**WORSHIP AND BANNERS**

Please note: you are responsible for providing the elements for all Communion services that will not include the Mimes. Coordinate with the Mimes Chairperson prior to the weekend to verify. Additionally, make sure that you utilize the sign-in sheets so the people assisting you will get their Progressive Servanthood credit.

**Evening before 1st Day**

**5:30 PM**

1. Take all talk banners in one half of the black plastic bin; take the banners for the Day One talks to the Conference Room to the ALDs.
2. Keep the background banners on the other half of the black plastic bin in the storage area.
3. Check the worship boxes to be sure all the props needed are there.
4. Check to see if napkins and tablecloths are there and in good, clean condition. If not please wash and clean them.
5. Check to see if the LD or SD has a special communion set the would like to use.
6. Ensure that the chalices and plates are clean and ready to be used. (If using the set that Chrysalis provides, one of the chalices is broken; do not fill it completely with juice. Please use the other chalice when only one is needed.)
7. Get the boxes of Kleenex from Agape for use throughout the weekend.
8. Dining Hall: set up a small podium for the Lay Director to use at Send Off. Prop the canvas CAC butterfly painting against the podium. **\*\*NOTE:** after send-off this podium can be returned to the trailer and the CAC painting hung in the lobby of the conference room.
9. Check with the Lay Director & Spiritual Director to see if Communion will be served at morning devotional on Day One.
10. Check with the Lay Director to see where the Prodigal talk will be given on Day One.

**DAY ONE**

**7:15 AM**

Outdoor Chapel: Set up for morning devotional. In the center of the platform, set up a small table and cover with a white tablecloth. Place a medium sized cross in the center of the table.

1. If not having communion, place two praying hands next to the cross, one on either side.
2. If having communion, place the elements on the plate and chalice, and cover with small white cloths. The bread should be unwrapped, and the chalice filled ¾ with juice.

**9:00 AM**

Outdoor Chapel: Clean up from morning devotional.

**1:00 PM**

1. Dining Hall: See that the blessing song banners are hung in the Dining Hall on the back wall in front of the windows.
2. Verify that the red paper needed for tonight’s Prodigal/Reconciliation Service are ready. If not already cut to size, cut red paper or cardstock until you have about 60. Papers should be about 1/6th size of a regular piece of paper; any larger and the cards will be too large to be nailed to the cross.

**5:30 PM**

Outdoor Chapel: Place a small table on the middle of the stage area with a white cloth over it. Place a large wooden cross on the table, along with the canvas painting of Jesus knocking and a small praying hands statue.

**6:45 PM**

1. Dining Hall: Hang two of the banners from the black bin in the Dining Hall.
2. Outdoor Chapel: Clean up worship in the outdoor chapel.

**7:30 PM**

Outdoor Chapel or Pavilion: Set up for the Prodigal Talk

1. Hang Prodigal banner right behind the big podium on the stage.
2. Put a white cloth over the small table that is on the ground on front of the podium
3. Place the medium sized wooden cross (same as used at 5:30) on the right side of the table. Drape the cross with black cloth.
4. Put the framed Jesus picture on the left side of the table.
5. In the middle of the table, place another large cross and drape the robe over to completely cover the cross.
6. Stand the crown of thorns at the foot of the cross.
7. Place the sandals in front of the Jesus picture.
8. Arrange the 3 large nails in front on the crown of thorns.
9. If using the large tree cross, place it on the ground to the left side of the table about ten feet away. If using the large cross made of lumber wood the prop the top of the cross on the altar rail or bench lying at an angle.
10. Place the BBQ grill (or deep silver pan) behind the main podium on the stage with some matches or a lighter, and empty plastic bowl, and a clear pitcher filled with water.
11. Place a small bucket of nails (enough for the entire conference room) and hammer at the foot of the large cross.
12. Put a basket of pens or pencils and the red paper squares (approx. 50) near with the nails and hammer.
13. Turn a spotlight to shine on the table and banner.
14. Place boxes of tissue on each end of the benches/rows of chairs where the caterpillars will be sitting.
15. All lights should be off/dimmed to lowest setting, except for the light at the speaker podium and the spotlight on the worship display.

See if Logistics needs help setting up the speaker podium and black lamp stand.

1. Speaker podium
2. Microphone at podium, turned on and volume adjusted.
3. Podium light is to be placed on the right side of the podium (left side if standing in front of podium). Be sure the lamp is angled so that the light doesn’t shine directly into the faces of the caterpillars, but is clearly over the podium for the speaker to they can see their talk.

**10:40 PM**

Outdoor Chapel or Pavilion: Clean up and prepare area for morning worship

1. Remove any trash (used tissues).
2. Check that the burned prayer concerns (red cards) are left where the Spiritual Directors will easily locate them for morning worship.
3. Place a clear pitcher of water beside the large plastic bowl on the altar.
4. Leave the worship table, tablecloth, large wooden table cross, and framed Jesus picture set up on the table so they can be used for morning devotional.

**DAY TWO**

**10:00 AM**

1. Dining Hall: hang two additional banners (there should be three-four total banners hanging)
2. Outdoor Chapel or Pavilion: Clean up all worship areas, removing all the previous set up

**12:00 PM**

Outdoor Chapel or Pavilion: Check with the communion mimes to see what they need for the communion service. Assist with set up if needed.

**1:40 PM**

Outdoor Chapel or Pavilion: Mime Communion Service. One person from the Worship team should stay near the area to prevent anyone from disrupting the service.

**2:30 PM**

Outdoor Chapel or Pavilion: assist with cleaning up the communion set up

**6:15 PM**

Pavilion: Help the Candlelight chairperson set up. Check with the Mime chairperson to see if using traditional or mime communion.

1. Set up a small table covered with white cloth beside the speaker podium.
2. Place the praying hands in the middle of the podium.
3. Arrange votive candleholders with candles (enough for each caterpillar) on the table.
4. Place two lighters on the table.

If using mime communion:

1. Set up for the service as done previously.
2. Determine with the Mime chairperson if there will be one or two communion lines; if two then two chalices and two plates should be set out.
3. Hang the “Have You Seen Jesus” banner behind the podium on stage.

If using traditional communion:

1. Make sure that the main podium is front and center stage.
2. Hang the “Have You Seen Jesus” banner behind the podium on stage.
3. Place the small table on the ground in front of the podium covered with a white cloth according to the picture provided.
4. Place the wooden table cross, two chalices filled with juice, and the plate of bread on the table according to the picture provided.
5. Place one napkin under the bread and place on the plate. Cover each with a napkin.

Additionally:

1. Place tissues throughout the Pavilion at the ends of some chair rows and beside the kneeling altars.
2. Check the sound system (Logistics should have set this up).
3. Check that the candles used by the community are at the entrance of the Tabernacle (the Candlelight chairperson should have done this, please check).
4. Be sure there is a box or two for candles to be returned as the community exits the tabernacle.

**7:00 PM**

Attend Candlelight

After the community communion service and while the community is lining up for Candlelight, remove the small table and communion elements. Push the communion bench up against the podium so the conference room will have plenty of space in the front when they come down for Candlelight. Leave the caterpillar candle table out and lit so that it can be seen (if the speaker podium is moved, place the candle table on the stage.

**10:00 PM**

After the Pavilion is empty, completely clean up the worship area.

**DAY THREE**

**7:50 AM**

Dining Hall: After the Mime service has completed, assist Meal Service with setting back up the Dining Hall. Re-hang all the banners along with two or three more (however many you can fit; try to use the banners with butterflies today).

**12:30 PM**

Remove all banners from the Dining Hall, roll them up and place back in the black case.

**3:00 PM**

Pavilion: Set up for the Closing Service

1. Make sure that the main podium is front and center stage.
2. Hang the “Have You Seen Jesus” banner behind the podium on the stage.
3. Place the small table on the ground in front of the podium covered with a white cloth.
4. Place the wooden table cross, two chalices filled with juice, and the plates of bread on the table according to the picture provided.
5. Place one napkin around the bread and place on the plate. Cover each chalice with a napkin.
6. Place tissues throughout the Pavilion between the chair rows and at the kneeling altars.
7. Check the sound system (Logistics should have set this up).

**3:25 PM**

Conference Room: Be sure the butterflies are on their break before going into the conference room. Remove the banners from the conference room, roll them up and place in the black plastic bin. Pack all remaining Worship supplies and take all supplies/boxes to the trailer to be packed.

**\*\* Note:** leave out the box(es) you will need to pack the remaining supplies in from Candlelight.

**4:15 PM**

Pavilion: Attend Closing

After Closing, finish cleaning up the worship area

1. Dispose of all the leftover communion elements and wash the communion set.
2. Place all remaining props/supplies in their proper boxes. Take the boxes, crosses, and podium to the trailer and assist Logistics with packing the trailer.
3. Place all dirty cloths and napkins in a bag and give to the Worship Board Rep to wash and return.
4. Remove the “Have You Seen Jesus” banner and store with the other banners.
5. Make sure the Worship Manual and sign-in sheet is returned to the Worship Board Rep













