

**SPONSOR'S HOUR  
MANUAL**

Revised Dec 2018

1. The Program for Sponsor's Hour is the responsibility of the Chairperson. In most cases, you will need to print 120 programs. You should have 36 programs to give Agape for the Pilgrim's packets and the balance is to be used during the actual Sponsor's Hour event. The actual number of programs needed will be based on the number of Pilgrims on the Walk.

As the Chairperson of Sponsor's Hour you are responsible for printing the programs. If you are unable to print the programs or find someone to print them for you, contact the Sponsor's Hour Board Rep for further assistance. The cost of printing, including paper and ink cartridges is considered agape and is not reimbursable by C.A.E.C. The Chairperson may be able to seek reimbursement from their Cluster if needed.

The Chairperson is responsible for contacting the Lay Director of the Walk to obtain the graphic that will be used on the front of the printed program. The template for Sponsor's Hour can be downloaded from [www.caew.org](http://www.caew.org) under the tab "CAEC info". Click on "Work Area Books" then "Program Template."

2. The Pilgrim's names will be emailed to the Chairperson by the Registrar for the Walk. It is strongly suggested that the printing of the Sponsor's Hour program be delayed until the day before the Walk begins, if possible, to ensure all names are included (or deleted) and accurate.

Contact information for the registrars of both Men's and Women's Walks can be found on the CAEW web site under the "Board Reps" tab.

3. The Conference room team names are to be listed on the back page of the program. You should receive this information from the Lay Director of the Walk.

4. The Chairperson is responsible for printing labels for the Pilgrim's candles. The Pilgrim's name, Walk #, and the Lay Director's graphic are to be printed on each label. The Avery label 8163 which is 2"x4" will provide the space needed for this information. You may also want to include the Lay Director's chosen scripture.

5. The candles and crosses for the Pilgrims are in the possession of Sponsor's Hour Board Rep. Please contact the Board Rep to obtain the needed candles and crosses for the Walk. In most cases you will receive the crosses at the first Team Meeting and the candles will be at Camp Alamisco Indoor Chapel by 4:00 P.M., Wednesday afternoon of the Walk. You may want to plan on getting to the camp early to ensure you have time to get labels attached to the candles.

6. The Room (Indoor Chapel) should already be arranged by Logistics workers but it is the responsibility of the Chairperson to ensure the setup has been completed upon arrival at the camp. There should be lighters, 3x5 index cards, ball point pens, and white tablecloths in the Sponsor's Hour storage tub. If for some reason the tablecloths are missing, please ask Worship to borrow some of theirs.

Arrange the candles on the front table with name label facing the helper standing behind the table so that they can light the candles during the Program. Crosses should be laid out neatly to the side of the candles for Sponsor's to pick up during the program (see picture of suggested layout below). Place a program and a 3x5 index card in each chair and a pen or pencil in every other chair. Remember the candles will remain on the table throughout the Walk. When you are cleaning up, be sure there is plenty of room left on the table for the items used during Dying moments.



Ensure the prayer box is up front. **Ask the Sponsors to put any personal, specific, or confidential prayer requests for their Pilgrim in the prayer box; they do not announce these to the group.** The prayer box will be left at the conference room after Sponsor's Hour. The prayer requests will be given to the Spiritual Director. Note that this is part of the script as well.

7. The Chairperson will lead Sponsor's Hour by following the agenda in the program.

8. The Helper lights candles at front of room as each name is called. The Sponsor comes forward and picks up their Pilgrim's cross and after praying silently or aloud softly for the Pilgrim, places the cross on the large Cross.

9. Have one helper prepared to pray for any Pilgrim whose Sponsor fails to stay for Sponsor's Hour. (It happens.)

10. At the end of Sponsor's Hour the Chairperson will be responsible for ensuring that the big cross with the Pilgrim's crosses on it is delivered to the Speakers' Prayer Chapel where it will remain until the Pilgrims receive their cross on Saturday. Logistics personnel may help you with this.

The Chairperson is also responsible for getting the prayer box to the conference room. An ALD should be in the foyer when you take the prayer box to the conference room.

11. Place all left over items in the Sponsor's Hour storage tub and leave it in the Agape room with a note attached for this tub NOT to be packed away until Saturday after lunch. When the Agape team gets the candles, they will also remove the tablecloths. Please coordinate with the Board Rep of Sponsor's Hour for arrangements to get the tablecloths back to them for cleaning.

12. The candles are to remain in the indoor chapel until Saturday when the Agape team places them in the Pilgrim's bags.

13. If you find supplies missing or quantities low, please advise the Board Rep of Sponsor's Hour so these can be replenished prior to the next Walk.

THANK YOU FOR YOUR SERVICE AND YOUR PRAYERS!

DeColores!

Board Rep for Sponsor's Hour