

Living Waters Emmaus Community of Alabama Inc  
Support Team Schedule

## **CLOSING COMMITTEE**

This committee is responsible for the arrangements for the Closing service of the weekend.

Closing typically consists of three parts--the sharing by pilgrims of what the weekend has meant to them and what they intend to do with it, Communion, and a fellowship time for the community to welcome the new members.

The committee should arrive at the camp at least one hour prior to the start of the closing service and do the following:

Make sure chairs are set up in the Dining Hall area. The Community chairs should face the back door of the dining hall. Pilgrims will enter through that door. Place Pilgrim and Team chairs facing Community. Place podium in center for pilgrims and team to use.

Arrange for musicians and song-leaders. Ensure that songbooks are available.

Arrange for two to four ushers to take a collection. Make sure collection baskets are available. They are stored with the worship supplies. Following collection, make sure money is turned over to the community Treasurer or designated representative. This offering goes to the general fund.

Ensure that the Worship Committee is providing communion elements (two cups and two plates) and that the altar is prepared.

Arrange for one of the clergy who has participated in the weekend to officiate the Communion service, following the format in the Pilgrim Guide.

Arrange for servers for communion elements. Arrange for servers to collect offering.

Make sure the podium has a sheet with a reminder for the pilgrims: Name, Walk #, Table, Church, What the weekend has meant to them, and what they intend to do with it. A box of Kleenex and the hand cross from the Speaker's Prayer Chapel should also be on the podium.

Set up a loudspeaker system to allow the community seated in the back rows to hear pilgrims.

Announce the time and location of Follow Up. (The Lay Director may repeat this information.)

Ensure the Spiritual Director presents the Lay Director with the hand cross prior to Communion.

Verify that refreshments will be available following the Communion Service.

Assist the Clean-up committee in collecting the songbooks and restoring the room to its original order.

NOTE: Check with Lay Director to see if he/she has already arranged for musicians.  
The Lay Director occasionally appoints an outside music coordinator.

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**Suggested Agenda for Closing:**

3:00 PM Arrive at Camp and check on setup

3:30 PM Arrange for 4 servers for Communion, and 2 for Offering. Check with Walk Spiritual Director to see if anyone specific is requested to serve Communion.

4:00 PM Community Gathers

4:00 PM Announce Follow-up Day, Time and Place

4:05 PM Quick Announcements – NO Photos, cell-phones please

4:10 PM Offering (Prayer for receiving)

4:15 PM Sing until notified that Pilgrims are ready. (practice Glorify Thy Name)

4:45 PM Pilgrims join community

Lay Director and Spiritual Director conduct introductions, make announcements, and invite pilgrims to share their week-end experience with the community.

5:15 PM Communion Service for pilgrims and community

5:30 PM Refreshments/Reception

6:00 PM Clean-Up- stay to assist until Camp Facilities are cleaned and restored to proper order.

These times are approximations; dependent upon the amount of time utilized by the pilgrims during sharing of their weekend experience with the community.

**DECOLORES !!**