

**Central Alabama
Emmaus Community**

**Speakers
Prayer Chapel
Manual**

Guidelines for Speakers Prayer Chapel

Purpose: The purpose of the Speakers 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 Emmaus Community remain in the SPC praying for the speaker, the pilgrims and special prayer needs during each talk.

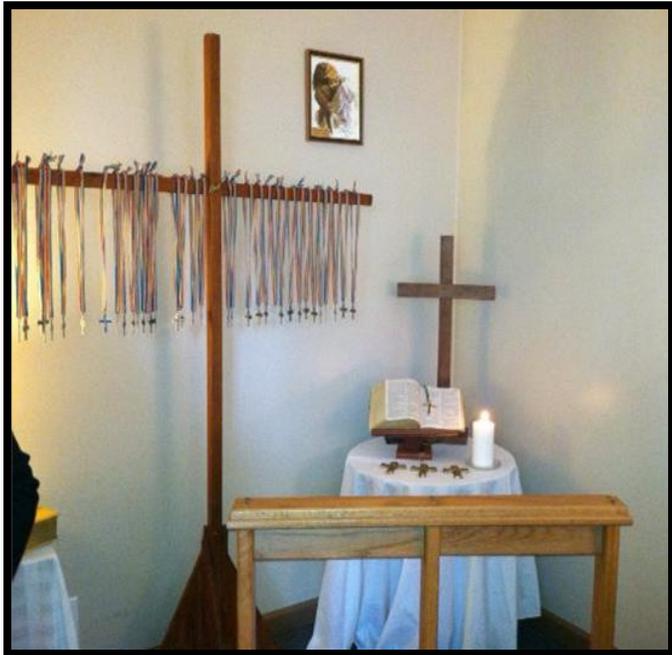
Before Arrival at the Walk:

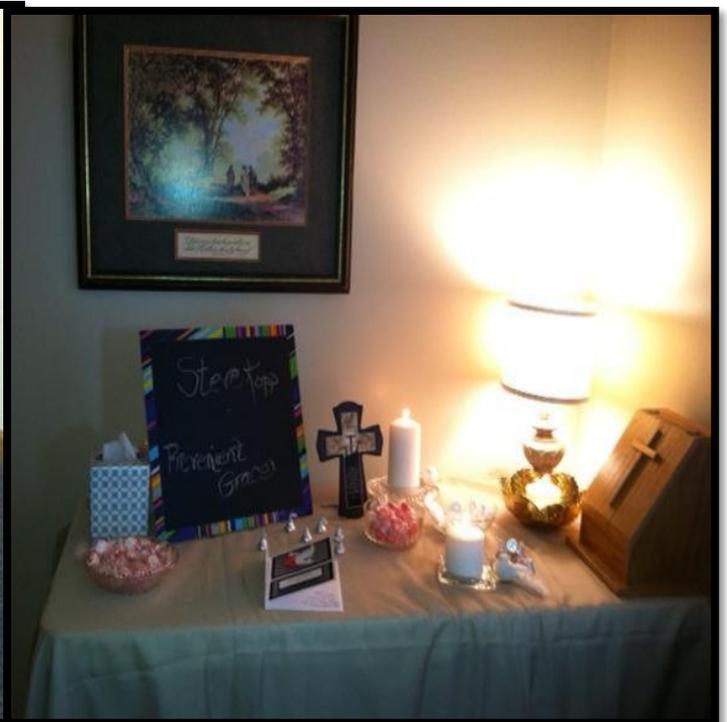
1. Contact the Lay Director (LD) to determine any special needs, the theme (symbol and scripture), and the schedule. Determine if the LD has a special work of art they would like hung in the SPC during the walk.
2. Purchase bottled water for the speakers.
3. Remind speakers at the team meetings to invite 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 Emmaus Community.
4. Make or purchase 15 note cards with envelopes. These usually reflect the walk's symbol or scripture verse. Large cards (8½" x 11" sheet folded in half) are preferred.
5. Make or purchase 65 note cards without envelopes to be used as Prayer Cards. These may or may not reflect the walk's symbol or scripture verse. Small cards that can be folded are preferred. Each card should be personalized by handwriting or typing and reflect this saying: "Dear _____, while you were away at Dying Moments, someone was praying for you."
6. If desired, obtain worshipful, instrumental music to play softly during prayer times.
7. Purchase one large pillar candle. These should be white and unscented.
8. Purchase regular and sugar-free mints.
9. Download the list of pilgrims from the CAEC website or obtain a list from the Lay Director.

10. Obtain a list of the conference room team and a weekend schedule from the Lay Director.
11. Download the Work Area Log-in Sheet from the CAEC website.
12. Arrange to have the LD and SD crosses delivered either to you or to the SPC by the CAEC Board Representative responsible for SPC.

Set-up:

1. The SPC is located behind the large rainbow banner east of the lodge entrance.
2. Logistics will deliver the SPC boxes and furniture the afternoon the walk begins.
3. Review the Inventory List in this manual and ensure all necessary items are present.
4. Open the Bible to the Scripture verse for the weekend and place the Spiritual Director's cross across the open Bible.
5. Mark the back of the LD's Cross with a small piece of masking tape and place it on the kneeling rail. The tape will distinguish this cross from the other three crosses which are used at each walk for table prayer times.
6. Hang the Jesus picture and any special artwork requested by the LD.
7. The room should be comfortable and a little on the cool side since speakers are dressed more formally. IF the weather is especially warm, you may need to place the altar in the corner nearest the air conditioner. A small fan is provided for the speaker's use.
8. Ensure the SPC is ready with the blinds closed for privacy in time for the onsite commissioning service prior to Send-Off (usually about 7:00 p.m.)
9. If you will be using a cooler for bottled water, you may get ice from the ice machine in the serving area of the kitchen. Please be aware of how much ice is available and use sparingly.





Procedures:

1. Persons in the Prayer Chapel should be unobtrusive and as low key as possible. Attention should be on the Speaker and his/her ability to focus and understand what the Holy Spirit is leading the Speaker to say. **No one should be allowed in the Speakers Prayer Chapel that has not been on an Emmaus or Chrysalis Walk or a similar three-day spiritual event.**
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 pilgrims at all times.
6. Post the walk 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. Note on the chalkboard the name of the speaker and the talk before the speaker arrives. You may wish to prepare in advance, signs with the speaker and talk information, that can be hung in the SP instead of using the chalkboard.
9. Before the speaker arrives, set out the appropriate card and envelope. Ask everyone who prays for the speaker to sign the card.
10. Quietly welcome the speaker upon arrival in the SPC. Offer them water to drink.
11. Evaluate the speaker for buttons, zippers, collars, hair, etc. and assist them in presenting their best appearance. All speakers, **except the Priorities speaker** should wear the Emmaus cross. If necessary, borrow one of the pilgrim crosses. Speakers should NOT wear their name badges or other distracting jewelry. “Special” items should not be worn that would distinguish the speaker from others. For clergy, this includes robes or vestments.

12. Determine from the ALD the appropriate time to start. Do not start before the arrival of the LD and SD; however, one or both may have to be absent on some talks. In the SD's absence, an ASD will be assigned the SD's duties.
13. 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.
14. Instruct the speaker that they are the first to pray, either silently or aloud. 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 his designee.
15. 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.
16. When before-talk prayers are completed, remind the speaker to take the cross on the altar rail with them
17. The SPC staff and others remain in prayer, either silently or aloud, throughout the talk, praying for the speaker, the pilgrims and any special prayer needs. A list of pilgrims should be in the SPC at all times.
18. 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 cross to the altar rail.
19. After-talk prayers are usually of praise and thanksgiving for having used the speaker to effectively and lovingly communicate and witness to the pilgrims. This is often referred to as "praying down" the speaker.
20. Remind everyone present who has not yet signed the speaker's card to do so.
22. 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. There are no posters on Saturday.

23. Be sure an ALD takes the speaker's card to the conference room to be signed by the other team members. Sometimes the LD will have a small gift for each speaker; these may be handed to the speaker when they are given their card.

24. Get ready for the next speaker. Sometimes, the ALD will instruct you to pray up one speaker before praying down the previous speaker. This usually happens after lunch on Friday when the SD is fielding questions following Dying Moments and may happen on Saturday if they get behind schedule.

25. During the Means of Grace talk on Friday, when the Pilgrims leave the Conference Room to walk up the hill for Dying Moments, you will move to the Conference Room to pray for each individual by name and distribute the Prayer Cards at each chair, including the Conference room team.

26. When tables are ready to begin prayer time (after Dying Moments on Friday), an ALD will come to the Speakers Prayer Chapel and ask for three hand-held crosses. These crosses will be used by the Pilgrims for group prayer sessions. When the prayers are over, one of the ALDs will return the hand-held crosses to the Chair or Co-Chair of the SPC. The LD's cross will not be used for the pilgrims' prayer sessions and will remain in the Prayer Chapel when not being used by a Speaker.

What is said at the table stays at the table is said over and over again during a walk. If a Pilgrim or anyone else thinks that what they say in confidence cannot stay confidential, then all trust goes away. NO ONE even CLERGY should mention any specifics concerning a prayer request or anything else that is said in confidence. Even the people in the Speaker's Prayer Chapel are not to have any specifics regarding any issues or prayer requests that are made in the Conference Room or at Dying Moments. God knows all specific issues which is all that is necessary. If you want to pray for a pilgrim or anyone else, it is not necessary to know the specifics, just pray! Trust is a must otherwise what we are doing at Emmaus is for nothing

Take-down:

1. Logistics will pick up the large cross holding the pilgrim's crosses, and take it to the Cross Ceremony.
2. As quickly as possible after the last talk, begin packing Prayer Chapel items.
3. The Chair or Co-Chair will do an inventory of all items on hand in the Prayer Chapel. A copy of the inventory will be placed in one of the SPC storage boxes and a copy of the inventory will be provided to the CAEC Board Representative responsible for the SPC.
4. The CAEC Board Representative for the SPC will ensure that items needed for the Prayer Chapel are replaced.
5. Take the LD's cross and the Spiritual Director's cross (in the original box) to the pavilion for closing. Be sure to remove the tape from the back of the LD's cross. Place both crosses on the podium.
6. The Chair or Co-Chair will complete a Work Area Log-in Sheet for all people who work in the Speakers Prayer Chapel for a half day or more. Those who work less than a half day will not be put on the Log-in Sheet.

Reimbursement:

Reimbursement for any necessary items purchased can be made only with the submission of the appropriate receipt(s). Receipts will be submitted through the CAEC Board Representative responsible for the SPC for reimbursement.

