

Duties of Candlelight Committee Members

Candlelight Committee Chairperson

As chair of Candlelight, you will be responsible for selecting several members of the community to help you. You as chair have the sole responsibility to complete this team. As you know, anyone involved in the service must have been on a walk.

1. Maintain contact and liaison with Board Member responsible for Candlelight.
2. Review and become familiar with all the information and procedures in this Candlelight Manual.
3. Resolve questions with Board Member. Prepare printed program in coordination with Musicians. A Sample is available on this site.
4. Ask Lay Director for preferences in persons assisting on Committee.
5. Recruit additional persons as necessary to assist.
6. Before coming to the Camp, determine who is to do what.
7. Have all arrive no later than 6 p.m. to review duties and set up.
8. Give out written duties on paper and answer questions.
9. Contact Logistics about Table, Chairs, Radios.
10. Set up a table (from Logistics) for the Pilgrims' candles and place candles on the table. Make sure you have the same number of candles as there are Pilgrims and that the wicks are in good shape. The table is covered with a white tablecloth or sheet.
11. Contact Worship to ensure that the Communion elements are provided.
12. Set up chairs (See Section 2.)
13. Contact the ALD who will man the radio. Radio communication with an ALD will let you know when the Pilgrims are leaving the conference room. Make sure the ALD gets with you as soon as the service is over so he/she can tell you how much time you have to get the community lined up.
14. Have Committee members introduce themselves at beginning of service (using microphone).
15. Follow the printed program. Monitor the time. You must be ready to receive the Pilgrims by 8:55 p.m.
16. Make announcements listed in the Candlelight Manual.
17. Designate person (clergy if preferred) to give opening prayer and oversee collection of Offering.
18. Coordinate with Spiritual Director for time to come and report on Pilgrims and to conduct Communion Service.
19. Ask ALD to advise you when Pilgrims are ready to leave Conference Room.
20. Line up community - designate lead man and last man.
21. Remind persons at the openings who they are to follow.
22. Oversee entire process from beginning to end.
23. Thank in person, or write each committee member, an agape note of thanks.

Chair Set-Up (2)

1. Make sure 300 chairs - 150 each side of a center aisle or 15 rows of 10 chairs each side.
2. Check with Agape for letter box. Take to Agape at end of service.
3. Place chair at each end of altar rails for Spiritual Directors
4. At line up, disperse 1st 2 rows of chairs throughout area.
5. Place extra chairs in chair racks

Reader (1)

1. Get updated list of Pilgrims from Registration
2. Check PA system with musicians.
3. Announce prayer for individual Pilgrims.
4. Read names clearly and slowly as candles are lighted.
5. Announce AMEN.

Parking Ushers (2)

1. Get vests and flashlights from Logistics.
2. Determine appropriate spaces away from pavilion to park cars. Set up early enough to keep people from parking near the pavilion.
3. Greet and park all incoming traffic.

Luminaries (2)

1. Set up 70 luminaries (bags, sand, tea lights).
2. Light luminaries with long lighters 5 minutes before arrival of new Pilgrims.
3. Locate and dim lights upon signal from Candlelight chairperson.

Candle Lighters (2)

1. Locate 2 long lighters.
2. Set up table with white cloth.
3. Prepare votive containers and candles. Same number as Pilgrims.
4. Rotate lighting of candles as names are called.
5. At end of names called, place table and candles in far rear corner out of way.

Inside Ushers (4)

1. Check with Worship Committee or Logistics for candles, matches, and collection plates.
2. Greet and give out program sheets and assist those needing it in finding a seat.
3. Maintain QUIET in rear by having all arrivals take a seat.
4. At appropriate time, take up collection. DO NOT take collection back to altar.
5. With 1 other usher, count collection, record amount on form provided, and turn in to Treasurer, if present. If not, turn in to Registration.
6. Collect and dispose of program sheets at end of Communion service.

Candlelight Notes

Fourth Day Speaker

Prayerfully consider who God wants you to ask to be the Fourth Day Speaker. It is recommended that the Fourth Day Speaker be in a reunion group and an active church member. We suggest you begin this as soon as possible to allow ample time for the speaker to prepare for this talk through prayer and study. As stated above, this is not a sermon. The talk should be brief, 8 to 12 minutes, and appropriate for the community. If you or the speaker has never been to a Candlelight other than as a Pilgrim, or if you have any questions or concerns, visit with the Emmaus board representative that oversees Candlelight to get a clear understanding of what is expected.

Musician(s) to lead singing

Prayerfully consider who God wants you to ask to lead the service through music. There are no specific requirements as to what instruments or how many musicians you will need. Your choice could be one person playing a guitar, or a duet with an electric piano and guitar. The only instrument you may want to consider is an unamplified guitar so the musician(s) will be able to move about the community and lead the song "Jesus, Jesus" as the Pilgrims approach.

Walk-Through

The Pilgrims pass through the candlelit community and gather in the chancel area facing the community. When the community stops singing, the Spiritual Director uses the narrative provided in the Spiritual Director's Manual to explain what is happening. The Spiritual Director then asks the Pilgrims to sing "Jesus, Jesus" in return, as an expression of gratitude. Having learned "Jesus, Jesus" earlier in the day, and with the support of the team and the Musician, the Pilgrims sing "Jesus, Jesus" as a round. After the Pilgrims have sung two rounds, the community begins to slowly file out, moving forward past the Pilgrims with candles lit, then out of the sanctuary, starting from the back pews. Upon exiting the chapel, the community members should extinguish their candles, go to their cars, and depart quietly.

Announcements During the Service

1. Remind the community that this is a worship service, and to maintain an atmosphere of reverence. Read the purpose of Emmaus (from The Upper Room Handbook on Emmaus.)
The purpose of Candlelight is to move the Pilgrims to a deeper realization of God's love and to demonstrate the support of a Christian community for their life as faithful followers of Jesus Christ. Though Candlelight is moving for both Pilgrims and community, its purpose is not to create a mountaintop experience for its own sake. Candlelight prepares the way for the time of personal prayer and recommitment that follows upon the Emmaus Community's departure. In the Gospels, many people sought Jesus out for the grace of healing and forgiveness, but fewer heeded the call to follow as Jesus journeyed toward the cross. Likewise, Dying Moments Communion gives the Pilgrims an opportunity to bring their needs to Jesus, but Candlelight moves them to take the next step of rededication as disciples in their response to God's grace. For this reason, Candlelight and the time of prayer that follows complete the unfolding of Saturday's theme of response to the grace of Jesus Christ.
2. Announce that there is a box in the back for agape letters.
3. Reminder to only wear name badge and have worship booklet. The Emmaus cross is only worn at Closing during the 3-day event. Wear cross and name badge and bring worship booklet to all post 3-day events.
4. It is the responsibility of the sponsor to get new Pilgrims to follow-up and to find a reunion group.

5. Find out what other Emmaus communities and Chrysalis flights are represented and where they are from (city & state). You will need to write these down and give this list to the Spiritual Director when he gives the community an update so he can tell the Pilgrims later in the evening.
6. Announce that Serenade is 7: 15 Saturday morning.
7. Announce that Closing is 4:00 Saturday afternoon.
8. Up-coming Walks and Lay Director (if in attendance, may want to make a brief announcement).
9. Remind everyone to leave quietly and with headlights off.
10. Remind everyone to remove their watches.
11. No hugs or reaching out to the Pilgrims.
12. At the conclusion of the service ask everyone to quietly put away their chairs before lining up for the Pilgrims (except 1st 2 rows).
13. Check with Board Chairperson for announcements.

SUMMARY CHECKLIST FOR CANDLELIGHT

Prior to the Walk

People needed:

1. Confirm a Fourth Day Speaker.
2. Confirm a musician(s) to lead the worship service.
3. Get a volunteer to read the Pilgrims' names.
4. Get volunteers to light Pilgrims' candles as names are read.
5. Get four people to take up offering and hang chairs on rack at end of program
6. Get two or more to help with parking.
7. Select someone to dim the lights at appropriate time. Locate the light switches in the Camp Director's office. You can enter through the door at the far end of the pavilion or through the side door.
8. Get one person who can line up the community - all go to left when exiting.
9. Get one or more people to hand out community's candles.
10. Have someone take agape letters to agape hut after the service.

Supplies/To Do List before the Service Begins

1. Obtain up-to-date list of the Pilgrims' names
2. Talk with Logistics about chairs, table, and radios
3. Contact Worship to ensure that Communion elements are in place
4. Use the square glass votive holders to place the votive candles for each Pilgrim
5. Locate the long lighters and make sure they work
6. Place sand in the bottom of the white paper sacks and use tea lights to set up the luminaries. Use at least 70, and line them up outside the pavilion leading to the hill where the Pilgrims will appear.
7. Make sure you have at least 400 candles with plastic holders put together for the community. Check the candle in the holders. Remove candles shorter than four (4) inches and replace with new candles.
8. Locate the box for agape letters.
9. Provide pen and paper to write down the visiting communities and give to the Spiritual Director.
10. Make sure 300 chairs are set up, center aisle 150 chairs on each side, 15 rows of 10 chairs.

After Candlelight

1. Inventory community candles after Candlelight
2. Inventory Pilgrim candles (votives)
3. Inventory sand and tea lights for luminaries
4. Place candles and plastic holders in boxes and label the box with the date and number of candles.
5. Write down the inventory for the Candlelight board representative
6. Contact Candlelight board representative within one week to give him/her a verbal report and inventory numbers.

INVENTORY FOR CANDLELIGHT

(To be completed Friday after Candlelight or Saturday morning before logistics packs up.)

Walk # _____ Date _____

Prepared by: _____
(please print name)

Approx. number of candles used:

New _____

Discarded _____

Approx. number of plastic holders used: _____

New _____

Discarded _____

Number of glass votive holders _____

Number of unused votive candles _____

Number of unused tea light candles _____

Number of white bags for luminaries _____

Sufficient sand for the next Walk _____

Automatic Lighters in working condition _____

Kleenex boxes _____

Collection Baskets _____

Other

*Please return box with letters to Agape following the service.

*Please email this inventory and your Candlelight suggestions to the Board Representative.

Donna Goodwin (donna.goodwin@elmore.k12.al.us)

Sample Candlelight Program

Upcoming Emmaus Walks:

Walk 78 (Men)	May 4-7, 2005	Ron Ennis, LD
Walk 79 (Ladies)	May 11-14, 2005	Crystal Strickland, LD
Walk 80 (Men)	August 24-27, 2005	Guy Perry, LD
Walk 81 (Ladies)	September 21-24, 2005	Gwen Newton, LD
Walk 82 (Men)	October 19-22, 2005	David Waldrip, LD
Walk 83 (Ladies)	October 26-29, 2005	Bess Eakes, LD
Walk 84 (Men)	November 16-19, 2005	Randy Lovelady, LD

Reminder: Sponsor a Christian brother or sister on an upcoming walk.

Upcoming Chrysalis Flights:

Flight #42	*June 23-26, 2005	Sue Ennis, LD
Flight #43	*July 14-17, 2005	Frank Courson, LD

* indicates joint Journey weekend.

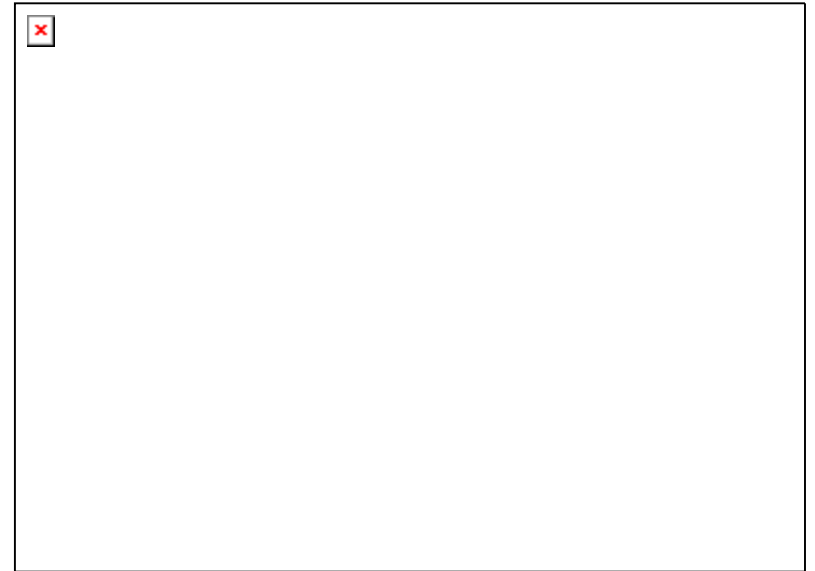
Special Thanks to the Candlelight Team for CAEW #77:

Kim Hendrix Skoneki, Speaker
Danny Gilroy, Music
Doug Preister, Line-Up Coordinator
Jim Sasser
Terri Sasser
Marian Woodman
Mary Sue Burt
Terry Roberts
Ginny Roberts
Marsha Manning
Kim Boswell
George Mingledorff
Sarah Mingledorff
Tom Hollingshead
Wade McDevitt
Truman Hornsby
Linda Hines Hornsby, Chair

May you go in Joy and lead forth in peace!

DeColores

Central Alabama
Walk to Emmaus
#77



Then I heard the voice of the Lord saying, "Whom shall I send? And who will go for us?" And I said, "Here am I. Send me!" Isaiah 6:8

Candlelight Service
April 15, 2005
Pilgrim List Walk # 77

*Jessica Baxley
Vicki Beach
Martha Beam
Brenda Bicknell
Margaret Bills
Brenda Burson
Gema Dempsey
Carmen Ennis
Lynne Furlow
Margo Gibson
Karen Golson
Vicki Gould
Carla Guthrie
Betsy Hall
Penny Harris
Carmen Hunn
Shannon Hunt
Harriette Jones
Mary Jones
Angela Locklier
Christy Meadows
Amy Messer
Tish Mills
Mary Mitchell
Pat Moorehouse
Darlene Myrick
Kathy Nichols
Rachel Rainer
Jo Robertson
Dale Rogers
Morgan Schafer
Barbara Self
Mary Terry
Heather Tucker
Jackie Vaughn
Robin White
Gwen Williams
Barnette Worpell
Vila Wright*

Candlelight Service
Central Alabama Walk to Emmaus # 77
April 15, 2005

*Penny Colin, Lay Director *Glen Pugh, Spiritual Director*

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|-------------|--|
| 7:00 | Gathering & Time of Fellowship |
| 7:10 | Community Praise and Worship
Led by Danny Gilroy |
| 7:30 | Welcome, Announcements and
Opening Prayer - |
| 7:40 | Community Lay Director |
| 7:50 | Fourth Day Talk (Kim Hendrix Skoneki) |
| 8:05 | Offering – Music by Worship Team |
| 8:10 | Pray for Pilgrims and Light Candles |
| 8:15 | Spiritual Director’s Report
(Glen Pugh, Spiritual Director) |
| 8:25 | Communion |
| 8:45 | Community Lines Up |
| 8:55 | Light Candles and singing “Jesus, Jesus” |
| 9:00 | Pilgrims Arrive! |

Reminders:

- Take off your watch
- Put Agape letters in the box in the back.
- Do not hug or reach out to pilgrims.
- Leave as quickly and quietly as possible after Candlelight.
- Serenade: 7:00 a.m. Saturday: Meet in Indoor Chapel.
- Closing: 4:00 p.m. Saturday

DeColores!