

# SERENADE HANDBOOK

Current board representative:

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- **Pray first**
- **If you have any questions at any time please contact the board representative for Serenade**

## Preparation as chairperson

- To cover the cost of serenade you may pass an offering at your cluster meeting or ask your reunion group for support
- Please watch the background training video.  
[https://www.youtube.com/watch?v=BJYVED\\_IAXU](https://www.youtube.com/watch?v=BJYVED_IAXU) .
- Please be sure to contact the co-chair early and **to include the co-chair** in all the preparation and tasks so they will be confident when they chair serenade. Usually one of you will supply the carnations and the other will supply the snack/drink items.
- You will need to have a musician with a guitar to accompany/lead the singing. Many times one of the musicians from the walk will agree to help at Serenade but they **must be asked prior** to the Walk. Caution, many times there is only one musician, so trying to get one just for Serenade is important. Be sure to make contact with the musician directly or through an ALD the morning of serenade time remind them to come to the indoor chapel or dining area to practice and lead serenade.
- The cost of Serenade can vary to about \$120, depending upon the cost of the carnations. A reimbursement form must be filled out along with receipts for the amount. This should be signed by the Board Rep in charge of Serenade and then sent to the CAEW treasurer.

## Purchasing Carnations

- You will need to purchase 75 carnations (as some will get damaged). **Only red carnations** are to be used (as voted by the CAEC Board). Carnations may be purchased from a variety of places: florists, grocery stores, Walmart, Sam's, etc. It may be easier for florists to obtain such a large quantity at the time you need them. Be sure to tell whoever you purchase from that they are for a religious event so that you may get their best price. Call at least 3 days in advance to place the order. Another option is to order online from walmart.com and have the carnations delivered to your home. This may not be the best choice in hot weather unless you will be home when the flowers are delivered. The carnations will last at least 3 days if cool and in water but may start to wilt after that so it is best to get them within 3 days of Saturday serenade. On average, carnations are about \$1 each, so plan to spend around to \$75. You may bring them up

at Candlelight on Friday evening or keep them with you until Serenade. Make sure that the carnations are kept in water and in a cool place.

## **Morning of serenade**

- **5:45am**

- \* Place the sign "Please do not go past or park past here. We want Serenade to be a surprise!" by the road at the walkway. If people park past the sign please make an announcement for them to move behind the hill so their vehicle is not seen when the pilgrims walk up. It needs to be a surprise that we are all back so early the morning after Candlelight.\*

- \* There are three totes marked Serenade in the agape room that contain all the serenade supplies and coffee maker. Start the coffee first thing to allow time for it to brew.(Takes about 25-30 minutes) There is an instruction sheet with the coffee maker.

- \* Set out snacks, drinks, plates etc.

\*\*\*The majority of the community will arrive by 6:45am. Some will arrive early for coffee and fellowship.

- **7:00am**

One of the ALDs should come to the indoor chapel right before the pilgrims walk up to let you know they are ready. If the musician is not there yet, ask the ALD to please remind the musician to come to the indoor chapel to practice and lead serenade.

- Open up with a prayer or ask someone to do so.
- Thank everyone for showing up so early to be the hands and feet of Jesus.

## **Make announcements:**

- Please remove watches and turn off cell phones.
- The musicians will lead us, followed by the same sex of the pilgrims, then those that are the opposite sex as the pilgrims and walk down two by two.
- We will walk in humming or oowing Spirit of the Living God. The musicians will lead the group two by two down the center aisle of the Outdoor Chapel to the stage. If this is a men's walk, men go first, if a women's walk then ladies go first. The community will then go to the left and form a row stretching across the stage in a horseshoe, and then a second row doing the same. Remember if this is a men's walk, men should be in the back row, and if this is a women's walk the ladies will be in the back row.
- Once everyone is on the stage we will sing through Spirit of the Living God once all together. Afterwards, everyone will go back to humming or oowing while the carnations are being passed out. Once all carnations are passed out we will sing through Spirit of the Living God once more and go back up two by two humming or oowing as we leave. Please be silent as you leave. Voices travel easily and the pilgrims are involved in meditation.

- The opposite sex will always give out the carnations (men to women, women to men). Those in the second horseshoe stand still and wait until someone from the first horseshoe comes and gets a carnation from them.
- Remind everyone to smile and sing loudly and enthusiastically during Serenade.
- Remind everyone that once they leave the indoor chapel they must be silent because voices travel and the pilgrims are engaged in morning meditation.
- SPONSORS...PLEASE DON'T GIVE A FLOWER TO YOUR PILGRIM. SPOUSES- PLEASE DON'T GIVE A FLOWER TO YOUR SPOUSE. THIS IS VERY IMPORTANT.

\*\*\*\*The reason for this is that those people already know you love them. The idea is to show them the agape love of others.

- Once all the pilgrims have a carnation please give each member of the conference room team one as well.
- Do not try to talk to the pilgrim whom you are giving the flower. Just say, "God bless you" or "God loves you. \* \*Practice singing "Spirit of the Living God".
- Pass out, or have someone to, the carnations and line everyone up to go to the chapel two by two .1 for each opposite-sex volunteer and 2-3 for each same-sex volunteer

### **About 7:15**

An ALD will let you know when it is time to line up to go to the outdoor chapel. The community will proceed **QUIETLY** two by two to the top of the walkway to the outdoor chapel. Once the Lay Director has started leading the pilgrims in the Prayer of St. Francis of Assisi, we will walk slowly down the hill to the top of the chapel area. When the prayer is finished, begin humming or oowing "Spirit of the Living God".

### **Post serenade:**

- If there are any extra carnations, beverages, or snacks, take them to the kitchen to be given to the kitchen volunteers.
- Please clean the coffee pot and any utensils and place them back in the "serenade" totes with all other supplies. Place items such as remaining coffee, sugar/sweetener, paper goods, filter, etc. in sealed containers with 2 desiccant packs. Leave the totes and signs near the door for logistics to pick up and return to storage.
- Please sweep the floor, remove the trash, and leave the room clean and organized.
- Please check the supplies to the inventory sheet. Notify the board representative of items that are below the minimum quantity either by text or email so those items may be restocked as needed for the next walk.
- Please send the volunteer sheet to the board representative.

### **Inclement Weather**

If inclement weather is in question, you should contact one of the ALDs or have someone do so to see what decision has been made by the team leaders as to having serenade indoors at the camp. If weather conditions prohibit serenade from being held at the outdoor chapel, volunteers

and the community will meet in the dining area downstairs in the dining area at the camp. Place the sign by the outdoor chapel with the instructions for Serenade at the camp (on the back side of the sign). Please remind everyone to remain **as quiet as possible** as the pilgrims will be upstairs and to please try to stay clear of kitchen workers preparing to serve breakfast. Once announcements and practice singing is complete, line everyone up around the perimeter in the same order as the outdoor service. You will go upstairs humming and same-sex will go first and line up at the podium area and opposite will line up in front to hand out the carnations. Once done everyone may exit the front doors of the camp or return to the dining area to clean and pack up. Please take the tote back up to the indoor chapel for logistics to pick up.

Thank you for serving.  
Decolores!

**\*Items you need to bring and suggested breakfast snack items.**

**Small** snacks or pastries( doughnut bites or small bite-size pastries)for approximately 25-30 or two small containers should be plenty

**Coffee** (a one-pound bag is sufficient for the 45 cup coffee maker)

Fresh Fruit **small** platter. (one bundle grapes, strawberries, assorted fruit, etc)

½ gallon orange juice

½ gallon of milk

**Inventory:**

Coffee filters 5 min.

Coffee stirrers 40 min

Napkins 30 min.

Small plates 30 min.

Sugar/sweetener packs 40 min of each

Creamer ½ full min.

Cups/lids 50 min.table clothes 2 min

Garbage bags 4 min.

Disposable tablecloths 2.min.

## Serenade Inventory

\*\*\* Please send the serenade board chair an email or text with any items that are below minimum amount.

| Items                        | Minimum Qty   |
|------------------------------|---------------|
| Coffee filter                | 4             |
| Coffee creamer               | 1/2 container |
| Coffee cups/lids             | 50            |
| Sugar packets                | 50            |
| Artificial sweetener packets | 50            |
| Small paper plates           | 30            |
| Napkins                      | 30            |
| Disposable tableclothes      | 2             |
| Garbage bags                 | 4             |
| Dessicant packs              | 20            |

**Central Alabama Emmaus Community  
Work Areas Log-in Sheet  
Walk # \_\_\_\_\_**

Work Area: Serenade

Chairperson(s): \_\_\_\_\_

Co-Chairperson(s): \_\_\_\_\_

**Please Print Your Name, Walk, email address and phone number**

| Name (Please Print) | Walk # | Email Address | Phone # |
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Note to Chairperson: Please see that each person who serves in your area logs in. Give or email the completed log to the Serenade board representative.