

Central Alabama Chrysalis Community

Worship & Banners Manual

GUIDELINES FOR WORSHIP AND BANNERS

Worship is responsible for providing the elements for all Communion services. Coordinate with the Lay Director and the Mimes Chairperson prior to the weekend to verify specific needs. Worship is also responsible for hanging all banners outside of the Conference Room. Nails, glue and tape are not an option for hanging banners, so please be creative when it comes to hanging banners. ALDs will be responsible for hanging banners related to the talks given in the Conference Room. Pictures and diagrams are included in this manual, but they are location-specific. Please use the pictures and diagrams as a guide and make adjustments as necessary for the current location.

EVENING BEFORE DAY ONE - 5:30 PM

1. Take the black plastic bin of **talk banners** to the Conference Room for the ALDs.
2. Check the worship boxes to be sure all the props are there.
3. Check to see if napkins and tablecloths are there and in good, clean condition. If not please wash and clean them.
4. Check to see if the LD or SD has a special communion set they would like to use.
5. Ensure that the chalices and plates are clean and ready to be used.
6. Get boxes of Kleenex from Agape for use throughout the weekend.
7. SEND OFF: Prop the canvas CAC butterfly painting against the podium. After send-off, the butterfly painting should be hung in the dining area or lobby of the conference room.
8. Check with the Lay Director & Spiritual Director to see if Communion will be served at morning devotional on Day One.
9. Check with the Lay Director to see where the Prodigal talk will be given on Day One.

DAY ONE - 7:15 AM

1. **Outdoor Chapel:** Set up for morning devotional. In the front center of the venue, set up a small table and cover with a white tablecloth. Place a medium sized cross in the center of the table.
2. If not having communion, place two praying hands next to the cross, one on either side.
3. 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 $\frac{3}{4}$ with juice.
4. Return to clean up at 9:00 AM.

DAY ONE - 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.

DAY ONE - 5:30 PM

1. **Outdoor Chapel:** Place a small table in the front center of the venue 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.

DAY ONE - 6:45 PM

1. **Dining Hall:** Hang two of the banners from the black bin in the Dining Hall. Save the butterfly banners for day three.
2. Retrieve the Prodigal banner from an ALD in the Conference Room.

DAY ONE - 7:30 PM

1. Consult with the Lay Director and Spiritual Director to determine location for set up. If the weather is bad, set up will need to be in the Conference Room.
2. **Outdoor Chapel:** Set up for the Prodigal Talk
3. Hang the Prodigal banner right behind but off to the side of the podium.
4. Put a white cloth over the small table that is on the ground in front of the podium.
5. 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.
6. Put the framed Jesus picture on the left side of the table.
7. In the middle of the table, place another large cross and drape the robe over to completely cover the cross.
8. Stand the crown of thorns at the foot of the cross.
9. Place the sandals in front of the Jesus picture.
10. Arrange the three large nails in front of the crown of thorns.
11. Place the large tree cross on the ground to the left side of the table about ten feet away.
12. Place the BBQ grill (or deep silver pan), the empty plastic bowl, and a clear pitcher filled with water off to the side or behind the main podium. Make sure to provide some matches or a lighter.
13. Place a small bucket of nails (enough for the entire conference room) and hammer at the foot of the large cross.
14. Put a basket of pens or pencils and the red paper squares (approx. 50) near the cross with the nails and hammer.

15. Turn on a spotlight to shine on the table and banner.
16. Place boxes of tissue on each end of the benches/rows of chairs where the caterpillars will be sitting.
17. All lights should be off or dimmed to the lowest setting, except for the light at the speaker podium and the spotlight on the worship display.
18. See if Logistics needs help setting up the speaker podium and black lamp stand.
19. Make sure the microphone at the podium is turned on and volume adjusted.
20. 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 so they can see their talk.

DAY ONE - 10:40 PM

1. **Outdoor Chapel:** Clean up and prepare the area for morning worship.
2. Remove any trash (used tissues).
3. Check that the burned prayer concerns (red cards) are left where the Spiritual Directors can easily locate them for morning worship.
4. Place a clear pitcher of water beside the large plastic bowl on the altar.
5. 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 worship.

DAY TWO - 10:00 AM

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

DAY TWO - 12:00 PM

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

DAY TWO - 1:40 PM

1. **Outdoor Chapel:** Mime Communion Service. One person from the Worship team should stay near the area to prevent anyone from disrupting the service.
2. Assist with clean up around 2:30

DAY TWO - 6:15 PM

1. **Outdoor Chapel:** Help the Candlelight chairperson set up. Check with the Mime chairperson to see if using traditional or mime communion.
2. Hang the "Have You Seen Jesus" banner behind the podium or front and center depending on the facility.
3. Set up a small table covered with a white cloth beside the speaker podium.

4. Place the praying hands in the middle of the podium.
5. Arrange votive candle holders with candles (enough for each caterpillar) on the table.
6. Place two lighters on the table.
7. Place boxes of tissues at the ends of some chair rows and beside the kneeling altars.
8. Check the sound system (Logistics should have set this up).
9. Check that the candles used by the community are at the entrance of the Outdoor Chapel.
10. Be sure there is a box or two for candles to be returned as the community leaves.
11. **IMPORTANT:** Make note of communion options that follow.

IF USING MIME COMMUNION:

1. Set up for the mime service as done previously.
2. Determine with the Mime chairperson if there will be one or two communion lines; if two lines, then two chalices and two plates should be set out.

IF USING TRADITIONAL COMMUNION:

1. Place the small table on the ground in front of the podium covered with a white cloth according to the picture provided.
2. Place the wooden table cross, two chalices filled with juice, and the plate of bread on the table according to the picture provided.
3. Place one napkin under the bread and place it on the plate. Cover all elements with a napkin.

DAY TWO - 7:00 PM

1. Attend Candlelight
2. 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.

DAY TWO - 10:00 PM

1. After the Chapel is empty, completely clean up the worship area.

DAY THREE - 7:50 AM

1. **Dining Hall:** Hang two or three more banners, preferably the banners with the butterflies.

DAY THREE - 12:30 PM

1. Dining Hall: After lunch, remove all banners, roll them up and place them back in the black case. Do NOT take the case to storage until after Closing and you have taken down the "Have You Seen Jesus" banner.

DAY THREE - 3:00 PM

1. **Outdoor Chapel:** Set up for the Closing Service.
2. Make sure that the main podium is set up.
3. Hang the "Have You Seen Jesus" banner behind the podium.
4. Place the small table on the ground in the center of the venue and cover it with a white cloth.
5. Place the wooden table cross, two chalices filled with juice, and the plates of bread on the table according to the picture provided.
6. Place one napkin around the bread and place it on the plate. Cover each chalice with a napkin.
7. Place boxes of tissues throughout the Chapel between the chair rows and at the kneeling altars.
8. Check the sound system (Logistics should have set this up).

DAY THREE - 3:25 PM

1. **Conference Room:** Be sure the butterflies are on their break before going into the conference room.
2. Assist the ALDs in removing the banners from the conference room.
3. Roll up each banner and place each one in their respective storage tube and then in the black plastic bin.
4. Pack all remaining Worship supplies and take all supplies/boxes to the trailer to be packed.
5. Note: leave out any boxes you will need to pack the remaining supplies from Candlelight.

DAY THREE - 4:15 PM

1. **Outdoor Chapel:** Attend Closing
2. Dispose of all the leftover communion elements and wash the communion set.
3. Remove the "Have You Seen Jesus" banner and store it with the other banners.
4. Place all remaining props/supplies in their proper boxes.
5. Take the boxes, crosses, and podium to the trailer and assist Logistics with packing the trailer.
6. Place all dirty tablecloths and napkins in a bag and give them to the Worship Board Rep to wash and return.
7. Make sure the Work Area sign-in sheet is complete and submitted to the Worship Board Rep or Community Lay Director.

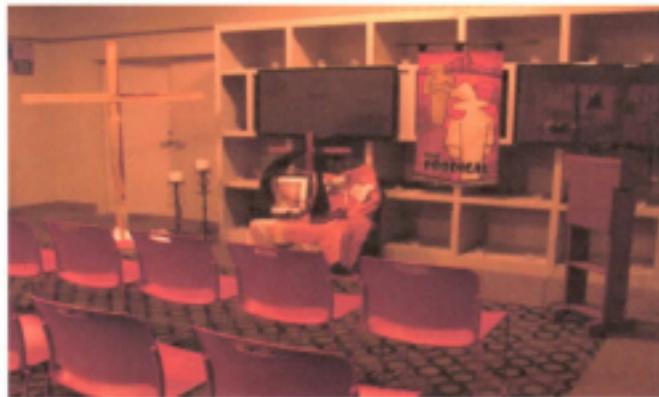
SEND OFF SET UP



The Send Off setup should include the large wooden cross, CAC butterfly banner, Metal cross with caterpillar cross necklaces hung on it. The flight banner is also included if one is available.

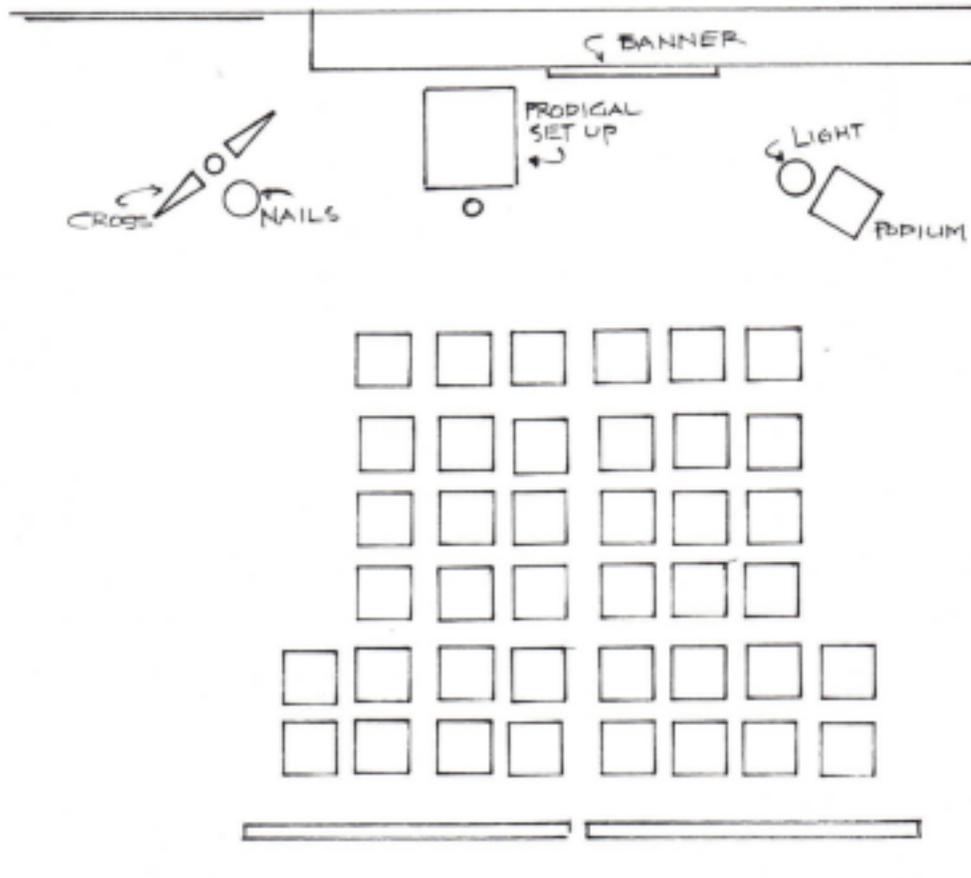
THE PRODIGAL TALK

SET UP



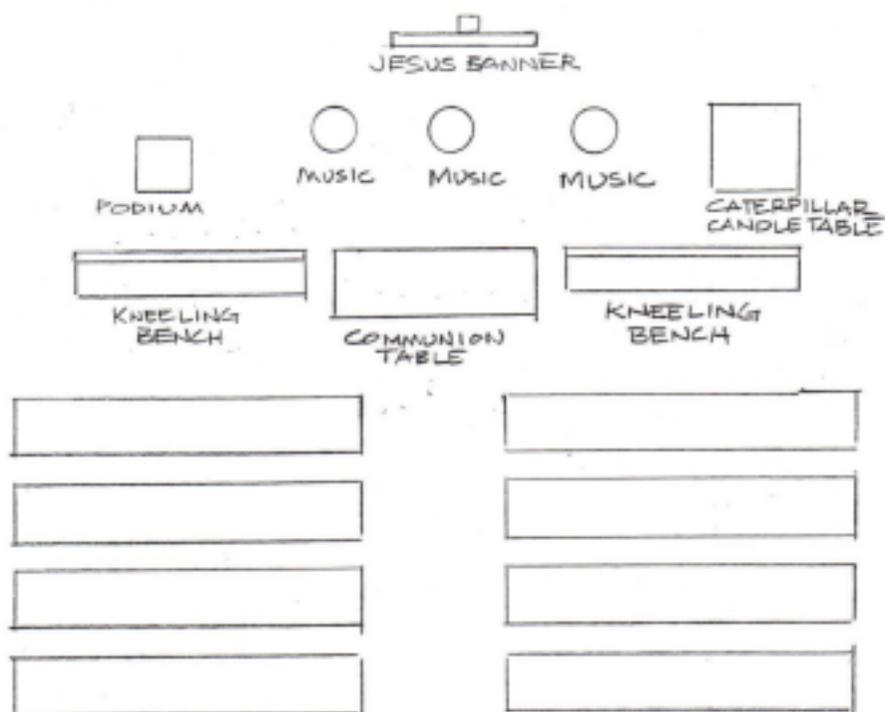
The Prodigal Tableau includes a small wooden cross, a black draped cloth, a picture of Jesus, a crown of thorns, 3 spikes, 2 robes, and sandals. This is centered with the Prodigal Talk Banner. The podium and lights are to the right and a large wooden cross is to the left. There is a basket containing a hammer, nails, slips of paper, and pens at the foot of the cross for the reconciliation ceremony following the Prodigal Talk. A box of Kleenex should be at the end of each row. Candles can be placed for lighting wherever needed.

THE PRODIGAL TALK SETUP



You will need to set up 4 rows of chairs with at least 6 chairs each (again this may change depending on the # of caterpillars) and two rows with 6-8 chairs behind them for the conference room team.
 Note- If the Prodigal Talk is being held in a sanctuary the setup will not be necessary. Coordinate with the Worship Rep to see if you can help with the rest of the setup. They will have everything else needed for the service.

CANDLELIGHT SETUP



You may need to set up chairs for the community if the service is not held in a sanctuary. You will need a podium, the Jesus banner, kneeling benches, a table for the candles, and a table for the communion set. Coordinate with the Worship Rep as far as setup. Make sure the musicians for Candlelight have what they need to setup as well. They should have music stands but may need help getting power cords.

CANDLELIGHT COMMUNION SET UP



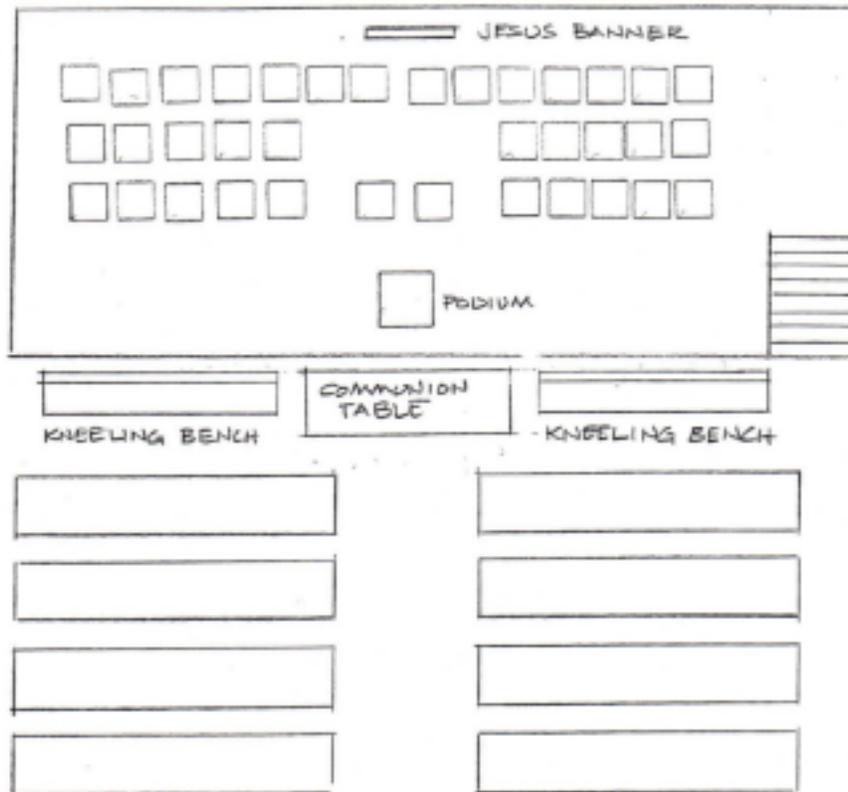
The setup for communion table during candlelight is the same as it is for closing. There also needs to be a small table to the side covered with a white cloth. You may also put a Bible on the table. The gold praying hands statue along with a candle representing each caterpillar, and a lighter should be on the table. The Jesus banner should be hung behind the podium.

CLOSING SET UP



The Closing setup includes two chalices with grape juice, a plate with pita bread, and a cross on a covered table. Make sure both the chalices and plate are covered with a white cloth. Place the offering baskets behind the table on the stage within reach. The CAC banner should be in front of the podium with the Jesus banner hung to the side. You may also place the Jesus banner in the center of the stage in place of the cross as well. The photos have 3 rows of chairs but there will normally be 4 rows, 2 on each side with 2 chairs behind the podium for those waiting to speak.

CLOSING SETUP



You will need to set up chairs if Closing is not held in a sanctuary. The stage setup will include 4 rows of chairs—one for each table, a row for the background team, a podium centered on stage with 2 chairs behind it. You can place the CAC banner in front of the podium with the Jesus banner centered at the back of the stage. There should be a table for communion with a kneeling bench on each side on the floor in front of the stage. Again, coordinate with the Worship Rep since they will be setting up at the same time. This will need to be done by 3:45 on the last day.