

ALD Responsibilities for Speakers

Set Up for Speakers:

- Fresh glass of water on the podium
- A copy of the Talk (from the Speaker's File) is placed on the podium. Check to make sure the pages are in order.
- Check the tissue and the microphone.
- Have Speaker's visual aids ready as requested by Speaker
- Check candle and replace if too short. Have matches and spare candles under podium (need at least 3 for back up)
- Check with [Media](#) to see if PowerPoint (if applicable for Speaker) is ready.

Pray Up/Pray Down Speaker:

- Notify [ASDs](#) who are assigned to this Speaker that it is time to go the Prayer Chapel.
- Make sure that the Speaker Is Not wearing their nametag. The Speaker should wear their Emmaus Cross and is to be accompanied by [ALD](#) to the podium (except for Priority talk where speaker walks up without an escort.)
- Once "Praying Up" is completed [ALD](#) should go and check with [ALD](#) in Lobby to see if ready for the Speaker.

Lobby Duties:

- [ALD](#) will tape the "Talk in Process" signs on the Conference Room doors and on the stairway to Dining Hall.
- [ALD](#) will close the Hall Door to Dorm A, close curtain by water fountain and the sound barrier in the stairwell.
- [ALD](#) will sit in chair near the entrance to the Conference Room and deter any Non-Conference Room person from entering the Conference Room. No one should be hanging around the back of the Conference Room trying to listen to talks, this also includes spouses. Please gently remind them that this is not permitted.

After the Talk/Discussion:

- [ALD](#) moves to the front of the room at the conclusion of the talk, and announces **"We will now take a few minutes for Silent Meditation".** 2 Minutes
- [ALD](#) will blow out the candle when the lights are turned back on and then announce: **"It is now time to start your discussion. Everything said at your Table is confidential and stays at your Table."**
- [ALD](#) will also mention at this time that **"We will have plenty of bathroom breaks during the day, and we ask that everyone stay at their Table until after discussions, summaries and posters are completed."**
- Discussion (15 Minutes)
- [ALD](#) now announces, **"Begin to write your Summary. The Summary should be only a couple of sentences and should reflect the Table discussion."**
- Summary (5 Minutes)
- The allotted poster time is 20 minutes, however if you are running late this is an area than can be shortened. You should avoid shortening poster time during the first couple of talks because this time is important for the tables to get to know each other.

ASSISTANT LAY DIRECTOR'S DAILY SCHEDULE

Central Alabama Walk To Emmaus

Lay Director,
Spiritual Director, Rev.

Wednesday

Date:

ALDs: ALD 1, ALD 2, ALD 3, ALD 4

2:30 PM

- ❑ **ALDs** arrive at Camp. Unload personal items in sleeping quarters and Speaker's dressing room. Make up your bed and get settled.

3:00 PM

- ❑ **ALDs** report to the Conference Room
- ❑ Check Conference Room Box for all items needed for the weekend.
 - Steno Notepads, 62 needed
 - Pens, 62 needed
 - Color markers for each Table
 - Drawing paper for posters
 - Candles for Speakers
 - Matches or lighter for candles
 - Masking and Scotch Tape
 - Table Names – Paper and Wood
 - Prayer Box
 - 3 x 5 Index Cards for Prayer Requests and Means of Grace Questions
 - Kleenex, 11 boxes (1 per Table, 2 Back Table, 1 Music Table, 1 podium)
 - Worship Books, 62 needed
 - Reunion Service Cards, 48 needed
 - Craft Table Supplies
- ❑ Conference Center Check List
 - **ALD 2:** Check Lobby Bathrooms for Toilet Paper, Paper Towels, Liquid Soap and room deodorizer. Get the signs from **LD**, "Women's" for the Men's restroom.
 - **ALD 2:** Be sure to have additional Toilet Paper, Paper Towels, Trash Bags (small & large) in the Media room in the Lobby. (Additional toilet paper should be downstairs in the meal prep area)
 - **ALD 1:** Check Bathrooms in Pilgrim's Rooms for Toilet Paper
 - **ALD 3:** Make Sure Agape puts out earplugs, small drink cups, and room deodorizer and bath mats in Pilgrim's Bathrooms before Wednesday Night bedtime.

- **ALD 4:** Communication with other areas should be made through cell phones. Make sure we have all numbers for appropriate persons.
- **ALDs:** Check set up of the dining room for Send Off: 100 – 110 chairs, podium, and working microphone.
- **ALDs:** Check that Chapel is set up for Sponsor's Hour
- **ALDs:** Check to see that sufficient tables and chairs are set up in the Conference Room
- **ALD 2:** will ensure that there is a Worship Booklet, **LD's** personal Bible, the prayer to the Holy Spirit, and a glass of water on the podium in the Conference Room. Check to make sure Conference Room lights are accessible from the Back Table area. Don't cover the fire extinguisher with stacked chairs.
- **ALD 4:** will set up the worship table in front of the podium with a Bible opened to the Emmaus story, a candleholder with a candle, a lighter, the large cross, and the prompter page for introducing talks.
- **ALD 3:** will set up prayer request box with paper and pencils on the Spiritual Directors' Table.
- **ALD 2:** will make sure there is a microphone in the back of the room for evening prayers. (media will have this) Clip light or flash light also needed.
- **ALD 4:** will add to the Conference Room Box small (coffee size) cups to be used for water for the Speakers.
- **ALD 1:** will count out the Worship Books for each Table, including Table Leaders and Assistant Table Leaders, **SD, ASDs, LD, ALDs, Board Rep** and **Music**. 36 Pilgrims + 28 Team Members
- **ALD 3 & ALD 4:** will count out and group the Steno Notepads and pens for the next morning and put white labels on them.
- **ALD 2:** will get Table Names from **LD** and have ready for Thursday morning.
- **ALD 1:** will check with the Speaker Prayer Chapel Chairperson to make sure there are at least two, (would prefer three) extra Hand Crosses available for Tables when they go to pray together.
- **ALD 4:** will set up the hanging file folders for talks, posters and handouts in the Speaker's Dressing Room. Place all handouts in a stack for Agape. Thursday Morning make sure all talks are in files. Identify which talks are missing. Discreetly contact Speakers for their Talks..
- **All ALD's** work with **Music** on the microphone system. Music may wish to coordinate this with Media.

Ongoing Weekend Responsibilities:

- **ALD 1:** will be taking care of the Pilgrim's medical needs for the weekend.
- **ALD 3 & ALD 4** will be responsible during the weekend for checking the foyer bathrooms for paper towels, toilet paper and liquid soap. Empty trash cans if needed. (Additional toilet paper and paper towels should be downstairs in the meal prep area. Liquid Soap should be furnished by Agape)
- **All ALD's** be sure and know which switch to flip if / when breakers trip. Breaker Box is downstairs in the meal serving area closet.

4:00 PM

- **PRAYER TIME** – Dedication of the Camp and Rooms. Meet in the Conference Room. **ALDs, LD, Speaker Prayer Chapel, TL, ATL, SD, ASDs, Board Rep** and any other Team Members who have arrived at the Camp are welcome to join us for prayer.

4:45 PM

- **LD** and **Assistant Lay Directors** go to dinner.

6:00 – 7:00 PM

- **All ALDs** remain at registration and mingle. Make sure everything is going smoothly. Help where needed.
- **ALD 3:** will check with the Refreshment Chair, to ensure that Refreshments will set up for coffee (hot tea, hot cocoa) each day. (decaf on the table by the stairwell, regular on the table by Dorm A and the hot water in the Media Room – make sure there is a visible plug available.) *Request a basket of Saltines for Pilgrims who may be diabetic.*
- **ALD 3:** will ask Refreshments to take down the coffee table in the Lobby on Thursday morning either while the Pilgrims are at Chapel or during Breakfast.
- **ALD 3:** will watch Pilgrims / Sponsors / TLs / ATLS, make sure they have seats for Send Off, not standing in the back of room. Have Logistics bring out more chairs if needed.
- **ALD 2:** to take Commissioning List from Team Meeting and round up team members (both Conference Room and Support) that need to be commissioned and direct them to the Speaker's Prayer Chapel at 6:30.
- **ALD 1:** finds **SD** and directs him to the Speaker's Prayer Chapel by 6:30 for on-site Commissioning Service.
- **ALD 4:** will check with Housing and let **LD** and **ALD 1** know when all Pilgrims have arrived.
- After everyone has arrived **ALD 1** will check that the number of chairs in the Conference Room match the number of Pilgrims and Team members. It is especially important to remove chairs if there are any no-shows.

7:00-7:30 PM

- **SEND OFF**
 - Remember NO BELLS!
 - **ALD 1** makes sure **LD** has Send Off script ready.
 - **ALD 1** reminds **LD** to use microphone during Send Off.
- **ALD's** will be called first to exit the Dining Room. You will be positioned as follows to help direct the Pilgrims when they are called to the Conference Room.
 - Bottom of Steps – **ALD 2** Top of Steps – **ALD 3**
 - Conference Room Door – **ALD 1**
 - Inside Conference Room – **ALD 4**
- As Pilgrims / Team enter the Conference room **ALD 4** will tell everyone to sit by someone they do not know.
- Once all Pilgrims and team members are in the Conference Room and seated (look for any empty chairs), start introductions. **ALD 2** will begin by introducing herself (name only) and explaining to the Pilgrims to turn to someone on their left or right (someone they do not know) and exchange the information on the board. If a Table has an odd number, have three (3) people introduce each other.

- After about 15-20 minutes, **ALD 4** and **ALD 1** will show us how to introduce their "**First New Friend.**"
- **ALD 2** will then choose the Tables and have each Table, including the **Musicians/Media**, and the **Board Rep**, introduce their new friend. When introducing the back table, **ALD 2** will refer to them by their titles for the weekend, Musicians, Media Person, Board Representative, and the ALD's. **ALD 2** and **ALD 3** will introduce themselves last.
- **ALD 1** will introduce the **Spiritual Director** –.
- The **Spiritual Director** will introduce the **Assistant Spiritual Directors**.
- The **Spiritual Director** will introduce the **Lay Director – LD**

9:00 PM

- **LD gives the Introductory Talk (LDM, p. 2).** (Announces Medical Asst. **ALD 1** smoking area and “no cell phones”) (**Announces which room to go to in case of emergency during the night**)
- **ALD 2** and **ALD 3** will have Bells ready to ring when announced during **LD's** Introductory Talk.
- During **LD's** talk, **ALD 1** will confirm the number of persons in the Conference Room and adjust the worship booklets if necessary.
- Just before the end of the **Lay Director's** talk and before the film, **LD** will ask for a show of hands as to who will need a ride to Chapel the following morning and explain the routine. **ALD 2** will count the number needing a ride in the morning and coordinate with **Board Rep** –
- **LD** will then announce a **short bathroom break** just before the end of the **Lay Director's** talk and before the film.
- During the break, **ALD 3** and **ALD 4** will place the Worship Books at each seat in the Conference Room, (Pilgrims and All Team Members).

9:15 PM

- **ALD's** be sure Pilgrims return promptly to their seats. No Bells. **Silence begins after this break.**
- **ALD 1** will check for empty seats and make a head count.
- **LD will give the last part of the LD Introductory Talk, (LDM, pg 7).**
- **SD** –gives introduction to the Film, from the back of the room.
- **ALD 3** will turn the **lights OFF for the Film. Will need a flashlight.**
- **Media will start the film.**

9:45 PM

- The Film will last approximately 15 minutes. .
- **SD** –gives Spiritual Director's Meditation from the back of the room. Lights remain OFF.
- **ALD 3** will turn the **lights ON after the SD meditation.**
- **LD** leads **Apostles' Creed** and **Evening Prayers (LDM, pg. 9)**, from the podium in the back of the room.
- **ALD 3** will turn the **lights OFF after the Evening Prayers.**
- The **Music Team** follows with a meditative song.
- **LD will dismiss the Conference Room (LDM, p. 10)** and remind the Pilgrims that they are to remain silent until silence is broken during Chapel in the morning and to come to the Conference Room in the morning the second time they hear the bells.
- **ALD 3** will turn the **lights ON after the Dismissal.**

10:15 PM

- Team Meeting to be held in the Indoor Chapel. This meeting is for the entire Conference Room Team. **Support Team Chairpersons who need to discuss concerns or potential problems may attend the first portion of the meeting and will then be dismissed.**
- **ALD 3** reminds **LD** to ask if there is a Table Leader who is an early riser that would be willing to plug in the coffee and hot water pots.
- **One person will pray for those that will give talks tomorrow.**
- **ALDs**, if Thursday Morning Chapel is to be held in the Indoor Chapel make sure there are enough chairs in the back and side of the chapel for the **ALDs**, **ASDs**, **Board Rep** and **Music Team**. Check microphone and light in back and make sure both are working! (Note: If Team Meeting is not held in the Indoor Chapel, **ALD 4 & ALD 1** can check this after Team Meeting.)

10:45 PM

- **ALD 3** and **ALD 2** will confirm that Refreshments has set up the coffee table in the foyer lobby for Thursday morning. Refreshments should have these ready to just plug in and covered with a tablecloth.
- **ALDs** - Any task not accomplished after arrival to camp, should be done at this point.

Thank you for your service for Him today!

THURSDAY – DAY 1

THE FOCUS IS ON GOD AND HIS LOVE FOR US

ALDs: ALD 2, ALD 4, ALD 3, ALD 1

4:45 AM Plug in the coffee pots.

5:30 AM

- ✚ **REMEMBER SILENCE!** ALD 1 & ALD 4 will go to the Conference Room and make sure the pots have been plugged in. Coffee pots on opposite walls of foyer or circuit breakers will trip! The water pot (smaller) should be heated up in the Media Room and then set on the table with the coffee and soft drinks when heated. Leave lights in the foyer off. Be sure and know which switch to flip if/when breakers trip.

If Refreshment hasn't already done it, you will need to get the cooler from the kitchen, fill with ice and take upstairs. Ensure that cups (coffee & drink), soft drinks, Saltine crackers, napkins, sugar, creamer, etc, were put out by Refreshments, but if not, they can be found in the refreshments area. Have some form of trashcan nearby.

- Prior to going down the hill, ALD 1 & ALD 4 will make sure LD, remaining ALD's, SD, ASDs and Music/Media are awake, if requested.

5:45 AM

- ALD 1 & ALD 4 will Wake up the Pilgrims using the bells. **You must ring the bell in each room, not just in the hallway. REMEMBER SILENCE!** so no verbal Good Morning. **(Make a sign to show them)**
- Watch out for the breakers tripping. This is common on a ladies walk due to hair dryers, curling irons, etc.

6:15 AM

- ALD 4 will put up "Needs List" for the Pilgrims on wall across from water fountain. Be sure to include a pencil.
- ALD 4 & ALD 1 will check tables and chairs and pick up any trash in the Conference Room. Also check for any trash on or around the coffee table and empty trashcan if needed.
- ALD 1 & ALD 4 will take care of any details not handled the previous night.

6:30 AM

- ALD 2 will go to the Indoor/Outdoor Chapel and make sure everything is ready for morning devotion.
 - If using the Indoor Chapel, check to see that sufficient chairs are present for Pilgrims, ASDs, SD, Music/Media Team, Board Rep, LD and ALDs. If Outdoor Chapel check to make sure the correct number of seat pads by row.
 - Check to see that the candles for each pilgrim are still lit and light if necessary. These are located in the Indoor Chapel.
 - Ensure that a podium, light and microphone are set up in the rear of the Chapel (Indoor or Outdoor) and working for the devotional reading.
 - Remain at the door of the Indoor Chapel or bottom of steps at the Outdoor Chapel to direct the Pilgrims in Silence to a seat. Chapel selection will depend on the weather.

6:45 AM

- **ALD 1** & **ALD 4** will ring the bells in all halls calling everyone to the Conference Room. **Remember SILENCE.**
- **ALD 1** & **ALD 4** will then check **all** rooms for stragglers.
- **ALD 3** will use the Board to make sure everyone has their Nametag and Worship Book, Jacket and umbrella (if needed) and verify that everyone is present in the Conference Room.
- **ALD 4** will check discreetly with the **ALDs, LD, SD** and **ASDs** to ensure that they do not have an alarm or beeper that will sound during Chapel.

6:50 AM

- **ALD 3** (using the list on the Board) will silently direct those needing a ride up the hill to leave with **Board Rep.**
- **LD** & **SD** will leave next and lead the Pilgrims that are walking.
- **ALD 1** & **ALD 4** will lead everyone to the Chapel, **IN SILENCE**, following **LD** & **SD**
- **ALD 3** will make sure the group needing a ride has had time to get in the vehicle, then direct, by Table, the Pilgrims to line up for Chapel.
- The **Music Team** and **ASDs** will follow next.
- **ALD 2** will guide the Pilgrims to their seats by row.
(Remember that they are not in group tables yet... just seat 8 pilgrims per row)
- **ALD 3** will bring up rear of the line to make certain everyone arrives at the Chapel. When arriving at Chapel, count the Pilgrims (empty seats) verifying everyone has arrived.

7:00 AM

MORNING WORSHIP

- **LD** opens Chapel for Morning Worship (**LDM, pg. 12**)
- **ALD 3**, if using the Indoor Chapel turn lights **ON** for **LD** Opening Prayer
- **SD** shares Holy Communion
- **LD, Music/Media, Board Rep, ALDs** and **ASDs** receive Communion first.
- **ALD 4** & **ALD 3** will then direct each row of Pilgrims for Communion.
- **ALD 3** if using the Indoor Chapel turn lights **OFF** before Communion and during the **SD** devotion, Prodigal Son.
- **ALD 2** immediately after Prodigal Son devotion and before the **LD** Closing prayer, leave the Chapel and check with Food Prep & Meal Service using the cell phone to see if/when breakfast will be ready.
- **LD** gives the Closing Prayer. (**LDM, pg 15**)
- **ALD 3**, if using the Indoor Chapel, turn lights **ON** after the **LD** Closing Prayer.
- After **LD** leads the closing prayer, the **Musicians** will lead everyone in song.
- **ALD 2** returns when lights go on (if using the Indoor Chapel) and music starts with instructions for breakfast. **Note: Use hand signals to tell the Musicians how much longer before mealtime.**
- **ALD 4** will direct car riders to go with **Board Rep**, and will direct Pilgrims from Chapel by row.
- **ALD 3** & **ALD 2** in the lead, behind **LD** and **SD**, and the **ASDs**.
- **ALD 4** & **ALD 1** bring up the rear of the line.

7:40 AM

BREAKFAST

- ❑ **ALD 3** & **ALD 2** will lead the Pilgrims to the dining room for breakfast.
- ❑ Priority Speaker, **ALD 4** can follow in the rear and go get dressed if she does not wish to eat breakfast. **ALD 1** will ask her if she would like a plate fixed and brought to the Speaker's Changing Room.
- ❑ **ALD 1** will bring up the end of the line with **ALD 4**
- ❑ **LD** will give a **Blessing BEFORE** and **AFTER** this meal only.

8:20 AM

- ❑ **ALD 1** notifies **Priority Speaker, ALD 4** to begin getting ready for talk. (He/she might already be getting ready.)
- ❑ **ALD 3** will make the after meal announcements. Don't introduce yourself.
 - NO Jokes or MENTION of Jokes until lunch.
 - Announce the Needs List and tell where it is posted in the Conference Room. Explain difference between a NEED and a WANT!
 - Remind Pilgrims that **ALD 1** will be responsible for informing them of the time to take medications during the Walk.
 - Explain Break system: Explain to Pilgrims about SHORT and LONG breaks.
 - Remind Pilgrims to **PLEASE COME WHEN THE BELLS RING** and to remain within earshot of the bell.
 - Tell them we have a SHORT break to brush teeth and return to the Conference Room. Do not leave the area.
 - Announce to **"Please stand for the Blessing after the Meal."**

8:25 AM

- ❑ **LD** gives after meal Blessing.
- ❑ **ALD 1** & **ALD 3** will make sure that the Conference Room Tables are cleared for the Table assignments.
- ❑ **ALD 1** will make sure the coffee table has been cleared by Refreshments. No Beverages should be left in the Foyer. If not, contact Refreshments.
- ❑ **ALL ALDS** will verify Table Name locations with **LD**, and **ALD 1** will make certain there are an appropriate number of chairs at each Table.
- ❑ **ALD 1** will make sure that a wide path is available between tables to the podium for the Speakers and ALD.
- ❑ **ALD 3** will check to see which talks are missing. Discreetly contact Speakers for their Talks.
- ❑ **ALD 1** will tape Table Names on the chairs behind the Back Table for the Poster Filing System.

8:30 AM

- ❑ **ALD 3** will confer with the **Music Team** and set up the hand signals that will be used to communicate when the Speaker is ready to enter the Conference Room.
- ❑ **ALD 2** will set up for the **Speaker, ALD 4, Priority**
 - Place **LD's** temporary prompter sheet (for **LD** to light the candle for the Priority Talk) over normal sheet next to the candle
 - Check with **Media** to see if PowerPoint (if applicable for Speaker) is ready.

8:40 AM

- **ALD 2 & ALD 3** rings the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.

8:45 AM

- **ALD 1** will go to the Speaker's Prayer Chapel and pray with the **Speaker, ALD, Priority.**
 - Notify **ASDs** who are assigned to this Speaker that it is time to go the Prayer Chapel.
 - Make sure that the Speaker is not wearing their nametag. The Speaker for Priorities **DOES NOT** wear their Emmaus Cross and is **Not Accompanied** to the podium. There is also **No singing of Alleluia. The speaker or the Lay Director prays a simple prayer (not the prayer to the holy spirit)**
 - Once "Praying Up" is completed **ALD 1** should go and check with **ALD 3** to see if ready for the Speaker.
- **LD** reads from the Lay Director's Manual (LDM, pg. 16) and makes Table Assignments.
- **ALD 3 & ALD 2** will place the construction paper Table Names and Color Markers in the center of the appropriate Tables and also place pens and Steno notepads in a stack on each Table in front of the **TLs** chair while Pilgrims are standing around the wall.
- **ALD 3** will alert **ALD 1** when all Tables have been assigned so Speaker can be ready.
- **ALD 3** will be in the lobby for this talk.
- **ALD 3** signals **LD** when the Speaker is present and ready.
- **LD** lights the candle and explains its significance.
- There is no Prayer to the Holy Spirit or Speaker's Song for Priority. The speaker or the Lay Director may choose to have a sort prayer prior to the Priority talk.

9:05 AM Talk # 1– Priority (ALD 4)

9:35 AM

- **ALD 1** returns with Speaker to pray down in Speaker's Prayer Chapel after talk.
- **ALD 2** moves to the front of the room at the conclusion of the talk. (Follow instructions on pg. 1 "After the Talk/Discussion.")
- **ALD 3** will turn lights OFF and ON before and after Silent Meditation. Count down for the 2 minutes of meditation.
- **ALD 2 & ALD 3** will pass out poster paper.
 - Posters (10 Minutes)
- **ALDs** will collect and sort posters by Table for nighttime presentations. Remind them to write their Table Name and the name of the Talk on the back of the poster.
- **ALDS** should decide on their Table Name, write on construction paper and place on their Table.
- **Give a short break here, especially if ahead of schedule. (But know that there is a break right after pictures.)**

10:15 AM

- **ALD 4** will check to see if the PHOTOGRAPHER is ready for pictures and where (Outdoor Chapel). Notify other **ALDs** when ready for pictures.
- **ALD 4** will have the Charts (4) by Row for listing names to go with the picture. Take with you to the location for pictures, along with 4 pens.

10:25 AM

- **ALD 3** will make sure all Pilgrims are in the Conference Room.
- **ALD 1** will announce that “**We are going up the Hill for pictures. You will not need your Worship Books. Anyone needing a ride please leave now with Board Rep.**”
- **LD & SD** will leave next and lead the Pilgrims that are walking, **ALD 1** will make sure the group needing a ride has had time to get in the vehicle, then she will direct the Pilgrims to go by Table, 2 x 2, Table Leader first. Call by Table Name in random order.
- **ALD 2 & ALD 4** will lead the Pilgrims to the area for photographs, following **LD** and **SD**. **Music Team and ASDs** follow.
- **ALD 1 & ALD 3** will bring up the rear of the line.
- **ALD 4** will pass the Row Charts when everyone is in place for the group picture, asking everyone to legibly / Print their names in the order they are seated/standing.
- **ALD 3** will announce, once the Tables have begun having their Table pictures taken, that after their Table picture is made they may return to the Conference Room for refreshments and a short bathroom break. **ALD 3** and **ALD 2** will lead the first group of pilgrims back down the hill.
- **ALD 4** will gather the Row Charts and give to the Photographer.
- **ALD 4 & ALD 1** will stay at the Photography site until all Pilgrims have left, then return to the Conference Room.

10:45 AM

- **ALD 1** notifies **Prevenient Grace Speaker,** _____, to get ready for the next talk (after pictures)
- **ALD 2** will **Check the Needs List** and contact Agape by cell phone if anything is needed.

10:50 AM

- **ALD 2 & ALD 4** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- **ALD 4** removes **LD** temporary prompter sheet by the candle and sets up for the next Speaker. Make sure the permanent prompter sheet for introducing Talks is on the worship table and the Prayer to the Holy Spirit is on the podium.
- **ALD 4** removes the past Speaker’s talk, any props and posters.
- **ALD 4** will set up for the next **Speaker,** _____, **Prevenient Grace**

11:00 AM

- **ALD 3** reminds everyone to scramble and appoint a new secretary.
- **ALD 1** will go to the Speaker’s Prayer Chapel and pray with the **next Speaker, Kevin Beasley, Prevenient Grace**
- **Music Team** teaches "DE COLORES" and tells the story. They teach the Before Meal and After Meal Prayers and the song "SING ALLELUIA."
- **ALD 4** will remind the Pilgrims, if **Music** forgets to tell them, that we will sing the song “Sing Alleluia” before each talk from here on.
- **ALD 2** will be in the Lobby for this talk.

11:10 AM

- **ALD 2** lets the **Music Team** know when the Speaker is ready
- **ALD 3** goes to the front worship table
- **ALD 3** announces the next Speaker and lights the candle. **ALD 3 will stand by the worship table until after ALD 1** brings in the Speaker, then exit behind **ALD 1**.
- The **Music Team** will lead everyone in “Sing Alleluia”
- **ALD 1** will escort the Speaker to the podium during the singing of Alleluia

11:15 AM Talk #2 - Prevenient Grace (Rev.)

11:45 AM

- **ALD 1** returns with Speaker to pray down in Speaker’s Prayer Chapel after talk.
- **ALD 3** moves to the front of the room at the conclusion of the talk. (Follow instructions on pg. 1 “After the Talk/Discussion.”)
- **ALD 2** will turn lights OFF and ON before and after Silent Meditation. Count down for the 2 minutes of meditation.
- **ALD 3** & **ALD 4** will pass out poster paper.
 - Posters (10 Minutes)
- **ALDs** will collect and sort posters by Table for nighttime presentations. Remind them to write their Table Name and the name of the Talk on the back of the poster.

12:05 PM

- **ALD 2** checks with Food Prep and Meal Service to see when lunch will be ready.

12:15 PM

- **ALD 1** announces a bathroom break.

12:25 PM

- **ALD 1** & **ALD 2** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.

12:30 PM

LUNCH

- **ALD 1** will announce Lunch.
- **LD** & **SD** leave for the Dining Hall, followed by the **ASDs** and the **Board Rep** and **ALD 4** & **ALD 3** waiting at the top of the stairs for the Pilgrims.
- **ALD 1** will direct the Pilgrims to go by Table, 2 x 2, Table Leader first. Call by Table Name in random order.
- **ALD 1** & **ALD 2** follow in the rear of the line.
- **Music Team** leads to Lunch singing “De Colores”.
- **Music Team** leads everyone in singing the Blessing Before Meals.

12:45 PM

- **ALD 4** notifies **Priesthood of All Believers Speaker**, , to begin getting ready.

1:00 PM

- **ALD 2** makes after meal announcements. Introduce yourself – name/walk/table.
 - Explain joke tradition - just a few short rules.
Jokes should be short
Jokes should not offend anyone
NO AUBURN/ALABAMA JOKES!
They should be FUNNY
Give NAME, CENTRAL AL WALK TO EMMAUS # & Table Name before sharing joke
 - Have two TL's or ATL's ready to tell the first jokes if a pilgrim does not volunteer. **(At team meeting pick those who will tell the jokes.)**
 - Announce a short break to brush teeth and freshen up, but do not leave area.
 - Ask them to respond promptly to the bell.
- **Music Team** leads everyone in singing the Blessing After Meals.

1:20 PM

- **ALD 4** makes sure that the 72 Hour Prayer Vigil and Agape Letters are in the Conference Room for the **Justifying Grace** Talk. If not contact Agape by Cell phone and ask them to bring to the Conference Room and place in the storage closet in the lobby. After discussing with the **Justifying Grace Speaker, Rev** , choose about 7 letters from a variety of places/people, i.e. overseas, Kairos, Chrysalis, etc. to be used during that Talk. Give balance of letters to **ALD 3** .
- **ALD 2** removes the past Speaker's talk, any props and posters.
- **ALD 1** will **Check the Needs List** and contact Agape by Cell phone if anything is needed.
- **ALD 2** will set up for the next Speaker, , **Priesthood of All Believers**.

1:30 PM

- **ALD 4** & **ALD 1** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.

1:30 PM

- **ALD 2** reminds everyone to scramble and appoint a new secretary.
- **ALD 4** will go to the Speaker's Prayer Chapel and pray with the **next Speaker, , Priesthood of All Believers**.
- **ALD 1** will be in the Lobby for this talk

1:40 PM

- **ALD 1** lets the **Music Team** know when the Speaker is ready.
- **ALD 2** goes to the front worship table
- **ALD 2** announces the next Speaker and lights the candle. **ALD 2 will stand by the worship table until after ALD 4** brings in the Speaker, then exit behind **ALD 4**.
- The **Music Team** will lead everyone in "Sing Alleluia"
- **ALD 4** will escort the Speaker to the podium during the singing of Alleluia.

1:45 PM Talk #3 – Priesthood of All Believers ()

2:15 PM

- ❑ **ALD 4** returns with Speaker to pray down in Speaker's Prayer Chapel after talk.
- ❑ **ALD 2** moves to the front of the room at the conclusion of the talk. (Follow instructions on pg. 1 "After the Talk/Discussion.")
- ❑ **ALD 1** will turn lights OFF and ON before and after Silent Meditation. Count down for the 2 minutes of meditation.
- ❑ **ALD 2 & ALD 1** will pass out poster paper.

- Posters

(15 Minutes)

ALDs will collect and sort posters by Table for nighttime presentations. Remind them to write their Table Name and the name of the Talk on the back of the poster.

2:20 PM

- ❑ **ALD 1** notifies **Justifying Grace Speaker, Rev** , to begin getting ready for talk.
- ❑ **ALD 2** removes the past Speaker's talk, any props and posters.
- ❑ **ALD 2** will set up for the next **Speaker, Rev** , **Justifying Grace**.

2:35 PM

- ❑ **ALD 2** announces a short bathroom break & refreshments at completion of Posters.

2:45 PM

- ❑ **ALD 2 & ALD 1** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- ❑ **ALD 4** will go to the Speaker's Prayer Chapel and pray with the **next Speaker,**
- ❑ **Rev** **Justifying Grace**

2:50 PM

- ❑ **ALD 2** reminds everyone to scramble and appoint a new secretary.
- ❑ **ALD 3** will be in the Lobby for this talk.

2:55 PM

- ❑ **ALD 3** lets the **Music Team** know when the Speaker is ready
- ❑ **ALD 2** goes to the front worship table
- ❑ **ALD 2** announces the next Speaker and lights the candle. **ALD 2 will stand by the worship table until after ALD 4** brings in the Speaker, then exit behind **ALD 4**.
- ❑ The **Music Team** will lead everyone in "Sing Alleluia"
- ❑ **ALD 4** will escort the Speaker to the podium during the singing of Alleluia

3:00 P.M. Talk #4 – Justifying Grace (Rev.)

3:30 PM

- ❑ **The Justifying Grace Speaker,** introduces **AGAPE** and its meaning.
- ❑ **ALD 2** will bring the 72 Hour Prayer Vigil and the Agape letters to the front when directed by the Spiritual Director.
- ❑ **NOTE:** The **SD** may choose to include the 72 Hour Prayer Vigil and Agape Letters as part of the Justifying Grace talk. If so, **ALD 2** will need to work with his/her preference on when to bring the Prayer Vigil and Agape Letters to the podium.

3:40 PM

- **ALD 4** returns with Speaker to pray down in Speaker's Prayer Chapel after talk.
- **ALD 2** moves to the front of the room at the conclusion of the talk. (Follow instructions on pg. 1 "After the Talk/Discussion.")
- **ALD 3** will turn lights OFF and ON before and after Silent Meditation. Count down for the 2 minutes of meditation.
- **ALD 2 & ALD 3** will pass out poster paper.
 - Posters (10 Minutes)
- **ALDs** will collect and sort posters by Table for nighttime presentations. Remind them to write their Table Name and the name of the Talk on the back of the poster.
- **ALD 3** and **ALD 1** tape the 72 Hour Prayer Vigil and the Agape Letters read during the Justifying Grace Talk on the designated Wall. If the 2 new agape banners from So. Africa are introduced, put them up also. The horizontal one goes over the water fountain and the vertical one in the outside corner of the lobby.

4:10 PM

- **ALD 3** announces a **LONG BREAK**. Time to walk around but do not get out of bell hearing distance. **DEFINE PARAMETERS OF WALKING AREA**. Pilgrims may go down to the lake. They may go up the hill, but not past the top of the hill. (don't go past the fire truck, right or left). Please do not take the drive down the side of the Conference Center.
- **ALD 1** will **Check the Needs List** and contact Agape by Cell phone if anything is needed.
- **ALD's** make sure there are cups and drinks available during the break at refreshment table in foyer.

5:00 PM

- **ALD 3** checks with Food Prep & Meal Service to see when dinner will be ready.

5:15 PM

- **ALD 1 & ALD 2** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- **Music Team** leads in songs until dinner is ready and to dinner.
- **ALD 1** checks with **Life of Piety Speaker**, _____, to see if she would prefer to skip Dinner and have a plate brought to her in the Speaker's Changing Room. If so, notify **Kitchen** when Tables line up for Dinner to begin getting ready.

5:30 PM

DINNER

- **ALD 3** will announce Dinner.
- **LD & SD** leave for the Dining Hall, followed by the **ASDs** and the **Board Rep.** and **ALD 4 & ALD 1** waiting at the top of the stairs for the Pilgrims.
- **ALD 3** will direct the Pilgrims to go by Table, 2 x 2, Table Leader first. Call by Table Name in random order.
- **ALD 2 & ALD 3** follow in the rear of the line.
- **Music Team** leads us singing to the Dining Hall.
- **Music Team** leads everyone in singing the Blessing Before Meals.

5:40 PM

- **ALD 3** notifies **Life of Piety Speaker**, _____, to begin getting ready if she chose to go to Dinner.

5:50 PM

- **ALD 3** makes after meal announcements. Introduce yourself-name/walk/table.
 - Match Agape and Cluster names for announcements later.
 - Give 8 Agape Letters, 2 to each of the **ASDs**, instruct them to give back to you after Dinner.
 - Announce the Table Agape received
 - Ask **ASDs** to read Agape Letters
 - Officiate over joke time, remind them to give **NAME, CENTRAL ALABAMA WALK TO EMMAUS # _____ & TABLE Name**
 - Announce a **short** break to brush teeth and freshen up, but do not leave area.
 - Ask Pilgrims to bring a jacket or sweater back to the Conference Room if they think they will need later for Chapel.
 - Ask them to respond promptly to the bell.
- **Music Team** leads everyone in singing the Blessing After Meals.

6:05 PM

- **ALD 1** removes the past Speaker's talk, any props and posters. _____
- **ALD 1** will set up for the next **Speaker**, _____, **Life of Piety**.
- **ALD 4** tapes the Agape Letters read at Dinner on the Wall.
- **ALD 3** will ask Refreshments to take down the coffee table in the Lobby on Friday morning either while the Pilgrims are at Chapel or during Breakfast.

6:15 PM

- **ALD 1 & ALD 2** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- **ALD 3** will go to the Speaker's Prayer Chapel and pray with the **next Speaker**, _____, **Life of Piety**.
- _____

6:20 PM

- **ALD 1** reminds everyone to scramble and appoint a new secretary.
- **ALD 1** announces Agape left on Tables, beds, etc. (Agape will leave note cards on the podium.)
- **ALD 2** will be in the Lobby for this talk.

6:25 PM

- **ALD 2** lets the **Music Team** know when the Speaker is ready
- **ALD 1** goes to the front worship table.
- **ALD 1** announces the next Speaker and lights the candle. **ALD 1 will stand by the worship table until after ALD 3** brings in the Speaker, then exit behind **ALD 3**.
- The **Music Team** will lead everyone in "Sing Alleluia"
- **ALD 3** will escort the Speaker to the podium during the singing of Alleluia.

7:35 PM

- ❑ Pilgrims return to the conference room.
- ❑ **ALD 3** & **ALD 4** may have to ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- ❑ **ALD 1** announces any Agape left on Tables, beds, etc. (Agape will leave note cards on the podium.)
- ❑ **ALD 1** will now announce **“It is now time to start your discussion. Everything said at your Table is confidential and stays at your Table.”**
- ❑ **ALD 1** will remind everyone that **“We will have plenty of bathroom breaks during the day, and we ask that everyone stay at their Table until after discussions, summaries and posters are completed.”**
 - Discussion (15 Minutes)
ALD 1 now announces, **“Begin to write your Summary. The Summary should be only a couple of sentences and should reflect the Table discussion.”**
 - Summary (5 Minutes)
ALD 2 & **ALD 3** will pass poster paper.
 - Posters (10 Minutes)
- ❑ **ALDs** will collect and sort posters by Table for nighttime presentations. Remind them to write their Table Name and the name of the Talk on the back of the poster.

8:10 PM

- ❑ **ALD 1** announces a short refreshment break.
- ❑ **ALD 3** will **Check the Needs List** and contact Agape by Cell phone if anything is needed.
- ❑ **All ALDs** prepare front of room for poster presentations.

8:20 PM

- ❑ **ALD 3** & **ALD 4** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.

8:30 PM

- ❑ **ALD 2** officiates at the presentation of posters and skits.
 - Instruct Pilgrims to introduce themselves with **NAME, Central Alabama Walk to Emmaus # _____, AND TABLE Of: _____**
 - Instruct the Conference Room to hold their applause until all members of the Table have introduced themselves.
 - The Secretary will read their summary
 - The Table will present their poster or skit
 - All five talks to be presented
- ❑ Remaining **ALDs** will put up the posters around the Conference Room.
 - Remember to reserve the foyer for Agape letters.

9:40 PM

- ❑ **ALD 1** announces a short bathroom break.
- ❑ **ALDs** set the Conference Room back up for Friday morning.

9:50 PM

- ❑ **ALD 2 & ALD 3** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- ❑ **Music Team** leads meditation music before going to Chapel – 1-2 songs.
- ❑ **ALD 4** will announce that “**We are now going to Chapel, please bring your Worship Books. Anyone needing a ride leave now with Board Rep.**”
- ❑ **LD & SD** will leave next and lead the Pilgrims that are walking.
- ❑ **ALD 2 & ALD 3** will lead everyone to the Indoor / Outdoor Chapel, **IN SILENCE**, following **LD & SD**
- ❑ **ALD 4** will make sure the group needing a ride has had time to get in the vehicle then will direct the Pilgrims to go by Table, In Silence, 2 x 2, Table Leader first. Call by Table Name in random order.
- ❑ The **Music Team** and **ASDs** will follow next.
- ❑ **ALD 2** will check the lights if needed when/if arriving at the Outdoor Chapel.
- ❑ **ALD 3** will guide the Pilgrims to their seats by row.
- ❑ **ALD 1 & ALD 4** will bring up the rear of the line.
- ❑ **ALD 4** will bring up rear of the line to make certain everyone arrives at the Chapel. When arriving at Chapel, count the Pilgrims (empty seats) verifying everyone has arrived.

10:00 PM

EVENING PRAYERS

- ❑ **LD** leads Examination of Conscience (**LDM, pg. 24**).
- ❑ **ALD 2** if using the Indoor Chapel, turn lights **ON** for **LD** Examination of Conscience.
- ❑ **ALD 2** if using the Indoor Chapel, turn lights **OFF** after **LD** Examination of Conscience and before **SD** Meditation.
- ❑ **Spiritual Director** Meditation.
- ❑ **Music Team** gives a meditative solo.
- ❑ **LD** dismissal. (**LDM pg. 27**)
- ❑ **ALDs**, if using Outdoor Chapel, during the **LD** dismissal quietly space yourselves out along the path with flashlights to light the way for Pilgrims as they leave. **ALD 4** will stay at the Chapel if there is a pilgrim still there with a **SD**. **She will stay until they leave.**

10:30 PM

CONFERENCE ROOM TEAM MEETING

(Indoor Chapel unless Chapel is held there due to weather. If using the Indoor Chapel for the Evening Prayers, Team Meeting will be in the Agape Room, across from the Indoor Chapel – Silence Please!)

- ❑ **Support Team Chairpersons** who need to discuss concerns or potential problems may attend the first portion of the meeting and will then be dismissed. One person will pray for those that will give talks tomorrow.

11:00 PM

- ❑ **ALD 2** will confirm that Refreshments has set up the coffee table in the foyer lobby for Friday morning. Refreshments should have these ready to just plug in and covered with a tablecloth.

Thank the Lord for willing servants such as you!

FRIDAY - DAY 2

THE FOCUS IS TO KNOW CHRIST

ALDs: ALD 2, ALD 4, ALD 3, ALD 1

4:45 am Plug in Coffee Pots

5:30 AM

- **ALD 2** & **ALD 3** will go to the Conference Room and plug in the coffee pots. Put coffee pots on opposite walls of foyer or circuit breakers will trip! The water pot (smaller) should be heated up in the Media Room and then set on the table with the coffee and soft drinks. Leave lights in the foyer off. Be sure and know which switch to flip if/when breakers trip. Ensure that cups (coffee & drink), soft drinks, Saltine crackers, napkins, sugar, creamer, etc, were put out by Refreshments, but if not, they can be found in the refreshments area. Have some form of trashcan nearby.
- Prior to going down the hill, **ALD 2** & **ALD 3** will make sure **LD**, remaining **ALDs**, **SD**, **ASDs** and **Music/Media** are awake, if requested.

5:45 AM

- **ALD 2** & **ALD 3** will Wake up the Pilgrims using the bells. **You must ring the bell in each room, not just in the hallway.** Say a verbal Good Morning.
- Watch out for the breakers tripping. This is common on a ladies walk due to hair dryers, curling irons, etc.

6:15 AM

- **ALD 2** & **ALD 3** will take care of any details not handled the previous night and ensure Conference Room is neat and arranged properly.
- **ALD 2** & **ALD 3** will check Tables and chairs and pick up any trash in the Conference Room. Also check for any trash on or around the coffee table and empty trashcan if needed.
- **ALD 2** & **ALD 3** will straighten the Craft Table.
- **ALD 3** will have the agape letters to be read by the **ASDs** during meals today. Keep with you to distribute per meal to each **ASD**.

6:30 AM

- **ALD 4** will go to the Indoor/Outdoor Chapel and make sure everything is ready for morning devotion.
 - If using the Indoor Chapel, check to see that sufficient chairs are present for Pilgrims, **ASDs**, **SD**, **Music Team**, **Board Rep**, **LD** and **ALDs**. If Outdoor Chapel check to make sure the correct number of seat pads by row.
 - Check to see that the candles for each pilgrim are still lit and light if necessary. These are located in the Indoor Chapel.
 - Ensure that a podium, light and microphone are set up in the rear of the Chapel (Indoor or Outdoor) and working for the devotional reading.
 - Remain at the door of the Indoor Chapel or bottom of steps at the Outdoor Chapel to direct the Pilgrims In Silence to a seat. Chapel selection will depend on the weather.

6:45 AM

- **ALD 2** & **ALD 3** will ring the bells in all halls calling everyone to the Conference Room. Remind Pilgrims to bring their worship books.
- **ALD 2** & **ALD 3** will then check **all** rooms for stragglers.
- **ALD 1** will make sure that media has posted this on board:
Please Have Your Nametag,
Worship Books,
Jacket or Umbrella (if needed)
- **ALD 1** will make sure everyone has their Nametag and Worship Book, Jacket and umbrella (if needed) and verify that everyone is present in the Conference Room.
- **ALD 3** will check discreetly with the **ALDs, LD, SD** and **ASDs** to ensure that they do not have an alarm or beeper that will sound during Chapel.

6:50 AM

- **ALD 1** will announce that **“We are now going to Chapel, please bring your Worship Books. Anyone needing a ride leave now with Board Rep.”**
- **LD** & **SD** will leave next and the Pilgrims that are walking.
- **ALD 2** & **ALD 3** will lead everyone to the Indoor / Outdoor Chapel, **IN SILENCE**, following **LD** & **SD**.
- **ALD 1** will make sure the group needing a ride has had time to get in the vehicle, then she will direct the Pilgrims to go by Table, In Silence, 2 x 2, Table Leader first. Call by Table Name in random order.
- The **Music Team** and **ASDs** will follow next.
- **ALD 2** will assist in directing the Pilgrims to their seats.
- **ALD 1** will bring up rear of the line to make certain everyone arrives at the Chapel. When arriving at Chapel, count the Pilgrims (empty seats) verifying everyone has arrived.

7:00 AM

MORNING WORSHIP

- **LD** opens Chapel for Morning Worship (**LDM, pg. 28**)
- **ALD 3** if using the Indoor Chapel turn lights **ON** for **LD** Opening Prayer
- **SD** & **ASDs** lead Meditation and 4 Responses.
- **ALD 3** if using the Indoor Chapel turn lights **OFF** after **LD** Opening Prayer and before **SD** Meditation.
- **ALD 2**, immediately after the **SD** 4th Response (woman with a hemorrhage) and before the **LD** Closing Prayer, leave the Chapel and check with Food Prep & Meal Service using the cell phone to see if/when breakfast will be ready.
- **ALD 3** if using the Indoor Chapel turn lights **ON** after the **SD** 4th Response (woman with a hemorrhage) and before the **LD** Closing Prayer.
- **LD** gives the Closing Prayer (**LDM, pg. 32**)
- After **LD** leads the closing prayer, the **Musicians** will lead everyone in song.
- **ALD 2** returns when music begins with instructions for breakfast. **Note: Use hand signals to tell the Musicians how much longer before mealtime.**
- **ALD 4** will announce that the car riders should leave with **Board Rep** then direct Pilgrims **from** Chapel by row, **Musicians** first, followed by **LD and SD** and **ASD's**.
- **ALD 2** & **ALD 3** in the lead.
- **ALD 1** & **ALD 4** bring up the rear of the line.

7:30 AM

BREAKFAST

- **ALD 2** & **ALD 3** will lead the Pilgrims to the dining room for breakfast.
- **ALD 4** will check with **Grow Through Study Speaker**, _____ can go and get dressed if she does not wish to eat breakfast. **ALD 4** will ask her if she would like a plate fixed and brought to the Speaker's Changing Room.
- **ALD 4** will bring up the end of the line with **ALD 1**.
- **Music Team** leads us singing to the Dining Hall.
- **Music Team** leads everyone in singing the Blessing Before Meals.

8:00 AM

- **ALD 1** makes after meal announcements. Introduce yourself – name/walk/table.
 - Match Agape and Cluster names for announcements later.
 - Give 8 Agape Letters, 2 to each of the **ASDs**, instruct them to give back to you after Breakfast.
 - Announce the Table Agape received
 - Ask **ASDs** to read Agape Letters
 - Officiate over joke time, remind them to give **NAME, CENTRAL ALABAMA WALK TO EMMAUS # _____ & TABLE Name**
 - Announce a **short** break to brush teeth and freshen up, but do not leave area.
 - Remind Pilgrims to **PLEASE COME WHEN THE BELLS RING** and to remain within earshot of the bell.
- **Music Team** leads everyone in singing the Blessing After Meals.
- **ALD 2** notifies **Grow Through Study Speaker**, _____, to begin getting ready for her talk. (The _____ might already be getting ready.)

8:10 AM

- **ALD 3** removes the past Speaker's talk, any props and posters.
- **ALD 3** will set up for the next **Speaker**, _____ **Grow Through Study**.
- **ALD 4** tapes the Agape Letters read at Breakfast on the Wall.
- **ALD 3** will make sure the coffee table has been cleared by Refreshments. No Beverages should be left in the Foyer. If not, contact Refreshments.
- **ALD 3** will make sure that a wide path is available between tables to the podium for Speakers and ALD.
- **ALD 3** will pick up a **Crucifix / Cross** from the Speakers Prayer Chapel for **LD's** short talk after the Grow Through Study Talk. May go ahead and pick up 3 so we will have them for afternoon prayer time.

8:15 AM

- **ALD 2** will go to the Speaker's Prayer Chapel and pray with the **next Speaker**, _____
- _____, **Grow Through Study**.

8:15 AM

- **ALD 3** & **ALD 4** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- **ALD 4** reminds everyone to scramble and appoint a new secretary.
- **ALD 4** announces Agape left on Tables, beds, etc. (Agape will leave note cards on the podium.)
- **ALD 1** will be in the Lobby for this talk.

9:40 AM

- ❑ **ALD 2** & **ALD 3** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.

9:45 AM

- ❑ **ALD 3** will go to the Speaker's Prayer Chapel and pray with the **next Speaker**,
- ❑ **Rev.** _____, **Means of Grace.**
- ❑ **ALD 1** reminds everyone to scramble and appoint a new secretary.
- ❑ **ALD 1** announces Agape left on Tables, beds, etc. May not need to do this. (Agape will leave note cards on the podium.)
- ❑ **ALD 4** will be in the Lobby for this talk.
- ❑ **ALD 2** makes certain that 3x5 cards are on the Tables, (in front of the TL), so Pilgrims can write questions concerning Means of Grace talk.
- ❑ **Music Team** will teach the song for Candlelight, "Jesus, Jesus".

9:50 AM

- ❑ **ALD 2** checks with Worship to be sure the Chapel will be ready for Dying Moments. (may have to use cell phone to call Logistics or go up the hill and check)
- ❑ **ALD 2** will **Check the Needs List** and contact Agape by Cell phone if anything is needed.

9:55 AM

- ❑ **ALD 4** lets the **Music Team** know when the Speaker is ready
- ❑ **ALD 1** goes to the front worship table
- ❑ **ALD 1** announces the next Speaker and lights the candle. **ALD 1 will stand by the worship table until after ALD 3** brings in the Speaker, then exit behind **ALD 3**.
- ❑ The **Music Team** will lead everyone in "Sing Alleluia"
- ❑ **ALD 3** will escort the Speaker to the podium during the singing of Alleluia.

10:00 AM **Talk #7 – Means of Grace (Rev. _____)**

- ❑ **NOTE: A SILENT short bathroom break** will be needed before going to the Chapel for Dying Moments. SD will announce when he ends his talk; (if not, **ALD 1** will announce a bathroom break after the talk.)
- ❑ **ALD 2** & **ALD 4** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.

11:00 AM

DYING MOMENTS

- ❑ **ALD 1** will blow out the candle.
ALD 1 will announce that **"We are now going to Chapel, IN SILENCE, please bring your Worship Books. Please leave your steno pad with your name showing at your table in front of your chair. Anyone needing a ride leave now with Board Rep."**
- ❑ **LD** & **SD** will leave next and lead the Pilgrims that are walking.
- ❑ **ALD 4** & **ALD 2** will lead everyone to the Indoor Chapel, **IN SILENCE**, following **LD** & **SD**. **ALD 3** will light the candles on the altar table when you arrive at chapel. Matches should be there, but bring some with you just in case.

- **ALD 1** will make sure the group needing a ride has had time to get in the vehicle, then she will direct the Pilgrims to go by Table, In Silence, 2 x 2, Table Leader first. Call by Table Name as set @ team meeting – _____ **then** _____
- The **Music Team** and **ASDs** will follow next.
- **ALD 4** & **ALD 2** will assist in directing the Pilgrims to their seats and will stay on the far side of the indoor chapel.
- **ALD 1** & **ALD 3** will bring up rear of the line to make certain everyone arrives at the Chapel. When arriving at Chapel, count the Pilgrims (empty seats) verifying everyone has arrived. They will remain on the entrance side of the indoor chapel.
- **ALD 1** will turn the lights **ON** when the **SD** asks for us to turn in our Worship Books to page 26 for Communion.
- **ALD 1** will turn the lights **OFF** when the **SD** completes the Communion Liturgy, before the serving of Communion.
- **SD** & **LD** will be served Communion first, followed by the **Music/Media Team, ALDs, ASDs, and Board Rep.**
- **ALDs** will then direct the Pilgrims, by row, for Communion as discussed at the meeting last night.
- **ALD 3** immediately after the completion of Communion leave the Chapel and check with Food Prep & Meal Service using the Cell phone to see if/when Lunch will be ready.
- **ALD 3** returns quietly with instructions for Lunch. **Note: Use hand signals to tell the Musicians and LD how much longer before mealtime.**
- **LD** announces Lunch when ready.
- **ALD 1** will announce that car riders should leave, then direct Pilgrims **from** Chapel by row, **Musicians** first, followed by **LD** and **SD**, then ASD's.
- **Musicians** lead us in song to Lunch.
- **ALD 2** & **ALD 4** in the lead.
- **ALD 3** & **ALD 1** bring up the rear of the line. Notify Prayer Chapel when you return.

12:15 PM

LUNCH

- **ALD 2** & **ALD 4** will lead the Pilgrims to the Dining Hall for Lunch.
- **ALD 1** will bring up the end of the line with **ALD 3**.
- **Music Team** leads us singing to the Dining Hall.
- **Music Team** leads everyone in singing the Blessing Before Meals.

12:40 PM

- **ALD 4** makes after meal announcements. Introduce yourself – name/walk/table.
 - Match Agape and Cluster names for announcements later.
 - Give 12 Agape Letters, 3 to each of the **ASDs**, instruct them to give back to you after Lunch, **NOTE:** Choose the number of Letters based on total # left, keep in mind will need for Dinner tonight and Breakfast Sat morning.
 - Announce the Table Agape received
 - Ask **ASDs** to read Agape Letters
 - Officiate over joke time, remind them to Give **NAME, CENTRAL ALABAMA WALK TO EMMAUS # & TABLE Name**
 - Announce a **LONG** break, time to rest or walk around. Give them the boundaries, i.e., up the hill (but not past the top of hill), down by the water.
 - **Those with rooms in the downstairs hall will need to take anything they will need during the afternoon, i.e., book money, sweater, etc. They will not be allowed back downstairs until after dinner.**

- Remind Pilgrims to **PLEASE COME WHEN THE BELLS RING** and to remain within earshot of the bell.
- (Note: This break **must** be protected and not shortened to less than one hour. If running late, make adjustments elsewhere.)
- **Music Team** leads everyone in singing the Blessing After Meals.

1:10 PM

- **ALD 1** will go to the SPC and get the extra crosses for the Table Prayer Time if not already there.
- **ALD 4** will make a sign-up sheet for Table Prayer Time. Tables may go in place of Summary/Poster time after any of the 3 talks this afternoon: Means of Grace, Christian Action or Obstacles to Grace. We can send 3 Tables at any given time. Give the areas for praying: front of the building in the parking lot at circle of chairs, someone's room (upstairs).
- **ALD 2** will **Check the Needs List** and contact Agape by Cell phone if anything is needed.

1:50 PM

- **ALD 1 & ALD 2** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- **ALD 2** tapes the Agape Letters read at Lunch on the Wall.

2:00 PM

- **Spiritual Director**, , entertains questions on **Means of Grace** talk.

2:00 PM

- **ALD 4** notifies **Christian Action Speaker**, , to get ready for her talk. (She may already be getting ready)

2:25 PM

- **ALD 3** returns with Speaker, , to pray down in Speaker's Prayer Chapel.
- **ALD 1** will now announce **"It is now time to start your discussion. Everything said at your Table is confidential and stays at your Table."**
- **ALD 1** will also announce **"Your Table may choose to use this discussion time as an opportunity the pray together in place of doing a poster. Table Leaders will need to notify an ALD when they are ready to pray."**
- **ALD 1** will remind everyone that **"We will have plenty of bathroom breaks during the day, and we ask that everyone stay at their Table until after discussions, summaries and posters are completed."**
 - Discussion (15 Minutes)
ALD 1 now announces: **"Begin to write your Summary. The Summary should be only a couple of sentences and should reflect the Table discussion."**
 - Summary (5 Minutes)
ALD 4 & ALD 1 will pass out poster paper.
 - Posters (10 Minutes)
- **ALDs** will collect and sort posters by Table for nighttime presentations. Remind them to write their Table Name and the name of the Talk on the back of the poster.

2:25 PM

- **ALD 4** removes the past Speaker's talk, any props and posters.
- **ALD 4** will set up for the next **Speaker**, **-- Christian Action.**

2:25 PM

- **ALD 3** announces a short bathroom break for those tables in the conference not out praying.

2:30 PM

- **ALD 2** will go to the Speaker's Prayer Chapel and pray with the **next Speaker**,
- **, Christian Action.**

2:35 PM

- **ALD 1** and **ALD 4** ring pilgrims back to the Conference Room.

2:35 PM

- **ALD 3** will be in the Lobby for this talk.
- **ALD 1** reminds everyone to scramble and appoint a new secretary.

2:40 PM

- **ALD 1** announces Agape left on Tables, beds, etc. (Agape will leave note cards on the podium.)
- **ALD 3** lets the **Music Team** know when the Speaker is ready
- **ALD 1** goes to the front worship table
- **ALD 1** announces the next Speaker and lights the candle. **ALD 1 will stand by the Table until after ALD 2** brings in the Speaker, then exit behind **ALD 2.**
- The **Music Team** will lead everyone in "Sing Alleluia"
- **ALD 2** will escort the Speaker to the podium during the singing of Alleluia.

2:45 PM **Talk #8 – Christian Action ()**

3:00 PM

- **ALD 2** returns with Speaker to pray down in Speaker's Prayer Chapel after talk.
- **ALD 1** moves to the front of the room at the conclusion of the talk. (Follow instructions on pg. 1 "After the Talk/Discussion.")
- **ALD 3** will turn lights OFF and ON before and after Silent Meditation. Count down for the 2 minutes of meditation.
- **ALD 3 & ALD 1** will pass out poster paper.
 - Posters (10 Minutes)
- **ALDs** will collect and sort posters by Table for nighttime presentations. Remind them to write their Table Name and the name of the Talk on the back of the poster.
- Tables may exchange poster time for prayer time.

3:35 PM

- **ALD 2** notifies **Obstacles to Grace Speaker, Rev** , to begin getting ready for his talk.
- **ALD 1** removes the past Speaker's talk, any props and posters.
- **ALD 1** will set up for the next **Speaker, Rev** , **Obstacles to Grace.**

5:20 PM

DINNER BANQUET & ENTERTAINMENT

- **ALD 1** will stand at the opening of the Dining Hall to notify Meal Service when Pilgrims are lined up and ready to enter.
- **ALD 3** will stand on the landing of the stairs to signal to **ALD 1**.
- **ALD 4** will stand at the top of the stairs to direct the Pilgrims.
- **ALD 2** will announce it is now time for Dinner.
- **LD** & will lead the Pilgrims to Dinner followed by the **ASDs**, the **Music Team**, and the **Board Rep**.
- **ALD 2** will direct the Pilgrims by Table, Table Leader first, to line up at the top of the stairs. Call by Table Name in random order.
- When everyone is lined up, **ALD 4** passes word to **ALD 3**, then to **ALD 1** that the Pilgrims are ready to enter.
- **Music Team** leads everyone in singing the Blessing Before Meals.

6:00 PM

- **ALD 3** notifies **Discipleship Speaker**, _____, to begin getting ready for her talk.
- **ALD 3** makes after meal announcements. Introduce yourself – name/walk/table.
 - Match Agape and Cluster names for announcements later.
 - Give 12 Agape Letters, 3 to each of the **ASDs**, instruct them to give back to you after Dinner, **NOTE:** Choose the number of Letters based on total # left, keep in mind you will only need again for Breakfast Sat morning.
 - Announce the Table Agape received
 - Ask **ASDs** to read Agape Letters
 - There is no joke time. This is the cue for Entertainment to come in - When you say, “Now it’s Joke Time!”
 - **Entertainment.**
 - **Announce a break - short to medium depending on the time.**
 - Remind Pilgrims to **PLEASE COME TO THE CONFERENCE ROOM WHEN THE BELLS RING** and to remain within earshot of the bell.
- **Music Team** leads everyone in singing the Blessing After Meals.

6:20 PM

- **ALD 3** tapes the Agape Letters read at Dinner on the Wall.
- **ALD 2** will **Check the Needs List** and contact Agape by Cell Phone if anything is needed.
- **ALD 4** removes the past Speaker’s talk, any props and posters.
- **ALD 4** will set up for the next **Speaker**, _____, **Discipleship**.

6:30 PM

- **ALD 2** & **ALD 1** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- **ALD 2** reminds everyone to scramble and appoint a new secretary.
- **ALD 3** will go to the Speaker’s Prayer Chapel and pray with the **next Speaker**, _____, **Discipleship**.
- **ALD 2** will be in the Lobby for this talk.

8:55 PM

- **ALD 3** will announce that “We are now going to Chapel, You will not need your Worship Books. We would like to encourage everyone to walk up the hill this one time, if at all possible. We will go very slowly, however if you feel that you can’t make the walk and need a ride leave now with Board Rep .”))
- **Leave the Conference Room in the following order: LD & SD** in the lead, followed by **ASDs, Music Team & Board Rep, ALD 2 & ALD 4**, Tables with TL in front and ATL in rear, **ALD 3 & ALD 1** bring up the end of the line.
- **ALD 3** will direct the Pilgrims to go by Table, In Silence, 2 x 2, Table Leader first. Call Tables in order set at Team Meeting. (Table of _____, then Table of _____, then random order for remaining Tables)
- **ALD 2 & ALD 4** will stop at the kneeling rails and direct the Tables to each side of the Pavilion once arriving at Candlelight. Direct Table of _____ to the Roadside and stop at the third column and the Table of _____ to the Tennis Court side and stop at the third column. Then Tables are side by side ending with 4 Tables on the Roadside and 3 on the Tennis Court side.

9:00 PM

CANDLELIGHT followed by FRIDAY NIGHT PARTY

- After Candlelight and Refreshments, **ALD 2** will remain and announce end of the evening and encourages everyone to go to bed.
- **ALD 3** will check with Refreshments Chair to make sure they will have the coffee table, (hot tea, hot cocoa) and soft drinks set up for Saturday morning. Refreshments should have these ready to just plug in – ask if they will set up for you in the upstairs foyer during the 7:00 Chapel and cover with a tablecloth. *Request a basket of Saltines for Pilgrims who may be diabetic.*
- **ALD 3** to ask Refreshments to take down the coffee table in the Lobby on Saturday morning either while the Pilgrims are at Chapel or during Breakfast.

NO TEAM MEETING FRIDAY NIGHT!

11:00 PM

- **All ALDs** clean up the Conference Room and set up the Tables for the next day.
- **ALD 3** will ensure that Refreshments has set up the coffee table for the next morning.

Give thanks to God for guiding you this day!

SATURDAY - DAY 3
THE FOCUS IS ON THE HOLY SPIRIT
and CHRISTIAN COMMUNITY ACTION

ALDs: ALD 2, ALD 4, ALD 3, ALD 1

4:45AM Plug in Coffee Pots

5:30 AM

- **ALD 1 & ALD 4** will go to the Conference Room and plug in the coffee pots. Put coffee pots on opposite walls of foyer or circuit breakers will trip! The water pot (smaller) should be heated up in the Media Room and then set on the table with the coffee and soft drinks. Leave lights in the foyer off. Be sure and know which switch to flip if/when breakers trip. **You will need to get the cooler from the kitchen, fill with ice and take upstairs.** Ensure that cups (coffee & drink), soft drinks, Saltine crackers, napkins, sugar, creamer, etc, were put out by Refreshments, but if not, they can be found in the refreshments area. Have some form of trashcan nearby.
- Prior to going down the hill, **ALD 1 & ALD 4** will make sure **LD**, remaining **ALDs**, **SD**, **ASDs** and **Music/Media** are awake, if requested.

5:45 AM

- **ALD 1 & ALD 4** will wake Up the Pilgrims using the bells. **You must ring the bell in each room, not just in the hallway.** Say a verbal Good Morning.
- Watch out for the breakers tripping. This is common on a ladies walk due to hair dryers, curling irons, etc.

6:15 AM

- **ALD 1 & ALD 4** will take care of any details not handled the previous night and ensure Conference Room is neat and arranged properly.
- **ALD 1 & ALD 4** will check Tables and chairs and pick up any trash in the Conference Room. Also check for any trash on or around the coffee table and empty trashcan if needed.
- **ALD 1 & ALD 4** will sort/box up the Craft Table.
- **ALD 4** will gather balance of Agape Letters from Katie to be read by the **ASDs** during breakfast today. Keep with you to distribute to each **ASD** at Breakfast.

6:30 AM

- **ALD 2** will go to the Outdoor Chapel or Pavilion and make sure everything is ready for morning devotion.
 - If using the Pavilion, check to see that sufficient chairs are present for Pilgrims, **ASDs**, **SD**, **Music/Media Team**, **Board Rep**, **LD** and **ALDs**. If Outdoor Chapel check to make sure the correct number of seat pads by row.
 - Ensure that a podium, light and microphone are set up in the rear of the Chapel (Outdoor or Pavilion) and working for the devotional reading.
 - Check to see that the candles for each Pilgrim are still lit and light if necessary. These are located in the Indoor Chapel.
 - Remain at the entrance of the Pavilion or bottom of steps at the Outdoor Chapel to direct the Pilgrims In Silence to a seat. Chapel selection will depend on the weather.

6:45 AM

- ❑ **ALD 1** & **ALD 4** will ring the bells in all halls calling everyone to the Conference Room. Remind Pilgrims to bring their worship books.
- ❑ **ALD 1** & **ALD 4** will then check **all** rooms for stragglers.
- ❑ **ALD 1** will be sure that media has placed the following on the board:
Please Have Your Nametag,
Worship Books,
Jacket or Umbrella (if needed)
- ❑ **ALD 1** will make sure everyone has their Nametag and Worship Book, Jacket and umbrella (if needed) and verify that everyone is present in the Conference Room.
- ❑ **ALD 3** will check discreetly with the **ALDs, LD, SD** and **ASDs** to ensure that they do not have an alarm or beeper that will sound during Chapel.

6:55 AM

- ❑ **ALD 1** will announce that **“We are now going to Chapel, please bring your Worship Books. Anyone needing a ride leave now with Board Rep”**
- ❑ **LD** & **SD** will leave next and lead the pilgrims that are walking.
- ❑ **ALD 4** & **ALD 3** will lead everyone to the Indoor / Outdoor Chapel, **IN SILENCE**, following **LD** & **SD**
- ❑ **ALD 1** will make sure the group needing a ride has had time to get in the vehicle, then will direct the Pilgrims to go by Table, In Silence, 2 x 2, Table Leader first. Call by Table Name in random order.
- ❑ The **Music Team** and **ASDs** will follow next.
- ❑ **ALD 2** will assist in directing the Pilgrims to their seats.
- ❑ **ALD 1** will bring up rear of the line to make certain everyone arrives at the Chapel. When arriving at Chapel, count the Pilgrims (empty seats) verifying everyone has arrived.

7:00 AM

MORNING WORSHIP

- ❑ **LD** opens Chapel for Morning Worship (**LDM, pg. 43**)
- ❑ **SD** leads Meditation. **The last meditation is “Jesus knew when to ask for support”.**
- ❑ **LD** closes Chapel with **Prayer of St. Francis of Assisi follows this meditation (LDM, pg. 48)**
- ❑ **Serenade Begins After the Prayer of St. Francis of Assisi.**
- ❑ **ALD 3** will stand at the back of the Outdoor Chapel to signal **ALD 4** at the last meditation noted above before the Pilgrims begin the Prayer of St. Francis of Assisi.
- ❑ **ALD 4** will stand half way up the path at Outdoor Chapel to signal the **Musicians** to start Serenade at **ALD 3’s** signal.

7:20 AM

- ❑ **ALD 2** coordinates with the Community for Serenade.
- ❑ Remind the Community only 1 Flower per person
- ❑ Stress the importance of not walking over Pilgrims to hand a spouse, etc a flower, hand out where you stop.
- ❑ Remember all members of the Conference Room receive a flower.
- ❑ **ABSOLUTE SILENCE** in line.
- ❑ **Musicians** will lead the group.
- ❑ Signal the community when the ASD begins reading the parable of the woman who is hemorrhaging. Silently (using hand signals) lead the Community to the top of the hill at the **OUTDOOR** Chapel.

- ❑ When the Pilgrims begin the Prayer of St. Francis of Assisi, **ALD 4** will signal the **Musicians** and **ALD 2** will lead the Community down the path into the Outdoor Chapel area.
- ❑ Community starts Serenade on signal.

7:30 AM

SERENADE BY COMMUNITY

7:40 AM

MORNING WORSHIP / SERENADE – con't

- ❑ **ALD 3**, as the Community leaves from Serenade, go and check with Food Prep & Meal Service using the Cell Phone to see if/when breakfast will be ready.
- ❑ After the Community leaves from Serenade the **Musicians** will lead everyone in song.
- ❑ **ALD 3** returns with instructions for breakfast. **Note: Use hand signals to tell the Musicians how much longer before mealtime.**
- ❑ **ALD 1** will announce that car riders should leave with **Board Rep**, and then direct Pilgrims **from** Chapel by row, **Musicians** first.
- ❑ **ALD 3** & **ALD 4** in the lead behind the **Musicians**, **LD** and, and **ASDs**.
- ❑ **ALD 1** & **ALD 2** bring up the rear of the line.

7:45 AM

BREAKFAST

- ❑ **ALD 3** & **ALD 4** will lead the Pilgrims to the dining room for breakfast.
- ❑ **ALD 1** will check with **Changing Our World Speaker**, _____, She can follow in the rear and go get dressed if she does not wish to eat breakfast. **ALD 1** will ask her if she would like a plate fixed and brought to the Speaker's Changing Room.
- ❑ **ALD 1** & **ALD 2** will bring up the end of the line.
- ❑ **Music Team** leads us singing to the Dining Hall.
- ❑ **Music Team** leads everyone in singing the Blessing Before Meals.

8:05 AM

- ❑ **ALD 2** makes after meal announcements. Introduce yourself- name/walk/table.
 - Match Agape and Cluster names for announcements later.
 - Give balance of Agape Letters to each of the **ASDs**, (# based on how many are left) instruct them to give back to you after Breakfast.
 - Announce the Table Agape received
 - Ask **ASDs** to read Agape Letters
 - Officiate over joke time, remind them to Give **NAME, CENTRAL ALABAMA WALK TO EMMAUS #** & **TABLE Name**
 - **Ask Pilgrims who received pillows, blankets, linens or towels from Agape to please bring these items to the Front Lobby of the Conference Room after the Break.**
 - Announce a **short** break to brush teeth and freshen up, but do not leave area.
 - Remind Pilgrims to **PLEASE COME WHEN THE BELLS RING** and to remain within earshot of the bell.
- ❑ **Music Team** leads everyone in singing the Blessing After Meals.
- ❑ **ALD 1** notifies **Changing Our World Speaker**, _____ to begin getting ready for her talk. (She might already be getting ready.)

8:10 AM

- **ALD 4** removes the past Speaker's talk, any props and posters.
ALD 4 will set up for the next **Speaker**, _____, **Changing Our World**
- **ALD 4** and **ALD 3** tape the Agape Letters read at Breakfast on the Wall.
- **ALD 3** will make sure the coffee table has been cleared by Refreshments. No Beverages should be left in the Foyer. If not, contact Refreshments.
- **ALD 4** will make sure that a wide path is available between tables to the podium for Speakers and ALD.

- **ALD 1** will go to the Speaker's Prayer Chapel and pray with the **next Speaker**, _____,
- _____, **Changing Our World**.

8:15AM

- **ALD 2** notifies **Sanctifying Grace Speaker, Rev** _____, to get ready for talk.
- **ALD 4** & **ALD 2** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- **ALD 2** reminds everyone to scramble and appoint a new secretary.
- **ALD 2** announces Agape left on Tables, beds, etc. (Agape will leave note cards on the podium.)
- **ALD 3** will be in the Lobby for this talk.

8:20 AM

- **ALD 3** lets the **Music Team** know when the Speaker is ready
- **ALD 4** goes to the front worship table
- **ALD 4** announces the next Speaker and lights the candle. **ALD 4 will stand by the worship table until after ALD 1** brings in the Speaker, then exit behind **ALD 1**.
- The **Music Team** will lead everyone in "Sing Alleluia"
- **ALD 1** will escort the Speaker to the podium during the singing of Alleluia.

8:25 AM **Talk #11 – Changing Our World (_____)**

8:40 AM

- **ALD 1** returns with Speaker to pray down in Speaker's Prayer Chapel after talk.
- **ALD 4** moves to the front of the room at the conclusion of the talk.
- **ALD 3** will turn lights OFF and ON before and after Silent Meditation. Count down for the 2 minutes of meditation.
- **ALD 4** will blow out the candle when the lights are turned back on.
- **ALD 4** will now announce "**There will not be any posters today. It is now time to start your discussion. Remember, everything said at your Table is confidential and stays at your Table.**"
- **ALD 4** will remind everyone that "**We will have plenty of bathroom breaks during the day, and we ask that everyone stay at their Table until after their discussion is completed.**"
 - Discussion (15 Minutes)
ALD 4 announces: "**Begin to write your Summary. The Summary should be only a couple of sentences and should reflect the Table discussion.**"
 - Summary (5 Minutes)
 - **No Posters Today**

8:40 AM

- **ALD 3** removes the past Speaker's talk, any props and posters.
- **ALD 3** will set up for the next **Speaker**, _____, **Sanctifying Grace**

8:40 AM

- **ALD 2** will go to the Speaker's Prayer Chapel and pray with the **next Speaker**,
- **, Sanctifying Grace.**

9:00 AM

- **ALD 4** notifies **Body of Christ Speaker**,
- **ALD 1** reminds everyone to scramble and appoint a new secretary.
- **ALD 4** will be in the Lobby for this talk.
- **ALD 4** lets the **Music Team** know when the Speaker is ready
- **ALD 1** goes to the front worship table
- **ALD 1** announces the next Speaker and lights the candle. **ALD 1 will stand by the worship table until after ALD 2** brings in the Speaker, then exit behind **ALD 2.**
- The **Music Team** will lead everyone in "Sing Alleluia"
- **ALD 2** will escort the Speaker to the podium during the singing of Alleluia.

9:05AM **Talk # 12 – Sanctifying Grace (Rev.)**

9:30AM

- **ALD 2** returns with Speaker to pray down in Speaker's Prayer Chapel after talk.
- **ALD 1** moves to the front of the room at the conclusion of the talk. (Follow instructions on pg. 1 "After the Talk/Discussion." Minus Poster time.)
- **ALD 4** will turn lights OFF and ON before and after Silent Meditation. Count down for the 2 minutes of meditation.

10:00 AM

- **ALD 4** announces a **SHORT** bathroom break.
- **ALD 1** removes the past Speaker's talk, any props and posters. .
- **ALD 1** will set up for the next **Speaker, Body of Christ,** .

10:10 AM

- **ALD 3 & ALD 2** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- **ALD 4** will go to the Speaker's Prayer Chapel and pray with the **next Speaker**,
- **, Body of Christ.**

10:20 AM

- **ALD 1** reminds everyone to scramble and appoint a new secretary.
- **ALD 2** will be in the Lobby for this talk.
- **ALD 2** lets the **Music Team** know when the Speaker is ready
- **ALD 3** goes to the front worship table
- **ALD 3** announces the next Speaker and lights the candle. **ALD 3 will stand by the worship table until after ALD 4** brings in the Speaker, then exit behind **ALD 4.**
- The **Music Team** will lead everyone in "Sing Alleluia"
- **ALD 4** will escort the Speaker to the podium during the singing of Alleluia.

10:25 AM **Talk #13 – Body of Christ ()**

10:50 AM

- **ALD 4** returns with Speaker to pray down in Speaker's Prayer Chapel after talk.
- **ALD 3** moves to the front of the room at the conclusion of the talk. (Follow instructions on pg. 1 "After the Talk/Discussion." Minus Poster time.)

- ❑ **ALD 2** will turn lights OFF and ON before and after Silent Meditation. Count down for the 2 minutes of meditation.

11:00 AM

- ❑ **ALD 3** checks with Food Prep & Meal Service to see when lunch will be ready.

11:15 AM

LUNCH

- ❑ **ALD 4** will announce Lunch
- ❑ **LD** & **SD** leave for the Dining Hall, followed by **ALD 1** & **ALD 3**, waiting at the top of the stairs for the Pilgrims, then **ASDs** and **Board Rep.**
- ❑ **ALD 4** will direct the Pilgrims to go by Table, 2 x 2, Table Leader first. Call by Table Name in random order.
- ❑ **ALD 2** & **ALD 4** follow in the rear of the line.
- ❑ **Music Team** leads us singing to the Dining Hall.
- ❑ **Music Team** leads everyone in singing the Blessing Before Meals.

11:30 AM

- ❑ **ALD 1** notifies **Perseverance Speaker, LD** , to get ready for her talk.

11:40 AM

- ❑ **ALD 1** makes after meal announcements. Introduce yourself – name/walk/table.
 - Match Agape and Cluster names for announcements later.
 - Announce the Table Agape received
 - Officiate over joke time, remind them to Give **NAME, CENTRAL ALABAMA WALK TO EMMAUS #** & **TABLE Name**
 - Announce a break to **pack up belongings and place on your bed.**
 - **Remind Pilgrims again if they received pillows, blankets, linens or towels from Agape to please bring these items to the Front Lobby of the Conference Room after the Break.**
 - Remind Pilgrims to **PLEASE COME WHEN THE BELLS RING** and to remain within earshot of the bell.
- ❑ **Music Team** leads everyone in singing the Blessing After Meals.

11:50 AM

- ❑ **ALD 2** removes the past Speaker's talk, any props and posters. Also erase the Board if needed.
- ❑ **ALD 2** will set up for the **next Speaker, Perseverance, LD**

12:00 PM

- ❑ **ALD 1** & **ALD 2** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- ❑ **ALD 2** will contact Agape and tell them the pillows, blankets, and linens are ready to be picked up from the front Lobby.
- ❑ **ALD 2** will announce Agape.
- ❑ **ALD 3** & **ALD 2** will hand out Reunion Cards to each TL. (Be sure to include one for TL & ATL at each Table.)
- ❑ **ALD 4** will go to the Speaker's Prayer Chapel and pray with the **next Speaker,**
- ❑ **LD** **Perseverance.**

12:10 PM

- **ALD 3** notifies **Fourth Day Speaker, ALD 1**, to get ready for her talk.
- **ALD 2** reminds everyone to scramble and appoint a new secretary.
- **ALD 3** will be in the Lobby for this talk.
- **ALD 3** lets the **Music Team** know when the Speaker is ready
- **ALD 2** goes to the front worship table
- **ALD 2** announces the next Speaker and lights the candle **ALD 2 will stand by the worship table until after ALD 4** brings in the Speaker, then exit behind **ALD 4** and then **ALD 2** will leave to go get ready for her talk.
- The **Music Team** will lead everyone in “Sing Alleluia”
- **ALD 4** will escort the Speaker to the podium during the singing of Alleluia.

12:15 PM **Talk # 14 – Perseverance (LD)**

- **TL**'s will pass out the Reunion Cards when told to do so by **LD**.
- **LD** will ask each pilgrim to put their name on the top left side of the card with the Table Name on the right side.
- **TL**'s will collect Reunion Service Cards and hold for pick up by **ALDs**.

12:40 PM

- **ALD 4** returns with Speaker to pray down in Speaker's Prayer Chapel after talk.
- **ALD 2** moves to the front of the room at the conclusion of the talk. (Follow instructions on pg. 1 “After the Talk/Discussion.” Minus Poster time.)
- **ALD 3** will turn lights OFF and ON before and after Silent Meditation. Count down for the 2 minutes of meditation.
- **ALD 3 & ALD 2** will collect the Reunion Service Cards **by Table** from each **TL** and give them to the **SD** after verifying there is one for each pilgrim and names are legible.

12:45 PM

- **ALD 2** removes the past Speaker's talk, any props and posters.
- **ALD 2** will set up for the next Speaker, **Fourth Day Speaker, ALD 1**
- **ALD 3** will go to the Speaker's Prayer Chapel and pray with the **next Speaker,**
- **ALD 1 , Fourth Day.**
- **ALD 2** reminds everyone to scramble and appoint a new secretary.
- **ALD 4** will be in the Lobby for this talk.
- **ALD 4** lets the **Music Team** know when the Speaker is ready
- **ALD 2** goes to the front worship table.
- **ALD 2** announces the next Speaker and lights the candle. **ALD 2 will stand by the worship table until after ALD 3** brings in the Speaker, then exit behind **ALD 3 .**
- The **Music Team** will lead everyone in “Sing Alleluia”
- **ALD 3** will escort the Speaker to the podium during the singing of Alleluia.

12:50 PM **Talk # 15 – Fourth Day (ALD 1)**

1:10 PM

- **ALD 3** returns with Speaker to pray down in Speaker's Prayer Chapel after talk.
- **ALD 2** moves to the front of the room at the conclusion of the talk. (Follow instructions on pg. 1 “After the Talk/Discussion.” Minus Poster time.)
- **ALD 4** will turn lights OFF and ON before and after Silent Meditation. Count down for the 2 minutes of meditation.

1:30 PM

- **ALD 4 & ALD 1** makes sure Agape Letters & Information packets are ready and brought into the foyer by Agape.

1:30 PM

- **All ALDs** distribute Emmaus Information Envelopes to **TL's**.
- The **Spiritual Director** goes over the "Points to Remember" and makes any needed corrections of names, addresses, phone numbers, etc. in the Team Booklet. The **SD** discusses the various communities and the progressive nature of Emmaus. Media stays to put corrections on the screen.

1:45 PM

- The **Spiritual Director** introduces the individual Agape Letters.
- **All ALDs** distribute letters, candles, etc. to the **TLs**.
- **ALD 3** will instruct the Pilgrims to:
 - Clear their Tables taking their letters, Agape, and everything else (leave nothing behind) to their rooms and they may stay in their rooms to read letters or may go to a place outside that is very close by to read.
 - Finish packing and remain quietly in their rooms or outside until they hear the bells.
 - Bring **ONLY** worship books, and a jacket or umbrella (if needed) **when the bell rings to the Conference Room**
 - **Announce for TL's and ATL's to please stay in Conference Room. Please remind Speakers to remember to get your clothes from the Speaker's Prayer Chapel room. Remind the ladies if they receive any letter's that do not belong to them, to please return to an ALD upon returning back to the conference room**
- **ALDs, TL's and ATL's** should help pack up the Conference Room Supplies and do an inventory of the supplies needed for the next Walk at this time (if not already finished). **ALDs, TL's and ATL's** remove posters from the walls.
- **ALD 1** will make sure the large cross has been brought to the Conference Room for the Cross Ceremony.

2:55 PM

- **ALD 4 & ALD 2** locate and call all **TL's & ATLs** to the Conference Room. Instruct **TLs** sit on the "B" Dorm" side of each row and the **ATLs** on the "A" Dorm" side.

3:00 PM

- **ALD 4 & ALD 3** ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- **ALD 1** notifies the Community that the Pilgrims have started the Cross Ceremony.

3:10 PM

CROSS CEREMONY

- The **Lay Director, LD** will distribute the Pilgrim Crosses and the **Spiritual Director** will distribute the Reunion Service Cards.
- The **SD or LD** explains the TWO Questions and that the Pilgrims will have an opportunity to respond at Closing Ceremony.
- **ALD 2** will move to the front and will remove the crosses from the large cross and hand them to **LD**.
- **ALD 4** will stand on the "B" Dorm" side of the room and direct the Pilgrims when the **SD** calls the Tables.
- The **SD** calls out a Table to line up behind **ALD 4**.

- The **SD** then calls the name of each Pilgrim, gives them their Reunion Card, and the **LD-LD** puts the cross on the Pilgrim.
- After each pilgrim gets their cross, **ALD's** direct back to their seats.
- After all Tables have been called, the **Community Lay Director _____** and **Community Spiritual Director _____** will each give talks. Community Lay Director will be introduced by **LD**. **Community Lay Director** will introduce **Community Spiritual Director**
- After these Talks, the group will circle up and sing a song.
- **ALD 2** will announce a **very quick** bathroom break with a reminder to bring back their Worship Book, jacket or umbrella (if needed) or leave in their seat.
- Need to have cups and water or bottled water available for pilgrims.

3:50 PM

- **ALD 3 & ALD 1** will ring the Pilgrims back to the Conference Room and check that everyone is present. Track down stragglers.
- **ALD 4** will ask everyone to be seated by Table
- **ALD 4** will explain, "At the Closing Ceremony, we will take Communion by Table. When your Table is called please come forward, **ATL** first, and spread out across both sets of kneeling altars (4 per altar). The **ALDs** will direct you."
- **ALD 4** will now announce that "**We are now going to Closing, please bring your Worship Books. Anyone needing a ride leave now with Board Rep.**"
- **LD &** will leave next and lead the Pilgrims that are walking.
- **ALD 2 & ALD 3** will lead everyone to the Pavilion, **IN SILENCE**, following **LD & SD**.
- **ALD 4** will make sure the group needing a ride has had time to get in the vehicle, then she will direct the Pilgrims to go by Table, In Silence, 2 x 2, Table Leader first. Call Tables in order set at Team Meeting. Table of _____. Followed by _____
- The **Music Team** and **ASDs** will follow next.
- **ALD 1 & ALD 4** will bring up the end of the line.
- **NOTE:** If one or two Tables have less Pilgrims than the others, the smallest Tables go last and are seated on the rows in the front of the seating, or however logistics and the **ALD's** decide.

4:00 PM

CLOSING

- **ALD 2 & ALD 3** will stop at the kneeling altars and direct **TLs** around to outside of rows so the **TL** will be seated on inside aisle, with the **ATL** on the outside seat.
- **All ALDs** will direct Tables at the kneeling altars for Communion. **ALD 2 & ALD 4** between the kneeling altars at the center, 1 at the inside end of each kneeling altar.
- **ALD 1 & ALD 3** will stand at each outside end of the kneeling altars.
- **ALDs** when the Tables are called make sure the Pilgrims spread out 4 to each altar with space between.
- **ALDs** Tables should go back to their seats from the kneeling altar by the outside aisles.
- **ALDs** after the Table finishes with Communion, gently urge those who will linger sharing hugs with friends to move back to their seats.

Thank you for giving to the Lord. De Colores!