

# **E** LEXINGTON Emmaus COMMUNITY



## **Operations Manual**

June 12, 2004

Lexington Emmaus Community  
P.O. Box 23554  
Lexington Ky 40523-3554

# TABLE OF CONTENTS

1.	Introduction .....	3
2.	Governance Documents.....	4
3.	Officers .....	5
3.1.	Community Lay Director.....	5
3.2.	Vice-Lay Director of the Community .....	6
3.3.	Secretary .....	6
3.4.	Treasurer .....	7
4.	Spiritual Director .....	9
5.	Standing Committees.....	11
5.1.	Gatherings .....	11
5.1.1.	Childcare Policy.....	13
5.2.	Registrar/Financial Secretary .....	13
5.3.	Facilities/Storage.....	15
5.3.1.	Contacts.....	15
5.4.	Supplies .....	16
5.5.	Agape .....	16
5.6.	Kitchen.....	18
5.7.	Literature .....	18
5.8.	Newsletter.....	19
5.9.	Music/Entertainment.....	20
5.10.	Team Selection.....	21
5.11.	Chrysalis.....	22
5.12.	Leadership Training .....	22
5.13.	Community Shepherd.....	23
5.14.	Sponsor’s Hour/Candlelight.....	23
6.	Special Board Committees.....	25
6.1.	Walk Coordinator .....	25
6.2.	Database Coordinator.....	25
6.3.	Community Historian.....	26
7.	Operation of the Board and the Community.....	27
7.1.	General.....	27
7.2.	Nominating Committee.....	27
7.3.	Ad Hoc Committees.....	27
7.4.	Walks and Flights .....	27
8.	Maintenance and Modifications .....	29
Appendix A:	Agape and Facilities Walk Schedule .....	30
Appendix B:	Walk to Emmaus Music Schedule.....	40

## **1. Introduction**

The organization and basic procedures of the Lexington Emmaus Community Board of Directors are covered by the Bylaws of the Lexington Emmaus Community, henceforth the Community. The following material supplements the provisions of those Bylaws, which shall be the prevailing document in the event of conflict. The purpose of this document is to specify the procedures that shall be followed while conducting the business of the Community.

## **2. Governance Documents**

The policies, procedures and regulations by which the activities of the Community are governed are embodied in four (4) documents. The order of precedence from most superior is:

- BYLAWS, Lexington Emmaus Community
- Lexington Emmaus Community Operations Manual
- The Upper Room Handbook on Emmaus
- Robert's Rules of Order, Newly Revised

### 3. Officers

As described in the BYLAWS, the officers of the Board of Directors are:

- Community Lay Director
- Vice-Lay Director
- Secretary
- Treasurer

#### 3.1. *Community Lay Director*

The Lay Director of the Community is the Chairperson of the Board of Directors and shall have the following responsibilities:

##### Board Responsibilities:

- Works closely with the Community Spiritual Director.
- Prepares the agenda for Community Board meetings and presides over those meetings.
- Verifies that Board members are attending to their appointed duties on a month-to-month basis.
- Sees that plans are put into action and then evaluates progress toward completion. He/She shall schedule subcommittees or ad hoc committees to accomplish workload balance.
- Plans at least one special session of the Board to plan the next year's course and to evaluate the past year's progress.
- Reminds the Board members of their commitment to attend Board meetings.
- Calls or otherwise contacts candidates for Walk Lay Directors in Training and secures their commitment.
- Oversees the Walk Lay Directors, guiding and answering questions as needed. Invites the Walk Lay Director to attend the Board meeting after their Walk to present a report of the successes and deficiencies experienced during the weekend.
- Oversees the Walk Coordinator's duties that are written elsewhere in this document.
- Becomes the Chair of the Team Selection Committee following his/her term as Community Lay Director.

- The Lay Director shall insure that a letter of agreement between the Upper Room and the Lexington Emmaus Community, including Chrysalis, is signed annually and returned to the Upper Room. This letter states that the Community will uphold the Walk to Emmaus guidelines and establishes a fee that will be paid for each pilgrim that goes through the weekend. (Usually to be paid around March.) [SR26]

#### Gathering Responsibilities:

- Arranges for a Fourth Day speaker for each Gathering (except the July 4<sup>th</sup> picnic and any Gathering held in conjunction with a Walk Candlelight.)
- Extends welcome and makes announcements at monthly Gatherings

#### Candlelight/Closing Responsibilities:

- Extends welcome and makes announcements at these activities.

### *3.2. Vice-Lay Director of the Community*

The Vice Lay Director of the Community shall have the following responsibilities:

- Shall be available and prepared to lead the Community in whatever capacity is needed in the absence of the Community Lay Director. This would include but is not limited to presiding at the monthly Board meetings, making announcements and comments at the monthly Gatherings, and making announcements and comments during the Walks at Candlelight and Closing.
- Chairs one of the standing committees of the Board.

### *3.3. Secretary*

The Secretary of the Community shall have the following responsibilities:

- Takes minutes at all Board meetings. The minutes are to be typed following each Board meeting and given to the Community Lay Director for dispersal at the next Board meeting. The Secretary shall record both those members in attendance and those absent.
- The Secretary shall mail a copy of Board minutes not received by a Board member due to their absence at the subsequent meeting.
- Keeps a notebook of all previous Board minutes. This notebook is to be brought to all Board meetings.
- Secretary's notebook shall contain the following:
  1. Record of all nominations of Lay Director in Training.
  2. Record of all nominations for Board of Directors.

3. Copies of the Upper Room agreements for both the Emmaus Community and the Chrysalis Community.
  4. Copies of Community member's resignations from the Lexington Emmaus Community. [SR9]
  5. Any other documents of pertinent historical value to the Board.
- Keeps record of attendance at all Board meetings and informs the Community Lay Director of non-attendance.
  - Addresses all correspondence relating to Board decisions. The Secretary is to keep on hand stationery of the Lexington Emmaus Community.
  - Performs other assignments as directed by the Community Lay Director and/or the Board.
  - When requested, will furnish written confirmation of membership to a person who has been a member of this community and has moved to another locale or lives in another locale and wishes to become a member of another Emmaus Community. [SR10]

### 3.4. *Treasurer*

The Treasurer of the Community shall have the following responsibilities:

- Maintains detailed records of all financial transactions, including receipts and documentation.
- Maintains Community financial account(s).
- Pays all bills.
- Maintains the official office of the corporation, including registering the corporation with the state.
- Prepares and submits yearly tax records to the Federal Government and the State for all years that he/she serves as Treasurer for the Community.
- Submits a monthly financial report to the Board of Directors.
- Provides a summary of Community income and expenses for the previous year in the April newsletter. [SR16]
- Acts as a financial resource for the various teams, including the book table, bagpiper, petty cash, etc.
- Keeps sufficient monies in the bulk mailing account at the US Post Office for the mailing of the newsletter.

- Once a year, at the February Board meeting, a review of the number of scholarships awarded in the previous year shall be conducted. The smaller of the amount of scholarships awarded or 75% of the annual interest earned by the Scholarship fund shall be removed from the fund and deposited in the Community's general fund.



## 4. Spiritual Director

The Spiritual Director of the Community shall have the following responsibilities:

### Board Responsibilities:

- Attends all Board meetings and participates as a member of the Board of Directors.
- Confers with the Community Lay Director regarding agenda.
- Provides guidance as to theology and the philosophy of the Walk to Emmaus movement.
- Serves as a member of the Team Selection committee.
- Recommends clergy for election to the Lexington Emmaus Board of Directors and contacts said clergy to ask them to serve.
- Works with Literature Board member to compile a suggested reading list to place in the pilgrim's packets.

### Gathering Responsibilities:

- Checks with the Community Lay Director for announcements and the name of the Fourth Day speaker.
- Checks with Music director as to special music.
- Communion: Provides communion elements and brings communion set. Secures 3 other persons (clergy or lay) to assist in the serving of communion.
- Leads worship services, including prayers, testimonies, and communion.

### Walk to Emmaus and Chrysalis Flight Weekend Responsibilities:

- Secures and prepares Spiritual Directors for the weekends and keeps an updated list of clergy available to serve on weekends.
- Any Spiritual Director for a Walk should have participated on three (3) teams previously and be able to spend the entire weekend on the Walk.[SR23]
- Is available to assist in team formation.
- Lead community (or secures replacement) for Closing.

- The hand Cross used by the speakers during each walk is to be presented to the Walk Lay Director at Closing by the Spiritual Director on behalf of the Board and Community.[SR5]

## 5. Standing Committees

As described in the BYLAWS, the members of the Board of Directors chair the standing committees of the Board. These committees are:

- Gatherings
- Registration/Financial Secretary
- Facilities/Storage
- Supplies
- Agape
- Kitchen
- Literature
- Newsletter
- Music/Entertainment
- Team Selection
- Chrysalis
- Leadership Training
- Community Shepard
- Sponsor's Hour/Candlelight

### 5.1. *Gatherings*

The Gatherings Chair shall have the following responsibilities:

- Purchase all paper and plastic products needed for Walks, Gatherings, Chrysalis, yearly picnic and any other Community function.

These products can be purchased in bulk from Sam's Club or any other similar retail store. Purchase all paper and plastic products (i.e., plates, napkins, cups, forks, knives, spoons, bowls), soft drinks, tea and coffee and related supplies (i.e., filters, sugar, sweetener, creamer).

- Purchase drinks, related supplies such as creamer, sugar, sweetener, ice and condiments (when needed) for the above-mentioned activities.
- Submit all receipts to the Board Treasurer.
- Set up snack table at Gatherings. Clean up after Gatherings. This position requires that you are the first person to arrive and the last person to leave; making sure that the Church is neat and clean.
- Arrange with Newsletter Board person to have request for snack agape for Gatherings placed in the newsletter with emphasis on homemade goodies.

- Meet with Walk/Flight Agape and Kitchen leaders to identify any unique needs and insure they understand the supply items that will be provided and they understand their responsibilities for packing up after the Walk/Flight.
- Transport all supplies to the Walk/Flight site on Thursday afternoon in time for Send Off of each Walk/Flight. Deliver supplies to the Kitchen leader and the Agape leader.

Agape leaders should receive a tub with napkins, small plates, cups, bowls, serving bowls and platters. They should also receive the coffee maker, coffee, tea and related supplies, and the ice chest. The Kitchen leader should receive a tub with plates, small plates, bowls, napkins, forks, knives, spoons, and cups. They should also receive coffee, tea and related supplies. Coordinate with each leader to see if there are any unique supplies they will need.

- Help Agape Team set up the table for the Send Off, assist in clean up of Send Off and insure supply items such as the ice chest and the coffee maker are all delivered to the correct place.
- Return supplies to storage on Sunday afternoon of each Walk/Flight.

Supplies purchased by the Gathering Coordinator are NOT stored with Walk/Flight supplies in the storage shed at Wilmore. They should be stored at the home of the Gathering Board person as they are used for Gatherings as well as any other Community event. The Community ice chest, coffee maker and tub of serving platters and bowls are also stored at the Gathering Coordinator's home.

- Work closely with the Church representative making sure that dates for Gatherings are on the Church calendar and that there are no problems between the Community and the Church. Gatherings are canceled if Fayette County Schools are closed due to inclement weather on the day of Gathering. [SR28]

- Church:
  - Andover Campus, First UMC
  - 4131 Todds Road
  - Lexington, Ky. 40509
  - Church Representative: Jeff Miller

- Coordinate childcare.

Notify sitters when there is no Gathering for the month. This will happen in case of inclement weather or when the Gathering will occur at Candlelight during a Walk or flight. No childcare is provided for the 4<sup>th</sup> of July picnic. See section 5.1.1.

- Arrange for ushers at Gatherings.

Obtain the services of four (4) people prior to the Gathering to collect the offering. It is then given to the Registrar to count.

### 5.1.1. Childcare Policy

#### 5.1.1.1. *Gatherings*

- Typically, there are two sitters at the Gatherings; however, there should be three after the completion of a walk.
- Childcare is provided for ages one through ten, from 7:30 to 9:30 p.m.
- There will be a box of toys provided by the community. Each child can bring one toy that they are willing to share. Make sure the toy tote is available at the Gatherings for use by the sitters.
- A snack will be provided for the children during the adults program. It is encouraged for the parents of the children to bring a healthy snack for the children to share.
- The sitters may bring a video that must be approved by the Gatherings Coordinator.
- Sitters are each paid \$20. The Registrar/Financial Secretary will give the cash to the Gatherings Coordinator after the offering has been taken.

#### 5.1.1.2. *Other Events*

- There is no childcare provided at other events unless specified by the Board.

## 5.2. *Registrar/Financial Secretary*

The Registrar/Financial Secretary shall have the following responsibilities:

- Receives all applications for upcoming Emmaus Walks and Chrysalis Flights and insures the following:
  - A member of the Community or another Emmaus or Cursillo community must sponsor candidates. [SR1]
  - Spouses must be recruited at the same time. No exception is to be made on both husband and wife not going through the Walk at the same time unless the Board approves the exception first. A non-Christian spouse is an automatic exception. [SR2]
  - No one area outside of Lexington nor one (1) church community may have more than six (6) participants at any one (1) weekend walk unless there are vacancies that cannot be filled otherwise and there is Board approval. [SR3]

- A deadline for receipt of Applications and Scholarship Requests shall be three (3) weeks prior to each Walk. [SR4]
  - Sponsors will be given the opportunity to purchase Day Four books for pilgrims. The Community will provide a Day Four book to each pilgrim not receiving one from a sponsor. [SR15]
  - There shall be no more than 9 (nine) seminary students per Walk. [SR35]
- Checks P.O. Box on a weekly basis and distributes mail to appropriate persons at monthly Gathering and Board meeting. (P.O. Box 23554 at the Landsdowne Post Office.)
  - Keeps detailed account of all registration deposits and Walk fees for each pilgrim/caterpillar.
  - Sends all acceptance letters to pilgrims/caterpillars and sponsors prior to Walks/Flights.
  - Works with Walk Assistant Lay Directors in collecting team fees.
  - Makes available to the Walk Lay Directors a list of all pilgrims/caterpillars that will be attending (including: name, address, church, age, health needs, special dietary needs and sponsor.)
  - Works at the registration table during send-off collecting pilgrim fees and team fees.
  - Gives Walk Lay Directors the registration forms for that Walk at Send-Off and makes sure they are returned after the Walk so they can be filed in the Community archives.
  - Sends list of pilgrims to the Name Tag/Button maker for name badges. (Currently Judy Seitz 858-9201)
  - Hands out name badges at send-off.
  - Heads offering counting committee at each Gathering/Candlelight.
  - Receives the proceeds of the sale of books at each walk from the Literature Chair and deposits them.
  - Any time a second offering or special offering is collected at a Community event, it shall be done separately from the regular collection.
  - Receives all monies of the Community from offerings, registration deposits and Walk fees for pilgrims and team.
  - Make regular deposits of monies (at least once a month following each Gathering.)

- Mails a copy of deposits with breakdown of what funds were deposited to the Treasurer within two days of each deposit.
- Shall bring to the February Board meeting a complete list of scholarships awarded in the previous year.

### 5.3. *Facilities/Storage*

The Facilities/Storage Chair shall have the following responsibilities:

- Locate facilities for holding Emmaus Walks and Chrysalis Flights, including meeting rooms, dining facilities, and sleeping facilities.
- Locate facilities suitable for Gatherings.
- Negotiate and sign all contracts and other legal documents with host facilities.
- Act as liaison between Emmaus/Chrysalis and host facility.
- Help set dates one year in advance for Walks and Flights based on facility availability. The Board approves these dates and the Facilities person will confirm with the retreat facility. Reservations are made with Asbury Seminary one year in advance after checking with Wilmore UMC on the availability of their kitchen and fellowship hall for the Community's use during the Walk/Flight.
- Help train Facility teams for upcoming Walks/Flights.
- Provide room assignment sheet and assist Walk/Flight Lay Directors in completing and filing these documents with the host facility.
- Insure the necessary forms and contracts are filed with the host facility by the specified dates.
- Keep Walk/Flight teams informed of changes and conditions that affect each area of responsibility.
- Locate and maintain contract for storage facility. Forward annual renewal bills to the treasurer for payment.

#### 5.3.1. Contacts

- Walk facilities

Asbury Seminary Beeson Manor – arranges all meeting, sleeping and chapel facilities for the walk

Current contact Sarah Baldwin (859)858-2155  
 FAX (859)858-2244

E-mail: sarah\_baldwin@asburyseminary.edu

Wilmore UMC kitchen and dining facilities  
(859)858-3559 or 858-3550  
Janet Butler: (859)8584216

➤ Chrysalis facilities

Cedarmore (502) 747-8911, FAX (502) 747-0398

➤ Storage

Sterling Mini-Storage  
(859)858-9327

#### 5.4. *Supplies*

The Supplies Chair shall have the following responsibilities:

- Purchases all conference room/packet/bath agape supplies for Walk/Flights.
- Ensures crosses and ribbon are given to Walk Agape Coordinator two to three weeks in advance so that they may be prepared for the Walk/Flight Sponsor's hour.
- Transports all supplies bought before each Walk/Flight to Agape Coordinator or storage facility prior to Send-Off.
- Maintains newest editions of the packet information masters for copying.
- Check and maintain supplies for bath agape baskets.

Periodically check the supplies for the bath agape baskets. When supplies are low, place article in newsletter requesting Community to bring to Gatherings any samples they may have of shampoo, lotion, toothpaste, etc.

#### 5.5. *Agape*

The Agape Chair shall have the following responsibilities:

- Maintain supply of signed Lexington Community agape letters.

There is a notebook of original Lexington Community agape letters. Photocopy these letters and color in detail. Bring letters to Gatherings along with colored pencils/markers for the Community to sign if required. Maintain e-gape diskette.

- Send Lexington Community agape letters to other communities for their use.



Receive requests for agape letters from other communities via postal service or e-mail. Send our Community letters to the requesting community via postal service or e-mail in a timely manner.

- Request Agape letters from other communities.

The International Directory found on the Upper Room Emmaus web site has a listing of all the communities. Contact the Agape Chair person of these communities via postal service or e-mail to request agape letters from their community. Maintain a file of these letters for our Community Walks/Flights.

- Maintain list of other community walks.

When another community requests letters from our community, make notation of when their walks will occur. Note this on a calendar or list.

- By the deadline, notify newsletter editor for inclusion in the monthly newsletter and the webmaster for inclusion on the website of other community walks so our community can hold them up in prayer.

- Give list of other community walks for the upcoming month to the Spiritual Director for inclusion in the prayer time at Gatherings. She/he will read the names of the communities having walks in the following month to our community during the Gathering.

- Check and repair conference room banners

Periodically check the banners that are stored in a wooden box in the community's storage shed in Wilmore. Repair if necessary. Encourage the community and reunion groups to make new banners.

- Train agape team for upcoming Walks/Flights or arrange for an alternate trainer.

The Board Agape chair should train the Walk/Flight agape leader and their team during the team training. Go over the Walk/Flight schedule and what should be accomplished prior to the start of the Walk/Flight. A copy of the Walk/Flight schedule is attached on page 30.

- Sort through Walk agape following every walk. Remove any edible agape and discard. Place left over agape in tub for use during Chrysalis flights.

Inform Walk/Flight agape leader to place any leftover agape into the tub marked "Extra Agape". There is frequently enough left over agape that can be used for Chrysalis flights. Sort through the extra agape items following each walk and remove any edible agape and discard.

- The Agape Board person will sell all items sold in the Community. [SR31]
- Arrange for the bagpiper.

Contact the bagpiper, Sandy Reid, well in advance of walk dates. (See bagpiper folder) About two weeks prior to the set of men's and women's walks, call to remind her of the Saturday dates. She can be reached at 859-260-2003 (work) or 859-272-4057 (home). She is to be paid \$50. Coordinate with the Treasurer on payment. A check should be made out to Sandy Reid and the treasurer should give the check to Sandy on Saturday night. If the Treasurer is unable to attend Candlelight, he/she should make arrangements with the walk agape leader.

## 5.6. *Kitchen*

The Kitchen Chair shall have the following responsibilities:

- Meets with Walk Kitchen Coordinators prior to Walks for purpose of training.
- Works with Facilities Board person to secure the use of the kitchen facilities, currently, Wilmore United Methodist Church.
- Determines that kitchen facilities meet Walk requirements.
- Acts as the liaison between the host kitchen facility and the Emmaus Board, informing the host of dates needed for Walks.
- Works with Facilities Board person to fill out appropriate contracts with host kitchen facility and make sure that Treasurer provides deposit if needed.
- Is available to Kitchen teams to answer any questions that may arise before or during the Walks.

## 5.7. *Literature*

The Literature Chair shall have the following responsibilities:

- Prepare short article or book review for newsletter and submit to the Newsletter Board member at least quarterly.
- Works with Community Spiritual Director to compile a suggested reading list to place in each pilgrim's or butterfly's packet.
- Contact Walk/Flight Lay Directors in Training for list of books suggested by team and especially the "Growth Through Study" speaker.
- Contact Cokesbury with the suggested reading list two weeks prior to each Walk/Flight:

Cokesbury  
1555 New Circle Road

Woodhill Circle Plaza  
Lexington, KY 40509

(859)268-0274 FAX (859)268-1395

- Pick up books from Cokesbury on the Thursday of each Walk/Flight and deliver them to the Agape room. Note: Cokesbury closes at 6:00 PM. Arrange for another person to pick them up if you are not personally able to.
- Ensure Lay Director in Training is prepared to handle the book sales. Note: Registrar/Financial Secretary will provide a moneybox with petty cash with which to make change. Return money and UPC stickers from books sold to the Literature Chair. Cokesbury will bill the Community for the total cost of the books and unsold books are returned for credit. Alternative procedures may be used when coordinated with Cokesbury and the Community Treasurer.
- On Sunday of the Walks/Flights, pick up unsold books and return them to Cokesbury on Monday. Arrange for another person to return the books if you are not personally able to. In addition, collects money from the Lay Director in Training and balances the money collected with the books sold. Proceeds are given to the Registrar/Financial Secretary to be deposited.

### **5.8. *Newsletter***

The Newsletter Chair shall have the following responsibilities:

- A monthly Community Newsletter is to be sent to all persons on the community membership list, free of charge. [SR11]
- Publishes newsletters monthly:
  - Gather and edit articles.
  - Create "photo ready" layout.
  - Work with commercial printer to print copies.
  - The July and August issues shall be combined into a single issue.
- Mails newsletter monthly so that they arrive three to four days before each Gathering.
- Maintains Community mailing list:
  - Gets new pilgrim addresses from each Agape Walk Coordinator.
  - Maintains a "postage due" account and label return address with "return requested" to get address changes from those who move.
  - Obtain addresses from new members who attend Gatherings or other references.
  - Purge mailing list every other year by requesting a response from those who receive it. (This is done with the annual election ballot.) Insure those who will be purged to get a 2nd notice before purging.

- Include fund raising article in the newsletter on a yearly basis and in issues immediately after a canceled Gathering.
- Maintain bulk mail permit:
  - Update form that is mailed to permit owner each Fall from Post Office.
  - Notify bulk mail department in writing when "owner" changes.
- Provides Newsletters for pilgrim packets for each Emmaus and Chrysalis Walk/Flight. Print enough extra prior to Walk/Flights for pilgrims. Deliver to Agape Coordinator at Walk send-off.

## 5.9. *Music/Entertainment*

The Music Chair shall have the following responsibilities:

- Coordinates music leadership and special music for monthly Gatherings and other community activities as necessary. It is not necessary for the Music committee chair to provide this leadership him/herself; only that someone is identified who will.

The Music leader for the Gatherings is responsible for leading praise songs at the beginning of service, providing or leading music during offering, providing special music for “Ministry of Music”, and leading worship songs during distribution of Communion.

- Coordinates availability of the “Green Tub”

The tub is home of the Community Songbooks, Worship Bulletins, Music Director’s piano and guitar books and tambourine. The Green Tub needs to be at all gatherings and on all Walks/Flights. Songbooks and music director books need to be delivered to Walk/Flight music leaders. Keep record of location of these materials and their return. (See steno pad in Green Tub.)

- Gives guidance to Emmaus Walk and Chrysalis Flight music leaders.

The Board music person is responsible for training Walk/Flight music leaders during team training. Refer to “Music Leader” guidelines in the Upper Room Handbook on Emmaus pages 50-52. She/he should go over the “Walk to Emmaus Music Schedule” (see Appendix B) with the Walk/Flight music leaders.

- Provides or coordinates all other music/entertainment for the weekend of Walk/Flight.

The Board music person is responsible for Agape Land entertainment. No team members that are in the conference room will be permitted to be involved in the Saturday Agape Land entertainment. [SR32]

- Serves as Community contact person for CCLI (the Christian Copyright License organization.) Monitors use of songs and publishers that are covered under the

license and communicate proper format to musicians in the Community.  
Coordinates with the treasurer to insure annual fee is paid.

- Serves as the Board representative for any music related concerns or issues as they arise.

### *5.10. Team Selection*

The Team Selection Chair shall have the following responsibilities:

- Position is held by the immediate past Lay Director of the Community.
- Maintains and updates the Fourth Day binder for men and the Fourth Day binder for women after input in Community database by the database coordinator. [SR19]

Following each Walk or Flight, team and pilgrims are strongly encouraged to fill out a Fourth Day form. Periodically, the entire Community is strongly encouraged to fill out a Fourth Day form. These forms are then given to the Data Base Coordinator who inputs the information into the Community Data Base. The forms are then returned to the Team Selection Board person who maintains them in alphabetical order in two three-ring binders, one for men, one for women.

In preparation for each walk/flight the Team Selection chairperson must meet with the Lay Directors and Spiritual Directors of the upcoming Walks/Flights and go over with them the guidelines to be used for team selection. These guidelines can be found in the Emmaus Handbook on pages 30-32. The Lay Directors and Spiritual Directors should be encouraged to read pages 28-106 of the Handbook that describes team selection, team responsibilities, and team formation through team meetings, behind-the-scenes support roles and the Walk.

- Be prepared at this meeting to make recommendations of possible team members.

The Team Selection Committee might make suggestions to the Walk/Flight Lay Director names of people he/she may want to contact for possible team positions.

- Informs the walk Lay Directors that the Board of Directors is available to help them in any way possible.
- Gives Fourth Day Binders to Walk/Flight Lay Directors with instructions to return them prior to their first team meeting.
- Team Selection Committee members include:
  1. Team Selection Board Member
  2. Community Spiritual Director
  3. Walk Spiritual Director
  4. Walk Lay Director

## 5. Community Lay Director

### 5.11. *Chrysalis*

The Chrysalis Chair shall have the following responsibilities:

- Reports all Chrysalis plans and activities to the Board for approval.
- Insure any Chrysalis minutes will become a permanent part of the Community minute book. [SR14]
- Submits newsletter article from a Next Steps Butterfly each month to the Newsletter Board person for enclosure in the newsletter under the heading “Chrysalis Corner.”
- Assists the Lay Directors of each Flight by guiding them and answering any questions that arise.

### 5.12. *Leadership Training*

The Leadership Training Chair shall have the following responsibilities:

- Responsible for planning and coordinating a continuing education day for the Lexington Emmaus Community and guests.
  - Chooses keynote speaker and date for training day.
  - Decides on workshops to be offered.
  - Does publicity through announcements at the Gatherings, Newsletter, Pilgrim's Packets and sending letters to other communities.
  - Recruits kitchen, registration and child care helpers.
  - Recruits a person to do the sound system (if necessary.)
  - Recruits a person to bring the elements for communion.
  - Makes packets for each registrant.
  - Makes any signs needed for the day, directing participants to designated areas.
  - Prepares list of registrants showing payment and Community they are from.
  - Checks that rooms are set up correctly.
  - Checks to see if equipment needed is in place.
  - Confirms with music leader about songbooks.
  - Prepares introduction for speaker.
  - Writes thank you notes to all those in leadership positions.
- Shall coordinate team-training seminars to be held on either the first or second (LD's option) team formation meeting for each Walk. [SR20]

### *5.13. Community Shepherd*

The Community Shepherd shall be a clergy person duly elected to the Lexington Board of Directors.

The Community Shepherd shall have the following responsibilities:

- Addresses the Community at Gatherings to remind them of the importance of good sponsorship and reunion groups for them and their pilgrims.
- Maintains an updated list of Reunion Groups. Sees that a master list is given to the Supplies Chair for distribution in Fourth Day packets.
- Nurtures reunion groups already in existence.
- Assists people in starting new Reunion Groups.
- Assists people in finding an existing Reunion Group.
- Coordinates and implements a working prayer chain for the Community.
- Is responsible for the training of the weekend Prayer Vigil teams.

### *5.14. Sponsor's Hour/Candlelight*

The Sponsor's Hour/Candlelight Clergy shall be a clergy person duly elected to the Lexington Board of Directors.

The Sponsor's Hour/Candlelight Clergy shall have the following responsibilities:

- Leads (or secures replacement for) Sponsor's Hour and Candlelight for each Walk/Flight.
- Checks with the Music/Entertainment Board person to make sure that music is secured for Candlelight. If special music is wanted for Sponsor's Hour, the request should be made in advance so that it can be arranged – this is not part of the usual duties for this position.
- Confirms availability of Chapel for both services with the Facilities Board person and makes sure it is open and ready.
- Contacts the Walk/Flight Agape Coordinator to make sure individual crosses and large wooden cross are available and ready for Sponsor's Hour.
- Sponsor's Hour begins following the departure of the Pilgrims/Caterpillars and the conference room team. This service should include:
  - Introduction

- Announcements
- Meditation
- Special Music
- Community Prayer
- Prayer for Pilgrims/Caterpillars by name
- Benediction



## 6. Special Board Committees

The following committees are chaired by responsible and qualified members of the community under the direction of the Lay Director and the Board. These chairs are not voting members of the board. They are appointed by the Lay Director after consultation with the Board and serve at his/her pleasure.

- Walk Coordinator
- Database Coordinator
- Community Historian

### 6.1. *Walk Coordinator*

- This is a volunteer, non-voting board position.
- This position is under the direct supervision of the Board of Directors.
- The Walk Coordinator will assemble, maintain, distribute and re-collect the team manuals for each Walk. [SR12]
- The Walk Coordinator shall see that each Walk manual has a few pages inserted which give written instructions and suggestions from previous walks which will guide the person in charge of that area. This list should be updated after each walk to include those additional items learned from the most recent Walks. [SR21]
- The Walk Coordinator should keep a master notebook of ideas and things that need to be coordinated both before and during the Walks. It should be updated after each walk and copies of the information given to the Walk Lay Director in advance of the dates for the Walks. [SR21]
- A copy of the Upper Room Handbook on Emmaus should be in the Lay Director's manual for reference. [SR25]
- "Sustaining the Spirit" shall be in every team manual. [SR36]

### 6.2. *Database Coordinator*

- This is a volunteer, non-voting board position.
- This position is under the direct supervision of the Board of Directors.
- The Data Base Coordinator will maintain a computer file of information for the Lexington Emmaus Community consisting of the name, address, phone number, original walk number, e-mail address and the positions held on each member of

the Lexington Emmaus Community. There will be separate computer files with the same information for Chrysalis and Clergy.

This information may be gathered from several sources. Fourth Day sheets when completed by the Community should be given to the Data Base Coordinator by the Team Selection Board person prior to being placed in the Fourth Day Binders. Fourth Day sheets should be marked with a "DB" in the upper right corner after being entered in the data base. Each Walk/Flight Agape leader should be requested to give the Data Base Coordinator a team and pilgrim roster. This should list name, address, phone number, e-mail address and team position and name of talk given.

- The Data Base Coordinator will generate any reports as requested by the Community Lay Director or any other member of the Board of Directors of the Lexington Emmaus Community.
- Copies of the Data Base will NOT be released to any other person.

### 6.3. *Community Historian*

**TO BE CREATED**

## 7. Operation of the Board and the Community

### 7.1. *General*

- All Board members shall be expected to attend at least eight (8) Board meetings per year. [SR8]

### 7.2. *Nominating Committee*

- See By-laws Article VI, Section 3. [SR6]

The Board shall create a slate from the list of candidates. The slate shall consist of at least 3 more candidates than the size of the class as determined by the Board. (See Bylaws Article 4, Section 6b) The slate shall be published in the October Newsletter. The ballot shall be published in the November Newsletter. All ballots must be received by November 30<sup>th</sup> in order to be counted. The Community Lay Director and at least two (2) other members of the Board shall do the counting of the ballots of the community.

### 7.3. *Ad Hoc Committees*

The Community Lay Director shall appoint ad Hoc Committees of the Board with specific purposes and goals. Members of Ad Hoc Committees may include both Board members and non-board members. The Chair of an Ad Hoc Committee should be (but it not required to be) a member of the Board.

### 7.4. *Walks and Flights*

The following procedures shall be followed in team formation, training and the execution of the Walks:

- The Board will prioritize the Lay Director in Training Board nominations. [SR17]
- There will be a Lay Director in Training for each Emmaus Walk. This person will be the upcoming Lay Director on the next Walk. [SR18]
- There should be a Board designated Board person on each Walk who will be responsible to respond to specific questions as they arise and provide the benefit of the Emmaus handbook and the Board's guidelines established from previous Walks. [SR22]

- The Lay Director in Training will have a Lay Director's manual to assist them in understanding the weekend and their duties on their upcoming Walk as Lay Director. [SR24]
- The team fee for the Lay Director will be paid by the community on that Walk or when they serve as Lay Director in Training (their choice). Unpaid Walk Fee will be a line item expense, not from the scholarship fund. [SR27]
- The Spiritual Director's team fee will be 50% of the regular team fee. [SR29]
- Conference room tables limited to six (6) at all Asbury Seminary Walks. [SR30]
- Scholarships shall be limited to 50% of the total fee for all Emmaus Walks and Chrysalis flights. [SR33]
- The appointed Board Representative will not be required to pay any team fees UNLESS he/she is staying on site OR if he/she is on the team in an additional capacity. [SR34]
- Occupations will not be revealed in any formal way nor discussed at anytime during the 72 hour of the Walks. [SR37]

## **8. Maintenance and Modifications**

Members of the Board and any of its committees may submit proposed modifications to this manual to the Secretary of the Board. The Secretary will maintain this manual after the approval of the Board. Changes to this manual are approved by a simple majority vote of the Board.

## **Appendix A: Agape and Facilities Walk Schedule**

An Agape and Facilities Walk Schedule is maintained by the Agape Chair and is included in the LD, ALD, SD, ASD, agape and facility team manuals. It is an evolving document and care should be exercised to assure the latest version is in use and the same version is in use by these team members.

### Agape and Facilities Detailed Walk Schedule

Time	√	Activity	A/F	Conference Room Activity	Supplies	Notes
<b>BEFORE WALK</b>		Names of Pilgrims on slips of paper for the large cross	A			
		Banner for sendoff/picture	A			David Banks usually provides
		Decorate Agape letter bags, place names on them	A			
		Check on facilities arrangement with Facilities Board member	F		Tables: 15 regular; 1 small (speaker), table cloths, overhead projector	
		Get room assignments from walk LD	A/F			
		Make door signs with Pilgrims names for sleeping rooms	A			
		Locate and obtain miscellaneous hand tools and supplies	F		step ladder, hammer, pliers, screwdrivers, duct tape, etc., string, hot glue gun	
		Make signs for TVs in Pilgrim's rooms	A			
		Make arrangements for sound system if not covered in contract with conference facility	F			
		Make Cross necklaces	A		Crosses, Ribbons, and "stitch witchery" from board supplies member	
		Make snack agape sign-up posters for gatherings for 2 months before Walk	A			
		Secure photographer for group picture	A			Peggy Whyte --> 273-1438 Hal Harned (alternate)
		Check with SD as to type then order bread from Great Harvest. Normally 5 round loaves	A			
<b>THURSDAY</b>						
2:00		Pick up totes from storage shed in Wilmore	A/F			
4:00		Pick up bread from Great Harvest	A			
		Remove alarm clocks, telephones and unplug TV's, put notes on TV's for honor system	F		Notes for TV's	
		Make sketches of the layout of all rooms to be used so that they can be restored to their original state at the end of the walk. - Conf Room - Agape	F			

### Agape and Facilities Detailed Walk Schedule

Time	√	Activity	A/F	Conference Room Activity	Supplies	Notes
		- Break Room - Chapel - Prayer Vigil				
		Build banner frames	A			
		Make sure bathrooms are stocked with extra supplies for the weekend.	F			
		Cover clocks	F		Garbage bags or other covers	
		Cover windows of conference room and agape room doors	F		Covers of some type (paper, poster board, etc.)	
		Put up room names on doors in Beeson & Larrabee Morris	A		Door signs	
		Count out purple worship books: deliver to ALD after Sendoff	A		Purple Books	
		Set up Beeson Lobby for registration/sendoff Food Table Registrar's Table Chairs around perimeter Signs and banners	F			
		Setup agape room	A			
		Setup and check out sound system in conference room	A			
		Set up conference room for 'My new best friend'. Chairs around the perimeter of room	F			
		Check Audio/Video room for playback of film "In Remembrance"	F		Film in tote	
		Check Estes Chapel for Sponsors Hour: take supplies to Chapel	F/A		Large Cross, ribboned crosses, Agape box, latch hook, masking tape, matches, candle	
7:00		Registration. 2 people to keep snacks supplies	A			
		Prepare Bath Agape baskets	A			
		Finish organizing Agape Room	A			
8:00		Sponsor's hour: 2 people. Lay crosses on rail, attach ribboned crosses to large cross	A	Introductions "My new best friend"	Ribboned crosses, large cross	
		Restore Beeson lobby to normal state including vacuuming	F			Vacuum is located in storage room across from ice machine



### Agape and Facilities Detailed Walk Schedule

Time	√	Activity	A/F	Conference Room Activity	Supplies	Notes
		Clean up Estes Chapel after sponsor's hour including vacuuming if necessary	F			Vacuum is located in closet at front of chapel
8:15		Set out bath agape	A	Lay Directors Talk, Film "In Remembrance"		
		Check medication supplies	A			
		Move large cross from Estes to prayer room	F			
		Move agape letter box back to Agape room	A			
10:15		Setup tables/chairs for pilgrims in conference room. Make sure there are the right number of chairs at each table. Setup book table at back of room with table cloths	A/F		pens, notepads, container with markers, pencils, glue stick, scissors, tissues, song books, chickens	No books on book table yet
		Setup Servants Table	A/F		Same as pilgrims plus supply of poster board	
		Speaker's table	A/F		Overhead, easel, podium, pitcher, glass, tablecloth, microphone, Bible, candle, matches.  Tape paper with "With a clean..." on top of podium.	
11:00		Attend team meeting	A/F			
<b>FRIDAY</b>						
6:00		Get up	A/F			
6:30		Set up chapel: communion, light candle	A		Bread/wine with cloth over top	
		Turn on sound system	F			
		Put out fresh water under speakers podium	A		Pitcher, water, glasses	
7:00				Chapel		
8:00		Breakfast				
		Remind ALD's to have tables make name lists: Table name, name, address, phone #, e-mail	A			
9:15		Arrange/straighten agape room: sort agape for meals and pillow; make provider lists for ALD's	A	Priority		Begin with a few, build up over the weekend, keep the most colorful for Sat Dinner.
		Set out drinks only for snack room, coffee, soft drinks, water, cups	A			

**Agape and Facilities Detailed Walk Schedule**

Time	√	Activity	A/F	Conference Room Activity	Supplies	Notes
		Fill cooler with ice and put in snack room	A			
		Set out letter bags; sort letters and continue to do so as they arrive	A		Letter bags	
		Banner with walk # needs to be ready for picture	A			
10:15		Check on photographer, determine location of picture, notify ALD's, and determine number of copies needed. Be sure to include a copy for the newsletter editor.	A			
10:30		Group photo; pilgrims and team line up in rows. No one moves until they have signed the note pads for their rows	A		Steno note pads, banner	
		Get conference room table agape ready for conference room	A		Gum and candy baskets	
11:15		Begin making table and photo lists	A	Prevenient Grace		
		Begin decorating white packets for Sunday	A			
		Separate other community's agape letters, letters that mention 4th day should be reserved for Sunday. Tape together in strips of 4 or 5 letters and hang on wall of agape room with masking tape. Stage them into the conference room as appropriate times.	A			
12:30		Lunch				
		Keep working. Keep organized. Keep ahead of schedule. Friday is a slow day				
1:45		Work in agape room, check bath and pillow agape for this evening	A	Priesthood of All Believers		
		Check ice in cooler	A			
2:45		Begin getting snack agape ready in agape room to be set out during the next talk	A			
		Have chair agape ready for the next talk	A		Chair cushions, prayer vigil chart with stand	
		Set up banner supports away from the conference room. These will be used after "Justifying Grace"	F		Hand tools, supports	
3:00				Justifying Grace		
3:05		Set out snack agape	A			

### Agape and Facilities Detailed Walk Schedule

Time	√	Activity	A/F	Conference Room Activity	Supplies	Notes
3:20		Be ready outside conference room for cue to bring in the cushions, the prayer vigil chart and letters	A			
3:45		During break hang letters and banners	A/F			
		Place dinner agape at tables in dinning room	A			
4:30		Prepare list of agape providers for dinner agape for ALD's	A			
5:30		Dinner				
6:30		Refresh snack agape	A	Life in Piety		
		Prepare chapel, lights on low, light candle, tissues	A/F		Candle, tissues	
7:10		Clean conference room	A/F	Chapel, Spiritual Director Talk		
8:00		Refresh snack agape	A			
		Clean up chapel; blow out candle, turn out lights	A/F			
8:30		Set out pillow agape	A	Poster party		
10:00		Clean up conference room	A/F	Chapel, Lay Directors talk		
10:30		Team meeting				
		Set up book table				
<b>SATURDAY</b>						
6:00		Get up				
6:30		Make coffee	A			
		Prepare chapel: lights on low, candle, tissues	A			
		Breakfast table agape and list of providers for ALD	A			
7:30		Turn on sound system	F	Chapel		
		Fresh water for speakers podium	A			
		Put small crosses for table prayer on servants table	A			
8:00		Breakfast				
8:45				Growth through Study		
		Give 3x3 cards for Means of Grace talk to the ALD's				
9:30		Put out snack agape in snack room				

**Agape and Facilities Detailed Walk Schedule**

Time	√	Activity	A/F	Conference Room Activity	Supplies	Notes
		Begin making list of pilgrims who need more letters	A			
		Ask SD how he/she wants chapel set up for Dying Moments				
10:15				Means of Grace talk		
		Set up chapel, put crown of thorns on cross	A		Bread, baskets, wine, crown of thorns	
11:45				Chapel for Dying Moments		
		Check table agape baskets and replenish as necessary	A		Candy, gum	
		Set out lunch agape	A			
		Put out books on book table	A			
12:30		Lunch				
		Refresh snack agape	A			
2:00				Questions on Means of Grace		
3:00		Start decorating dining room	A	Christian Action		
		Put out placemats. Mix team and pilgrims	A			
		Table agape and list of providers for ALD	A			
4:30				Obstacles to Grace		
5:40		Dinner				
6:25		Entertainment				
6:45		Cleanup and repack decorations and move back to agape room	A/F			
7:00				Discipleship		
		Check with LD as the route to be used for Candlelight	F			
		Prepare for Candlelight	A			
		Finalize list of pilgrims needing letters (less than 12)	A			
		Set out pillow agape	A			
		Check bath agape	A			
7:30		Move Candlelight supplies to Estes	A		Offering buckets, communion sets, bread/wine, song books, agape letter box, tissues, candleholders, candles, matches.	

### Agape and Facilities Detailed Walk Schedule

Time	√	Activity	A/F	Conference Room Activity	Supplies	Notes
		Set out luminaries. Set up rainbow light	F			
		Check lighting in Estes	F			Dimmer switches in front right of chapel
		Turn on and check Estes sound system	F			
8:15				Poster party		
		Prepare list of cities that the community comes from for reading by SD	A or F		Note pad	
		Give list of pilgrim letter numbers to community Lay Director	A			
		Partake of communion first	A			
		Hand-out candles and holders to community as they return to their seats from taking communion.	A			
		Collect songbooks and communion programs	A			
		Store communion set and programs in side room of Estes	A			
		Check on progress in conference room	A			
		Stay at back of chapel and watch for pilgrims	A			
9:45		Candlelight				
		Be at back of chapel to come down first	A			
		Collect candles and holders	A			
		Blow out luminaries	F			
10:15		Set up ice cream party	A		Cake, ice cream, toppings, bowls	
10:45		Clean up chapel	F			
		Turn off lights and sound system in Estes	F			
11:20		Clean up conference room and party room	A			
		Team meeting				
<b>SUNDAY</b>						
6:00		Get up	A			
6:30		Make coffee	A			
7:00		Prepare chapel; lights on low, candle, tissues	A			
		Put out breakfast table agape, list of providers to ALD	A			
		Assist pilgrims and team in putting their luggage in the basement of Beeson	F			
7:30				Chapel		

### Agape and Facilities Detailed Walk Schedule

Time	√	Activity	A/F	Conference Room Activity	Supplies	Notes
8:00		Breakfast				
8:15		Put out fresh water for speakers, turn on sound systems and lights in conference room	A			
8:50				Changing our World		
		Pick up bath agape	A			
		Put out snack agape	A			
		Put names in 4 <sup>th</sup> day books			4 <sup>th</sup> day books	
		Finish packets: Reunion group list Emmaus brochure Chrysalis brochure Table List: make extra for Data Coordinator Photo Photo List 4 <sup>th</sup> day sheet 4 <sup>th</sup> day book Sponsor Pamphlet What is an agape letter Book list Newsletter Upper Room	A		Give extra Table List to Data Coordinator-Beckie Sigmon Give table list, extra photo and photo list to newsletter editor	
10:00				Sanctifying Grace		
		Put letter bags by tables in boxes for easy transport to the conference room	A			
		Check letter in each bag to make sure the correct ones are in the correct bag	A			
		Return phones, clocks to rooms. Take notes off TV's	F			
11:00				Body of Christ		
		Put lunch agape on tables in dinning room	A			
12:00		Lunch				
		Check out of Beeson; store luggage				
		Pack up agape room as much as possible; move totes to storage	A/F			
1:30				Perseverance		
		Leave out snack agape	A			

**Agape and Facilities Detailed Walk Schedule**

Time	√	Activity	A/F	Conference Room Activity	Supplies	Notes
		Reunion cards to ALD's	A			
2:30				Fourth Day		
		Distribute packets to ALD's	A			
		Clean up snack room	A			
3:30		Pass out Personal Agape letters	A			
		Turn on lights in chapel	A			
		Move large prayer vigil cross to chapel	F			
		Set up communion in Estes	A			
		Break down conference room as much as possible	A			
4:00				Cross ceremony		
4:45		Closing				
		Clean up conference room	F			
		Cleanup and vacuum prayer vigil room	F			
		Finish cleanup and pack up of agape room. Be sure to vacuum agape room and snack room	A			
		Make sure no food is left in any of the refrigerators used	A			
		Turn in keys	A/F			
		Store supplies in storage shed	F			
		Be sure all rooms are returned to original state	F			
		Deliver Photo and Table list with Pilgrim's addresses to Newsletter Editor	A			
		Deliver Table list with Pilgrim's addresses to the Community Shepherd and the Community Database Administrator.	A			

## **Appendix B: Walk to Emmaus Music Schedule**

It is advisable for the music leader for the Walk to Emmaus to visit the site of the event and have first-hand knowledge of the building, equipment (piano, organ, etc.) and location to be used for worship experiences. Then the music leader should meet with the Lay and Spiritual Directors to see if they have special requests within the capabilities of the music leader. A check should also be made of the team to see if there are additional musical skills that can be used during the Walk to Emmaus.

The musician is expected to attend all of the team meetings to help build the team community, provide music for the team worship services, and practice music with the team. The music leader should feel free to use a variety of media, such as guitar, piano, rhythm instruments, and tapes.

The following schedule lists specific times when music is expected.

### **THURSDAY**

10:00 PM Following the film, Spiritual Director's meditation, and the Lay Director's comments, the music leader will sing or accompany a meditative solo. The intent of the solo is to add to the experience of the meditation which focuses on knowing oneself and where one is on the journey of faith. It should be quiet, reflective, and in no way a performance. It is usually done from the back where the musician can't be seen.

### **FRIDAY**

11:00 AM The music leader teaches the group to sing psalms (or "Sing Alleluia to the Lord") to introduce talks, "De Colores" (page 35 in the worship booklet), and the sung graces (page 25). The history of the songs should be shared so that one is not simply learning a song, but participating in the history of the movement.

"De Colores" was written by the early participants in Cursillos who, on their way home after having heard the many talks on the many colors of God's grace, had their bus break down near a barnyard. Seeing the fields in the spring colors of flowers and blooming trees, the iridescent colors of the roosters and chickens, and seeing a rainbow in the distance, they wrote this song — "De Colores," which means colorful. There are 99 verses; undoubtedly the bus was broken down for a long time. However, we will learn only a few verses, some in English, and later in Spanish.



The tradition of having grace before and after meals is a Benedictine tradition of praying God's blessing before the meal and thanking God for the blessing of the food.

- 1:45 PM      Lead the group in singing **the psalms before talk.**
- 3:00 PM      Lead the group in singing the psalms before talk.
- 5:20 PM      Lead group from conference room to dining room singing "De Colores."  
When everyone has settled in dining room, lead the group in singing grace before and after meal.
- 6:15 PM      Lead group in singing the psalms before talk.
- 10:00 PM     Meditative solo following Spiritual Director's talk.

### **SATURDAY**

- 8:00 AM      Lead group in singing "De Colores" on way from chapel to dining room for breakfast.  
  
Lead group in singing grace before and after meal.
- 8:40 AM      Lead group in singing the psalms before talk.
- 10:00 AM     Teach group songs and singing liturgy to be used in the Communion service following the MEANS OF GRACE talk. These songs need to be selected ahead of time consultation with the clergyperson leading the service. At least two hymns are needed, "Christ Has Died," and "The Lord's Prayer."
- 11:45 AM     Lead music for Communion service in chapel.
- 12:30 PM     Lead singing of "De Colores" on way to dining room.  
Lead singing grace before and after meal.
- 2:55 PM      Lead singing psalms before talk.  
Teach pilgrims "Jesus, Jesus" as a new song.
- 4:25 PM      Lead singing psalms before talk.
- 5:40 PM      Lead singing of "De Colores" on the way to the dining room.  
Lead singing grace before and after meal.
- 8:30 PM      Providing music for community Candlelight communion service. This is in consultation with the minister who is conducting the service. It will also include the leading of the community in the "Jesus, Jesus" round.
- 10:00 PM     Meditative solo at the conclusion of the chapel visit.

### **SUNDAY**

8:00 AM      Lead group from chapel to dining room singing "De Colores.'  
                  Lead singing grace before and after meal.

8:45 AM      Lead singing of psalms before talk.

10:00 AM     Lead singing of psalms before talk.

10:50 AM     Lead singing of psalms before talk.

12:00 Noon   Lead singing grace before and after meal.

1:25 PM      Lead singing of psalms before talk.

2:25 PM      Lead singing of psalms before talk.

4:15 PM      Assist in singing "They Will Know We Are Christians" in chapel after the  
                  giving and receiving of crosses.

5:00 PM      Provide music for the closing Communion service.