volunteers – 4th Day Speaker, Music Leader, or other components of the worship service. Many times, a spouse or significant other is first in line for the processional – ask if there is a preference.

CAEW #

Lay Dir.

Home ph: Cell ph:\_

Email: other:

**Question: Can you provide me with your logo?**

**Question: Can you provide me with your Scripture reference? Question: Do you have a preference for the 4th Day Speaker?**

**Question: Do you have a preference for the Music Leader?**

**Question: Do you have other preferences, such as: Media, Line-up, etc.? Question: Do you wish your spouse or another to lead the processional?**

**Question: Which ALD will be my contact person for Candlelight?**

**ALD Name:**

Home ph: Cell ph:\_

Email: other:

**IV. Recruit a Co-Chairperson for Candlelight**

The Co-Chair may be hand-picked by the Chair, or recommendations for Co-Chair may be received from the Candlelight Bd. Rep, the Lay Director, or the Cluster responsible for the background team for this walk.

**The Co-Chair should be:**

1) Interested in learning to Chair Candlelight in the future

2) Willing to assist the Chair in all aspects of planning, conducting, & follow-up

3) Capable of assuming the Chair position & responsibilities if necessary

4) Willing to arrive at the Camp early & stay late – until everything is finished

**V. Attend the Training & Commissioning for the Walk**

Commissioning is generally done on the 1st Training Day for the Team. The Candlelight Chair and/or Co-Chair must attend & participate in this activity. Make sure to bring your Nametag, Cross & Worship Book. Support Team Chairs and/or Co- Chairs are commissioned right along with Conference Room volunteers. After the Commissioning, the outside/support team separates from the Conference Room Team, & has Training until about lunch time.

Location:

Date: Times:

What to bring:

**VI. Plan & Prepare the Agenda for the Candlelight Worship Service**

Pray for guidance. Use the Worship Agenda for planning. Assign recruits to the various tasks associated with the worship service. The completed **Agenda- Planner** will be converted into the **Agenda** for the Candlelight Worship Service, & incorporated into the **Candlelight Program**.

**CAEW # Candlelight Worship Service: Yr: 20 \_- Month: - Date:**

Lay Director: Spiritual Director: *Rev.*

**7:00 Music**: 1) 2)

Praise Team:

**7:10** Opening Prayer:

**7:12** Welcome & Announcements:

**7:15** Music: 3) 4) 5)

**7:30** Community Report:

**7:35** Chrysalis Report:

**7:40** Music: 6) 7) 8)

**7:55** Intro 4th Day Speaker:

**8:00** 4th Day Speaker:

**8:10** Offertory Prayer:

9) “*Sing Alleluia”*

Ushers: 1 2

3 4 Music: Offertory 10)

**8:15** Pray for Pilgrims:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lighting Candles:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8:20** Spiritual Dir’s Rep & Communion: Rev. \_\_\_\_\_\_\_\_

Music: 11) 12) 13)

**8:40** Final Comments

**8:40** Contact/ALD @ - -

**8:45** Line Up Comm by:

**8:50** Light Luminaries:

**8:55** Sing: 14) “*Jesus, Jesus*”

**9:00** Pilgrims Arrive!

**VII. Recruit an Emcee (or yourself) for the worship Service**

Generally, the Candlelight Chairperson performs this role, but the job can be delegated to another person, such as the Co-Chair; or the various speaking components of the Worship Service may be assigned for others to perform.

The tasks of the Emcee include:

1) Opening Prayer to the Holy Spirit

2) Welcome & Announcements

3) Introduction of the Community Lay Director or Rep.

4) Introduction of the Chrysalis Representative

5) Introduction of the 4th Day Speaker

6) Offertory Prayer

7) Prayer for the Pilgrims

8) Introduction of the Spiritual Director

9) Final Announcements.

**VIII. Recruit a Musician/Worship Leader**

Prayerfully consider who God wants to lead the service through music. Begin the process as soon as possible. Allow ample time for the Music Leader to prepare. Check with the Lay Director for possible recommendations.

1) The Music Leader should be active in a local church & a reunion group.

a. The Music Leader must provide a *balance* of musical styles, i.e.,*Contemporary/Gospel/Hymns*-**Emmaus is inclusive: no exclusion!**

2) The Music Leader must provide for acoustical accompaniment for the

Community to sing “Jesus, Jesus” during the Pilgrims’ processional.

a. No other specifics of instruments or number of musicians.

3) The Music Leader will recruit accompanists as necessary.

4) The Music Leader must provide PowerPoint files for the songs to be sung, a. And coordinate with the Media Operator.

b. Provide Media contact info & advise immediate communication.

c. The Music Leader may have recommendations for the Media Person.

**5) Provide the Music Leader with a copy of this page & make arrangements for the *completed* form to be re-submitted as soon as possible.**

a. Add the song names to the **Agenda-Planner** (& later to the **Program)**.

6) At Candlelight, the Music Leader will be provided with a final copy of the

**Agenda** for the Worship Service, or a **Program** containing the **Agenda**.

|  |  |  |
| --- | --- | --- |
| 7:00 | Opening songs: | 1 |
| 2 | | |
| 7:15 | P&W Music: | 3 |
| 4 | | |
| 5 | | |
| 7:40 | P&W Music: | 6 |
| 7 | | |
| 8 | | |
| 7:55 | 4th Day Speaker | 9 **Sing Alleluia** |
| 8:10 | Offertory: | 10 |
| 8:20 | Communion | 11 |
| 12 | | |
| 13 | | |
| 8:55 | Music: | 14 **Jesus, Jesus, Can I Tell You How I Feel** |

**IX. Recruit a Media Operator for PowerPoint**

The Lay Director and/or the Music Leader may have recommendations for this position. The CAEC owns a Projector & associated wiring, but some Media persons have their own set-up. Consult the Candlelight Bd. Rep accordingly.

1) The Media Person must receive PowerPoint files from the Music Leader prior to the Candlelight worship service & organize them accordingly.

2) Provide the Media Operator with contact info for the Music Leader.

3) Provide the Media Operator with any other info needed for the Worship

Service – Opening Prayer, etc.

4) At Candlelight, provide the Media Person with a final copy of the Agenda for the Worship Service, or a program containing the Agenda.

**X. Recruit a Fourth Day Speaker(if the LD does not have someone specific)**

1) Prayerfully consider who God wants to be the Fourth Day Speaker.

2) Begin the process as soon as possible.

3) Check with the Lay Director for possible recommendations.

4) The Speaker should be active in a reunion group & a local church.

5) Allow ample time for the Speaker to prepare for this talk.

6) The Speaker must agree to **follow the outline** for the 4th Day Talk –

i. The 4th Day Talk is *not* previewed & critiqued

ii. The 4th Day Talk is **not** a *sermon* or *life-story*.

7) Before confirming, review the **Fourth Day Speaker Outline** with the Candidate.

8) Provide the 4th Day Speaker with the **Fourth Day Speaker Outline**, from the **Script.**

9) Consult the Candlelight Bd. Rep. as necessary.

**XI. Recruit a Line-Up person**

The Line-Up of the worshippers in preparation for the Pilgrim processional is a strategic job, & an experienced person is necessary. This person mightberecruited for *only* that job & not participate as a worker in any other part of the worship service, or this person *may* also have other duties on t h e Candlelight

Team. The Board Rep can supply names of people who are experienced in lining up the community for the processional. Consider recruiting an additional person to learn the position from the experienced veteran.

**XII. Recruit additional persons to assist on the Candlelight Team**

**Note: Some duties can be mixed & matched among volunteers, according to the Chairperson’s preference. Final Task lists should be emailed as recruits are confirmed, & re-issued at Candlelight.**

**A) Inside Usher #1 & 2 Name:**

1. Check with Worship Committee or Logistics for: Communion Table, Communion Candles, matches/lighters, & collection plates.

2. Retrieve & place Programs in the Agape Letter box to be given to

Pilgrims later – make sure to place same number as Pilgrims.

3. Place a Candlelight Worship Program & **one (1)** *hand-held* Community Candle in each of the 200 chairs for Community members attending – leave extra programs in rear for late-comers.

4. Greet Community as they arrive, & offer assistance in seating.

5. Maintain QUIET in rear by encouraging all arrivals to take a seat.

6. Help take up Offering. DO NOT take collection back to altar.

7. Usher #1 & #2, count collection in Counselor’s Office with representative from Housing & Registration witnessing, record Collection amount on form provided, & turn in collection to CAEC Treasurer or Walk Housing & Reg. Chairperson.

8. Assist in storing chairs after Communion Service

9. Collect & dispose of Programs & trash after Communion service.

**B) Inside Usher #3 & #4 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Replace any Hand-held Community Candles shorter than 4 inches.

2. Assure there are 400 Candles w/plastic holders for the Community.

3. Count number of Candles *used* & also *remaining* candles, & add those numbers to Inventory for Board Rep.

4. Place a Candlelight Worship Program & **one (1)** *hand-held* Community Candle in each of the 200 chairs for Community members attending – leave extra programs in rear for late-comers.

5. Greet Community as they arrive, & offer assistance in seating.

6. Maintain QUIET in rear by having all arrivals take a seat.

7. Assist in taking up Offering at appropriate time. Turn in to Usher #1.

8. Assist in storing chairs after Communion Service

9. Collect & dispose of Programs & trash after Communion service.

**C) Votive Candle Lighter #1:**

**Votive Candle Lighter #2:**

1. Check to see if Logistics brought table for Pilgrim Votive Candles –

a. if not, get it.

2. Check that Agape Letter Box is at Pavilion, or retrieve from Agape

3. Locate storage tub labeled “Votive Candles”:

a. Set up table with white cloth

b. Locate & **TEST** the 2 long lighters.

4. Prepare/set up Votive Containers & Candles on table - a. same number as Pilgrims.

5. Inventory the Votive Candles *used*, & the Candles *remaining* –

a. include counts on report for Board Rep.

b. Place storage tub around corner for later re-packing.

6. During Worship Service, alternate in lighting of Pilgrim Candles as names are called by Emcee.

7. During community line up, blow-out Candles & place table out of sight, around far-right corner of Pavilion.

• after Pilgrims leave, return & re-pack in labeled storage tub.

8. After Pilgrims leave, return & re-pack items in labeled tub.

• Place table back under Pavilion for Logistics to retrieve later.

• Place labeled tub in storage closet at rear of Pavilion.

• Make sure Agape Letter Box is returned to Agape.

**D) Luminary Candle Lighter #1:**

**Luminary Candle Lighter #2:**

1. Locate tub/s containing Plastic-Luminary-Bags, Battery- Operated Tea-Lights, & Brick-weights - Fold-out Luminary Bags.

2. Set out 70 Luminaries along both sides of walkway from Pavilion to road, but not across road

3. Each Luminary consists of an opaque plastic bag, w/brick- weight in bottom, & battery-operated Tea Light on brick-weight.

4. Count battery-operated Luminary Candles (used & remaining) - Include counts on report for Board Rep.

5. After the Worship Service, while the Community is being lined up, switch ON Tea-Lights in the Luminaries.

6. **Wait** until after Pilgrims leave the Pavilion, collect the Luminaries from the walkway then return tubs to storage room.

7. Turn OFF & re-pack Tea Lights in labeled storage tub.

8. Re-flatten & re-pack Luminary Bags in labeled tub

9. Re-pack Brick-weights in labeled storage tub.

**XIII. Contact Chairperson for Logistics**

Ask about tables, chairs, candles, bricks, bags, media assistance, or whatever is necessary.

**Logistics Chairperson:**

Home ph: Cell ph:\_

Email: other:

**Question: Will you have chairs in place?**

**Will you oversee removal & storage of chairs during Lineup? Question: Will you provide & set table in place for Media?**

**Will you remove it during Line-up?**

**Question: Will you provide & set table in place for Pilgrims’ Candles?**

**Will you remove it next morning?**

**Question: Will you provide & set table in place for Communion?**

**Will you remove it during Line-up?**

**Question: Will you have candles, bags, votives, etc. in storage room? Question: Will you have office door unlocked for Offering, etc.?**

**XIV. Contact Chairperson for Worship**

To ensure that the Communion elements will be provided & set up.

**Worship Chairperson:**

Home ph: Cell ph:\_

Email: other:

**Question: Will you have Communion elements & accessories in place? Question: Will you remove elements & accessories during Line-up?**

**XV. Invite Recent Pilgrims to Candlelight**

The Upper Room strongly recommends personal invitations by telephone to all Pilgrims from previous Walks.

a. Contact the Registrars & acquire the rosters from previous Walks.

1) Men’s Registrar:

Hm ph: Email:

Mbl ph:

other: \_

2) Women’s Registrar:

Hm ph: Email:

Mbl ph:

other:

b. Recruit Inviters – this is an excellent way to involve persons in your cluster who may not be able to participate at the Camp.

c. Divide the rosters, & delegate to the volunteers. If possible, the invitation should be made by telephone, & email should be the ***last*** choice.

d. Invitational calls should be made on the Monday & Tuesday evenings of the week of Candlelight.

e. The Inviter/Caller should:

1) **Identify** themselves with Name, Walk #, & Table Name.

2) **Invite** the recent Pilgrim to the Candlelight with date & time.

A. **Example: *The reason I’m calling is to invite you to the***

***Candlelight Worship Service for CAEW # , on Friday,***

***, under the Pavilion at Camp Alamisco. Before the actual Pilgrim Processional, there is an entire Worship Service, starting at 7PM.***

3) **Briefly** tell them t h a t your Candlelight was special, & remind them of their own Candlelight experience.

A. **Example: *I remember how special my Candlelight was, & I know you remember yours too – Candlelight is special.***

4) **Encourage** them to attend & participate from “ the other side”, reminding them it is an act of personal Agape.

A. **Example: *I’m sure you appreciated those people who stood in line, holding a candle, & singing for you, & now is your opportunity to do that favor for someone else.***

**XVI. Prepare the Printed Candlelight Program.**

The Program for the Candlelight Worship Service is a key element because it gives the audience an awareness of the *plan* for the Worship Service.

Many congregational participants are returning to Emmaus for the first time since their original Walk & use the Program as a keepsake.

**Note:** If you do not possess sufficient computer skills to construct the Program, get as friend to assist you, or consult the **Candlelight Board Rep –** do this *early* in the planning process.

**Directions**

1) A *Fill-in-the-Blank* version of the **Candlelight Program Template** follows these

**Directions**.

a. You, or your computer assistant, may use this Template as a guide to construct the Program, or…

b. The electronic version of the **Candlelight Program-Template** can be supplied by the Candlelight Board Rep (Microsoft Word 97-03).

2) Insert the Lay Director’s chosen Logo & Scripture into the Program Template.

3) Insert the dates, times & announcement info into the Program Template

4) Get the Pilgrim Roster from the Candlelight Board Rep. a. Receive updated rosters consistently, as necessary. b. Wait until after Send-Off to verify the Pilgrim Roster.

c. Insert the Pilgrim name-list into textboxes in the Program Template

5) Compare the **Candlelight Agenda** to the Program & adjust as needed.

6) Using the **Candlelight Agenda**, insert songs, names, etc. into the Program.

7) Check the Logo, Scripture, dates, times, names, songs, lists, etc.

8) Print & fold 365 copies of the program.

a. Chairpersons often have these copied/printed at their local churches, but…

i. Printing of the program is the responsibility of the work area chairperson. Means of printing is at the prerogative of the chairperson. Professional printing is available as an act of agape. Should the chairperson wish to utilize this free service you should contact: Frank McKenzie ([fmcknz@gmail.com](http://webmail.elmore.rr.com/do/mail/message/mailto?to=fmcknz%40gmail.com)).

**Candlelight Service**

**Central Alabama Walk to Emmaus #**

**, 201-**

*, Lay Director Rev. , Spiritual Director*

**7:00 Praise & Worship:** 1 & 2

**7:10 Prayer & Welcome**:  *Chairperson/Emcee*

**7:15 P&W: 3** , 4 \_, 5

**7:30 Community Report**:

**7:35 Chrysalis Report:**

**7:40 P&W: 6** , 7 , 8

**7:55 Intro - 4th Day Spkr**:  *Chairperson/Emcee*

**8:00 4th Day Speaker**:

**8:10 Offertory Prayer**:

**Worship Team: 9**

**8:15 Prayer for Pilgrims**: *Chairperson/Emcee*

**Lighting Candles**:

**8:20 Sp Dir Rep & Euch**: Rev.

**Worship Team:** 10 ,

11 \_, 12

**8:40 Final Comments:** *Chairperson/Emcee*

**8:45 Line Up Community**: ,

**8:50 Light Luminaries**: ,

**8:55 Sing “Jesus-Jesus”**

**9:00 Pilgrims Arrive!**

***Please remember: This is a worship service.***

**CaCandlelight Worship Service for CAEW #\_ Camp Alamisco, Dadeville, AL**

**, 201\_**

Lay Director:

Spiritual Director: ***Rev.***

***DeColores!***

**Community website:** [***www.caew.org***](http://www.caew.org/)

*If you are interested in helping as a volunteer in an upcoming Emmaus Walk… just ask… or, simply show up….*

***Please remember: This is a worship service.***

***Please maintain an atmosphere of reverence. Please maintain an atmosphere of reverence.***

**Candlelight Worship Service**

The purpose of Candlelight is to move *the Pilgrims* to a deeper realization of God’s love and to demonstrate the support of a Christian community for their life as faithful followers of Jesus Christ. Though Candlelight *is* moving for both Pilgrims *and* community, its purpose is *not* to create a mountain-top experience for its own sake. Candlelight prepares the way for the time of personal prayer and recommitment which follows upon the Emmaus Community’s departure. In the Gospels, many people sought Jesus out for the grace of healing and forgiveness, but fewer heeded the call to follow as Jesus journeyed toward the cross. Likewise, Dying Moments communion gives the Pilgrims an opportunity to bring their needs to Jesus, but *Candlelight moves them to take the next step of rededication as disciples* in their response to God’s grace. For this reason, Candlelight and the time of prayer which follows complete the unfolding of Friday’s theme of response to the grace of Jesus Christ.

***Important Reminders***

*There is a box for agape letters in the back. Remove your watch.*

**Walk to Emmaus #**

***Upcoming Emmaus Walks***

Walk# - &

Walk# - &

*Wear only your name badge, no crosses. Don’t hug or reach out to*  Walk# - &

*pilgrims. Leave quickly & quietly after Candlelight. Serenade is*

*tomorrow at 7:00am. Closing is tomorrow at 4:00pm.*

Walk # - &

**Remember to LOOK into the pilgrim’s face, gaze**  Walk #

**Pilgrims of Central Alabama**

**into their eyes, and let the presence of Jesus**

- &

**radiate from your heart through your expressions!**

**Let others see Jesus in You**!

***Please remember: This is a worship service.***

***Please maintain an atmosphere of reverence.***

**XVII. Conduct the Candlelight Worship Service**

1) Arrive at the camp at least an hour & a half early (about 5:30 PM).

2) Have a pre-arranged meeting time & place with all volunteers & musicians.

3) Have a time of announcements, discussion & prayer with the group.

4) Follow in the **Candlelight Script** Book.

**XVIII. Complete the Inventory**

**Inventory for Candlelight**

(To be completed Friday before Candlelight)

Walk # Date:

Prepared by: (*please print name*)

Approximate number of plastic holders used: New:

Discarded:

|  |  |
| --- | --- |
| Number of glass votive holders: |  |
| Number of unused votive candles: |  |
| Number of unused tea light candles: |  |
| Number of white bags for luminaries: | |
| Number of working lighters: |  |
| Number of boxes of Kleenex: |  |
| Number of Collection Baskets: |  |

Other:

**Submit Inventory for Candlelight Board Rep within one week.**

**XIX. Provide names of workers to Bd. Rep for Candlelight**

Submit completed Work Area Log-in Sheet to the Team Selection Administrative Asst, Rita Carswell [ritacarswell14@yahoo.com](mailto:ritacarswell14@yahoo.com) as soon as possible.

**XX. Follow-up with expressions of Appreciation**

The Candlelight Worship Service cannot be conducted by one person alone – it takes teamwork. Make sure to express gratitude to the volunteers who helped to make it happen. Mailing a handwritten note or card is nice, but sometimes a personal phone call is appropriate. And, sometimes, an email is sufficient, depending on the type of relationship you have with that person. Just make sure that the expression of gratitude & appreciation is authentic.

**The *Script* for the Candlelight**

**Worship Service**

***The following will become a Page-by-Page***

***Script for the actual Worship Service.***

**Candlelight Chairperson Duties & Checklist**

**Preliminaries**

1) Arrive at Camp Alamisco by 5:30PM – Contact/Confer ALD, ASAP.

2) Meet & Greet arriving workers & have them sign Volunteer List.

3) At 6PM, gather all workers & musicians.

a. Remind that Candlelight is a Worship Service – Maintain reverence.

b. Check with Music Leader for any concerns.

c. Check with Media Operator for any concerns.

d. Check with 4thDay Speaker for any concerns.

e. Check with Line-up person for any concerns.

f. Have Prayer with entire Candlelight team.

4) Dismiss musicians & distribute printed worker task lists.

5) Discuss any changes or concerns & dismiss workers to their tasks.

**Check Stage & Communion Elements**

6) Check that Podium is in place.

7) Check that there is a microphone at the Podium.

8) Check with Worship about Communion Elements.

**Supervise & Check Pilgrim Candles Set-Up**

9) Check that Pilgrim Candle Table is in place.

10) Check that White Tablecloth is on Communion Table

11) Check that Pilgrim Candle Votives are in place – one for each Pilgrim.

12) Check that Pilgrim Candles are in place – one for each Pilgrim.

13) Check that two lighters are in place on Pilgrims Candle Table.

a. Verify that the lighters work, & Candle-Lighters know how.

14) Receive Inventory Form for Pilgrim Candles.

**Supervise & Check Luminary Set-Up**

15) Check that 70 Luminaries are in place.

16) Check that Luminaries are set from Pavilion to Road - not across road.

17) Check that Luminaries are spaced evenly.

18) Spot check Luminaries for correct set-up with brick-weight & tea light.

19) Check that Luminary Handlers have place storage tubs out of sight from the Pavilion -

outside, around the end of the building toward the cabins.

20) Receive Inventory Form for Luminary Candles.

**Supervise & Check that Ushers have Tasks Accomplished**

21) Check that Communion Table is in place

22) Check that Communion Candles are in place

23) Check that lighters/matches for Communion Candles are in place

24) Check that Offering Baskets are in place.

25) Check that sufficient Programs are in Agape box for Pilgrims.

26) Check that there are 200 chairs in place – 10 rows of 10 on each side.

27) Check that one Candlelight Program is in each Chair

28) Check that one Community Candle is in each Chair.

29) Spot check Community Candles for at least 4” in length

30) Receive Inventory Form for Community Candles.

**Conduct Candlelight Worship Service According to Program/Script.**

31) Signal Music Leader when to begin Worship Service.

32) Follow **Candlelight Worship Service Script**.

**7:00 PM Praise & Worship**

**Song #1:**

**Song #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7:10PM Opening Prayer**

***I’m***

***Walk to Emmaus #\_***

***Table of***

*Please pray The Prayer to the Holy Spirit with me; it is found on the last page of your worship booklet, or on the screen.*

**Prayer to the Holy Spirit**

Come, Holy Spirit, fill the hearts of your faithful & kindle in us the fire of your love. Send forth your Spirit & we shall be created. & you shall renew the face of the earth.

O, God, who by the light of the Holy Spirit did instruct the hearts of the faithful, grant that by the same Holy Spirit we may be truly wise

& ever enjoy your consolations. Through Christ our Lord. Amen.

**7:12PM Welcome & Announcements**

**by:**

**1) Welcome to the Candlelight Worship Service for Central AL Emmaus Walk #\_**

**2) Remember this is a worship service; maintain an atmosphere of reverence.**

The purpose of Candlelight is to move the Pilgrims to a deeper realization of God’s love & to demonstrate the support of a Christian community for their life as faithful followers of Jesus Christ. Though Candlelight is moving for both Pilgrims & community, its purpose is *not* to create a mountain- top experience for its own sake. Candlelight prepares the way for the time of personal prayer & recommitment which follows upon the Emmaus Community’s departure. In the Gospels, many people sought Jesus out for the grace of healing & forgiveness, but fewer heeded the call to follow as Jesus journeyed toward the cross. Likewise, Dying Moments communion gives the Pilgrims an opportunity to bring their needs to Jesus, but *Candlelight moves them to take the next step of rededication as disciples* in their response to God’s grace. For this reason, Candlelight & the time of prayer which follows complete the unfolding of Friday’s theme of response to the grace of Jesus Christ.

**3) Wear only your name badge & have your worship booklet.**

a. During the three-day event, the Emmaus Cross is **only** worn at Closing.

b. Wear cross & name badge & bring worship booklet at all other Emmaus events.

**4) We will receive Holy Communion, but that will not end our worship service:**

a. **please remain in your places after Holy Communion.**

**5) What other communities are represented? – Where are ya’ll from?**

(Make notes on index card to give to Spiritual Director.)

**6) Now let’s continue worshiping in music.**

**7:15 Praise & Worship**

**Song #3:**

**Song #4:**

**Song #5:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7:30PM Central Alabama Emmaus Community Report to be given by the Community Lay Director**

***Name*:**

**Emmaus Walk #\_**

**Table of**

**1) Welcome the community & thank them for coming.**

**2) Upcoming Emmaus Walks- Lay Directors present, please stand**

**3)**

**4)**

**5)**

**7:35PM Central Alabama Chrysalis Report**

**Name: Community:**

**Walk #**

**Table of**

**1) Welcome the community & thank them for coming.**

**2) Upcoming Chrysalis Flights - Lay Directors present, please stand**

**3)**

**4)**

**5)**

**7:40 Praise & Worship**

**Song #6: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Song #7: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**

**Song #8: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7:55PM Introduction of Fourth Day Speaker**

By:

It is now time to hear from our 4th Day Speaker.

Please join me in welcoming :

**Song #9: Sing Alleluia**

**(*Guitars play in Am & capo 2, resulting in Bm*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bm…** | **Bm** | **F#m** | **Bm** | **F#m** |
| **Am…** | **Am** | **Em** | **Am** | **Em** |
|  | Sing | alleluia to the | Lord |  |

*(Sing alleluia to the Lord)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Bm** | **A** | **F#** | **F#7** |
| **Am** | **G** | **E** | **E7** |
| Sing | alleluia to the | Lord |  |

*(Sing alleluia)*

**Bm F#m G D**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Am** |  | **Em** |  | **F** | **C** |
| Sing |  | alleluia, |  | Sing | alleluia |
| *(Al* | *–* | *le* | *–* | *lu* | *- ia)* |

|  |  |  |
| --- | --- | --- |
| **Bm** | **F#m** | **Bm….** |
| **Am** | **Em** | **Am….** |
| Sing | alleluia to the | Lord |

**8:00PM Fourth Day Speaker - 10 minutes**

**Name :**

**Weekend:**

**Table of:**

**2 minutes: Greetings & Personal History**

**2 minutes: What the Emmaus Walk meant to me:**

**2 minutes: How the Emmaus Walk has influenced my life:**

**2 minutes: How I see the Emmaus Walk influencing my future:**

**2 minutes: Final Comments & Challenge:**

**De Colores.**

**By:**

**8:10 Offertory Prayer**

**Now, we’ll receive our offering to the Lord. Will our Ushers please come forward?**

**Ushers:**

**Please join me in prayer:**

*(change this prayer as needed)*

***Heavenly Father,***

***We thank you for the gift of Your Son, Jesus Christ, & for our reconciliation to You***

***that we enjoy through Him.***

***We thank you for the blessing of the Walk to Emmaus, & for the fellowship we enjoy with each other through this ministry.***

***We ask that You bless this offering, and cause it to be used in Your Kingdom, so that Christ may be lifted up,***

***and You may be glorified,***

***by means of the Holy Spirit.***

***We pray this together in the name of Jesus, And together everyone says, Amen.***

**8:10 Offertory**

**Song #10:**

**8:15 Prayer for Pilgrims**

Led by:

Lighting of Candles:

**Now we’ll have our prayer for the pilgrims of Walk #**

**The names are listed in your program. Together, we pray that God hasblessed each of these pilgrims that God *is* blessing each of these pilgrims, & that God *will continue* to bless these Pilgrims of Central Alabama Walk to Emmaus # :**

**Amen.**

**Now we’ll hear from our Spiritual Dir., *Rev.***

**8:20 Spiritual Director’s Report**

**By: Rev.**

**Report about the Walk**

**Holy Communion**

***Spiritual Director will call on other ministers to help serve***

***Communion. Musicians come forth with those servers.***

***Musicians then play background music while Community comes forth for Holy Communion.***

**Song #11:**

**Song #12:**

**Song #13:**

**8:40 Final Announcements:**

**Please bear with me for these announcements.**

**1) Remove your watch.**

**2) Don’t hug or reach out to pilgrims.**

**3) There is a box for agape letters in the back.**

**4) After Candlelight, leave quickly & quietly w/headlights “Off”.**

**5) Serenade is in the morning @ 7am (Indoor Chapel).**

**6) Closing is tomorrow afternoon at 4:00pm, here.**

**7) Sponsors: Get new Pilgrims to Follow-Up, & in a Reunion Group.**

**8) Upcoming Walks are noted in the Program.**

**9) The first two rows of chairs go to each side in the grass.**

**10) Please help us quietly put away chairs before lining up.**

**11) We now turn it over to to get us lined up.**

**DeColores!**

**Transition from Worship Service to Candlelight Processional**

**Note: All of the following must be prepared & ready to receive the Pilgrims by 8:55 PM.**

**1) Make sure all workers assist in storing chairs.**

**2) Make sure sufficient chairs are left for Pilgrim prayer service.**

**3) Send Spotter half-way down hill.**

**4) Check to make sure the Luminaries are lit, or being lit.**

**5) Watch for musicians to finish moving equipment**

**6) Watch to see when the Community is Lined-Up.**

**7) Turn Off lights at appropriate time.**

**8) Signal for Community to light Community Candles.**

**9) Listen for contact from ALD – but begin at 8:55PM.**

**10) Watch for signal from Spotter – but begin at 8:55 PM**

**11) Signal Music Leader to begin song “Jesus, Jesus” at 8:55 PM.**

**12) Participate in Candlelight Processional.**

**13) Leave Pavilion, rest & wait until all Pilgrims leave Pavilion.**

**Finish Up**

**1) Return to Pavilion after all Pilgrims have gone**

**2) Check that all Luminary Bags, Tea Lights & Brick- Weights have been re-packed in labeled storage containers, and stored in closet.**

**3) Check that Votive Candles, Holders, White Table Cloth & Lighters have been re-packed and stored in closet.**

**4) Check that all Community Candles have been stored in labeled storage tubes, and placed in Closet.**

**5) Pick up trash.**

**6) Go to Bed!**

**Worker Sign-in List - CAEW #**

Musicians: (Please Print)

Name Email Address Phone # Walk #

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Workers: (Please Print)

Name Email Address Phone # Walk #

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Please email this to Rita Carswell at [ritacarswell14@yahoo.com](mailto:ritacarswell14@yahoo.com) or 538 Winding Road, Dadeville, AL 36853. Also send to the Board Rep.