

# Living Waters Emmaus Community of Alabama Inc.

## Walk Lay Director's Orientation Guide

### **“EXPANDED WALK-THROUGH”**

Fairly early in the life of the Living Waters Emmaus community Walk Lay Directors began using an expanded schedule document for the Walk leadership to follow. This document is typically for the Assistant Lay Directors on the Walk and details each activity on each day as to what is to take place, when it is to take place, and which Assistant Lay Director is responsible.

We refer to this document as the "walk-through" and most Walk Lay Directors have used it and found it helpful. This section contains a copy of the "walk through" with blanks for you to use, if you so desire.

*Lay Director should provide copies of this schedule to Spiritual Director, Inside Music Leader, and both Inside and Outside Board Reps for calibration on each step of the weekend.*

*All weekend activities have been revised to adhere to the 3 Day schedule in the Upper Room Director's Manual, except for Saturday, which has been adjusted to meet the Living Waters community at 9:30 PM, rather than 10:00 PM in the Director's Manual. Other recent changes in guidance from the Upper Room leadership have been indicated in the respective activities.*

Typically, the outside committees and others that need schedule information use the Support Team Schedule (Short Schedule).

Living Waters Emmaus Community  
Expanded Walk Through

**Thursday**

01:00 PM Setup begins.

03:00 PM Support Team Committees arrive at camp for setup.

04:00 PM **All** Assistant Lay Directors arrive for last minute preparations. Check Big Chapel, Small Chapel, Conference Room, Dining Hall, and Pilgrim/Team Rooms (AC/Heat) to insure everything is properly set-up. Verify that you have Pilgrim Guides.

**All** Assistants should be familiar with how the Chapel lights are turned on and off. Make sure that prayer cards are taken to Speaker's Prayer Chapel. (These will be used later during walk.) These cards are found in the Lay Director Box.

\_\_\_\_\_ assists Sponsors Hour Committee (put song sheets in chairs in dining hall, insure that pilgrim crosses and large cross is available and in place).

\_\_\_\_\_ verifies that "In Remembrance" film is set up (Small Chapel) and ready.

\_\_\_\_\_ assists Set-Up Committee in providing the exact number of chairs for Team and Pilgrims in Small Chapel and Big Chapel.

05:00 PM \_\_\_\_\_ verifies that Door and Bed Name Tags are posted in all Pilgrim/Team rooms. Place plastic drink cups in all bunkhouses.

\_\_\_\_\_ : In Small Chapel:

- (1.) Place one Kleenex box on end of each row of chairs, and one box in center of each row.
- (2.) Place Pilgrim's Guides near Chapel door for distribution as Pilgrims enter.
- (3.) Place one Pilgrim's Guide on shelf under podium for the Lay Director.

\_\_\_\_\_ : In Conference Room:

- (1.) Place bell on ALD table.
- (2.) Place Bible, candle and matches on podium table.
- (3.) Place bottle of water on shelf under podium.
- (4.) Check sound equipment to make sure everything is working.

05:15 PM Dinner for TEAM who have arrived already at the Camp.

06:00 PM Refreshments ready for Sponsor's Hour (early arriving Pilgrims & Sponsors)

\_\_\_\_\_ & \_\_\_\_\_ put index cards and pens on tables in Conference Room.

\_\_\_\_\_ Writes: (Name, Home Town, Church, Hobbies, and "Special Question"(LD's choice) on blackboard for introductions later.

\_\_\_\_\_ & \_\_\_\_\_ verify Conference Room Supplies are in Lay Director's room (notebooks, pens, markers, poster paper, scissors, etc.) and are ready for distribution.

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**Thursday**

06:30 PM **Registration & Fellowship:** Be **“GRACIOUS HOSTS”** to pilgrims!  
\_\_\_\_\_ assists with Registration (if necessary).  
\_\_\_\_\_ & \_\_\_\_\_ welcome Pilgrims  
and Sponsors (inside).  
\_\_\_\_\_ & \_\_\_\_\_ insures that  
Sponsors take Pilgrim's luggage to bunkhouses and that Pilgrims have found their rooms.

07:00 PM 72 Hour Prayer Vigil begins.  
Registration leader \_\_\_\_\_ notifies Lay Director when all Pilgrims have arrived.  
\_\_\_\_\_, after last Pilgrim arrives and has registered, gets  
(1) Medication List and (2) Bed Assignment Diagram Sheet from Housing/Registration  
Music Team leads community singing until Lay Director sends pilgrims, team off.

07:05 PM **Opening (Pilgrim Send-Off).** Lay Director announces names of all pilgrims and Inside Team,  
as they line up in front of community. Assistant Lay Directors' names are called first. Team  
members line up among Pilgrims. (NO APPLAUSE until all names announced).  
ALD \_\_\_\_\_ leads Pilgrims & Team to Conference Room.  
\_\_\_\_\_ stands at catwalk door of Conference Room Building to direct  
Pilgrims.  
\_\_\_\_\_ stands at Conference Room door to direct Pilgrims.  
\_\_\_\_\_ goes into Conference Room, directs Pilgrims to sit at any round table.

**INTRODUCTIONS.**

\_\_\_\_\_ begins by telling Pilgrims to turn to someone they do not  
know and get to know him/her. They will have a few minutes for this, then will introduce  
each other to everyone else by answering the questions already listed on the blackboard.  
(Name, Home Town, Church, Hobbies, and "Special Question"(LD's choice).

When Pilgrims have had time \_\_\_\_\_ & \_\_\_\_\_  
then \_\_\_\_\_ & \_\_\_\_\_ demonstrate how the  
introduction of **“My new friend”** is to be done by everyone in conference room.  
NO HUGGING of Pilgrims until they begin to hug others.

ALD \_\_\_\_\_  
(1.) Instructs Pilgrims to do introductions.  
(2.) Instructs Music Team to introduce themselves.  
(3.) Introduces the Walk Spiritual Director.

The Spiritual Director: \_\_\_\_\_  
(1.) Introduces Assistant Spiritual Directors, who are present,  
(2.) Defines role of the Spiritual Team for the weekend.  
(3.) Introduces the Lay Director.

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**Thursday**

07:50 PM Lay Director announces short break (restroom) in the Conference Room before talk.  
ALD's should remain in Conference Room (Lay Director will recognize ALD's in talk).  
\_\_\_\_\_ should have bell in hand, Lay Director will refer to bell sound during talk.

08:00 PM Lay Director's Talk. (p. 95, Director's Manual, approx. 15 minutes)  
After talk, Lay Director announces that all will go to the Chapel in silence.

\_\_\_\_\_ goes ahead to the Small Chapel, be just inside the door to hand out Pilgrim's Guides.

8:20 PM \_\_\_\_\_ remains in the Conference Room to lead Pilgrim's to Small Chapel. "In Remembrance" Video (35 Minutes).

\_\_\_\_\_ is in charge of lights. Be sure to consult with the Music Team prior to Chapel time about **lighting preference** during the special song.  
\_\_\_\_\_ is in charge of video/machine.  
Have a small flashlight and TV remote available.

8:40 PM \_\_\_\_\_ assists Humble Servants in set up of the Conference Room for next day.

(1.) Put supplies on **ALD table** (pens, notebooks, markers, song books, paper)

(2.) Place table names on tables.

(3.) Make sure poster paper is available in conference room for Friday AM.

(4.) PowerPoint/computer/tvs are all setup/work correctly.

(OPTION: This can be done while Pilgrims are viewing video, or after the Team Meeting if the Lay Director wishes all ALD's to be in the Chapel).

9:25 PM Spiritual Director comments after "In Remembrance" video (p. 101, Director's Manual).  
Lay Director leads Pilgrims in evening prayers/meditation (p.102).  
Music Team presents special song.

10:15 PM Pilgrims dismissed from Small Chapel, go to rooms in silence.

10:20 PM **Team Meeting:** refreshments in Break Area for Inside Team & Board reps.  
Humble Servants post "**NEEDS LIST**" in Dining Hall.  
The Worship Committee will set up/check the worship table in front of the podium.  
Humble Servants remove dvd and remove dvd player and screen from the Small Chapel.  
Store tv/dvd cart in Room #5 if not needed in Conference Room.

**ALL ALDS:**

**IN CONFERENCE ROOM:**

(1.) Tapes card with "Ladies/Gentlemen, with a clean sheet of paper...." to the podium.

(2.) Places matches/lighter on shelf under podium.

(3.) Checks Worship setting in front of podium for open Bible, candle and candle snuffer.

(4.) Makes final check of the tables to insure all is in place for Friday morning.

(5.) Makes sure computer/PowerPoint/poster easels are setup for Friday morning

(6.) Makes final check of Small Chapel and Big Chapel to insure it is set up for Friday morning.

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**Friday**

**Focus is on God and His love for us.**

**IN CHARGE - CONFERENCE ROOM:** \_\_\_\_\_ & \_\_\_\_\_

- \* Inside Coordinators; \* Lead Conference Room activities; \* Make announcements at meal time-
- \* Provide water and tissue at podium; \* Get Speaker's talk posters and handouts to Conference Room;
- \* Notify Speaker to change clothes for talk, \* Announce talk speaker, \* Turn posters during talks;
- \* Lead meditation time after talks; \* Provide handouts after talk; \* Return posters to speaker's rooms after talks, etc.; \* Announce agape ( begins after Justifying Grace talk).

**PRAYER COMPANION AID:** \_\_\_\_\_

- \* Outside Coordinator; \* Notify Speaker of schedule; \* Get Speaker to Speakers Prayer Chapel; \* Get Speaker to Conference Room, \* Return with Speaker to Speakers Prayer Chapel.

05:45 AM Lay Director, Assistant Lay Directors, and Team awaken.

06:15 AM \_\_\_\_\_ & \_\_\_\_\_ awaken Pilgrims.

07:00 AM \_\_\_\_\_ & \_\_\_\_\_ verify that (1.) candle is lit (if candle is used) in Big Chapel, and (2.) Song Books are under each chair.

07:10 AM \_\_\_\_\_ & \_\_\_\_\_ ring bells to notify Pilgrims to go to Big Chapel in SILENCE!  
\_\_\_\_\_ checks rooms for stragglers in SILENCE!

07:20 AM - Assistant Lay Directors count to insure all Pilgrims and Team are present. Signal Lay Director when all are present.  
- Lay Director leads Morning Prayers (p. 105).  
- Spiritual Director leads "Prodigal Son" Meditation (p. 106) and Communion.  
- Music until breakfast is served.

07:45 AM \_\_\_\_\_ verifies that breakfast is ready.

07:55 AM Lay Director/Music Team announces Breakfast & lead Pilgrims to Breakfast. (For meals when singing coming into the Dining Hall wait to begin singing until all pilgrims and team members have arrived at the Dining Hall entry door)  
\_\_\_\_\_ extinguishes candle after all Pilgrims have left Chapel.

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**Friday**

08:00 AM **BREAKFAST:**

Lay Director says "Blessing Before Meal" (Pilgrim Guide).

\_\_\_\_\_ in charge of announcements after meal.

- Announce the "Needs List" posted here in Dining Hall.
  - Announce that \_\_\_\_\_ is the ALD in charge of medication.
  - Please do not lock doors - assure Pilgrim's there will be no need to lock doors throughout the weekend.
  - Oversee Joke Time -- "Short, Clean, Funny Jokes!"
  - After jokes, announce that after the closing prayer, there will be a short break to allow pilgrims to take care of personal needs (show amount of break time with fingers).  
When the pilgrims hear the bell, they should meet back in the Conference Room.
- Lay Director offers "Blessing After Meal" (Pilgrim Guide).

08:30 AM Break (Non-food)

\_\_\_\_\_ verifies with Humble Servants the return of  
"In Remembrance" dvd and dvd equipment to Technology Team.

\_\_\_\_\_ makes sure Speaker's Hand Cross is available in Speaker's Prayer Chapel.

\_\_\_\_\_ Notifies Speaker # 1 to change clothes & proceed to Speakers  
Prayer Chapel.

\_\_\_\_\_ makes sure Speaker's posters are on easel in Conference Room.

\_\_\_\_\_ Places fresh glass of water on shelf under Podium for Speaker # 1.

08:50 AM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon  
Pilgrims to Conference Room for table assignments.

\_\_\_\_\_ counts to insure all Pilgrims/Team members are seated  
in Conference Room. Notify Lay Director when all are present.

09:00 AM Lay Director assigns tables (ALDs assist) and gives Lay Director's Talk (p.110).

**Table Leaders should have their back to speakers, and face the pilgrims, to observe  
their listening and responses.**

In Charge ALD \_\_\_\_\_ notifies Prayer Companion ALD  
\_\_\_\_\_ when Lay Director's Talk begins.

\_\_\_\_\_ notifies Lay Director when Speaker # 1 is ready.

Lay Director gives reasons for items on Worship center in front of podium as he/she lights  
candle. Once candle is lit, speaker enters (no introduction, no music).

9:15 AM **Talk # 1 "PRIORITY"** \_\_\_\_\_ (Lay ALD)

**Lay Director** turns posters/PowerPoint. After Talk, **Lay Director:**

- Announces silent meditation (2 Minutes - candle is extinguished).
  - Announces table discussion. Pass out talk outlines/handouts. (15 Minutes).
  - Announces talk table summary. (5 Minutes).
  - Announces time for posters (20 Minutes).
- \_\_\_\_\_ Cleans blackboard (if necessary),
- Removes & returns speaker's posters and notes to his/her room.
  - Sets up for next speaker, and picks up Pilgrims posters when completed.

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- 9:30 AM \_\_\_\_\_ verifies Photographer is ready for group photograph and that Refreshment Committee is ready for break.  
\_\_\_\_\_ provides paper and pens for listing names in each row of photograph.
- 10:30 AM **Group Photograph and Food Break:** \_\_\_\_\_ announces that group photograph will be made (group by tables) and break will follow.  
\_\_\_\_\_ notifies Speaker #2 (\_\_\_\_\_) to change clothes for talk following group photograph & proceed to Speaker's Prayer Chapel.  
- Makes sure Speaker's posters are on easel in Conference Room;  
- Places fresh glass of water on shelf under podium for Speaker #2.
- 10:45 AM \_\_\_\_\_ makes sure Speaker #2 has gone to change/Speaker's Prayer Chapel.
- 11:00 AM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to Conference Room.  
\_\_\_\_\_ counts to insure all Pilgrims & Team are present.  
\_\_\_\_\_ reminds each person except Table Leader to change seats, and to appoint a new secretary.  
Music Team teaches "De Colores", and "The Blessings".  
Prayer Companion ALD, \_\_\_\_\_ notifies In Charge ALD, \_\_\_\_\_ when Speaker #2 is ready. In Charge ALD lets Music Team know speaker is ready.
- 11:10 AM Music Team explains "Speakers Songs" then introduces Speaker # 2's song.  
\_\_\_\_\_ lights candle and does the Speakers Introduction:  
"Gentlemen/Ladies, with a clean sheet of paper, high idealism, a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a member of clergy."  
The Music Team asks Pilgrims to stand and "Sing Alleluia".
- 11:15 AM **Talk # 2 "PREVENIENT GRACE"** \_\_\_\_\_ (Clergy)  
\_\_\_\_\_ turns posters/PowerPoint.  
After Talk, \_\_\_\_\_  
- Announces silent meditation (2 Minutes - candle is extinguished).  
- Announces table discussion. Pass out talk outlines/handouts. (15 Minutes).  
- Announces talk summary. (5 Minutes).  
- \_\_\_\_\_ announces time for posters (20 Minutes).  
- \_\_\_\_\_ cleans blackboard (if necessary),  
- \_\_\_\_\_ removes and returns speaker's posters and notes to room.  
- \_\_\_\_\_ sets up for next speaker; picks up completed table posters.
- 12:15 PM \_\_\_\_\_ verifies that lunch will be ready by 12:30 pm.
- 12:25 PM Music Team announces Lunch & leads Pilgrims to Lunch.  
**(Remind Pilgrims to take Pilgrim's Guides to lunch.)**

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12:30 PM **LUNCH:**

Music Team leads singing of the "Blessing Before Meal", from Pilgrim's Guide.  
\_\_\_\_\_ makes announcements after meal.

- Remind Pilgrims of the "NEEDS LIST".
  - Remind Pilgrims that \_\_\_\_\_ is the ALD in charge of medication.
  - Oversee Joke Time..."Short, Clean, Funny Jokes!!"
  - After jokes, announce that after the "Blessing After Meal", there is a short break to allow pilgrims to take care of personal needs (show amount of break time with fingers). When pilgrims hear the bell, they should meet back in the Conference Room.
- Music Team leads the "Blessing After Meal", from Pilgrim's Guide.

1:00 PM Break (Non-Food) for personal needs.

\_\_\_\_\_ notifies Speaker #3 to change clothes & go to the Speaker's Prayer Chapel.

1:20 PM \_\_\_\_\_ makes sure Speaker's posters/ PowerPoint are ready in Conference Room. Places fresh glass of water on shelf under podium for Speaker # 3.

1:30 PM \_\_\_\_\_ ring bells to summon Pilgrims to Conference Room  
\_\_\_\_\_ counts to insure all Pilgrims/Team are present.  
\_\_\_\_\_ reminds each person except Table Leader to change seats, and to appoint a new secretary.  
Music Team leads singing until Speaker is ready.  
Prayer Companion \_\_\_\_\_ notifies In Charge ALD, when Speaker # 3 is ready. In Charge ALD lets Music Team know when speaker is ready.  
The Music Team introduces Speaker's song.  
\_\_\_\_\_ lights candle and does the Speakers Introduction:  
"Gentlemen / Ladies, with a clean sheet of paper, high idealism, a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a layperson."  
The Music Team asks Pilgrims to stand and "Sing Alleluia".

1:45 PM **Talk # 3 "PRIESTHOOD OF ALL BELIEVERS"** \_\_\_\_\_ (Lay)  
ALD \_\_\_\_\_ turns posters/PowerPoint.  
After Talk, \_\_\_\_\_  
- Announces silent meditation (2 Minutes - candle is extinguished).  
- Announces table discussion. Pass out talk outlines/handouts (15 Minutes)  
- Announces talk summary. (5 Minutes).  
\_\_\_\_\_ announces time for posters (20 Minutes).  
\_\_\_\_\_ cleans blackboard (if necessary),  
\_\_\_\_\_ removes and returns speaker's posters and notes to room.  
\_\_\_\_\_ sets up for next speaker; picks up completed table posters.

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2:30 PM \_\_\_\_\_ verifies that Refreshment Committee is ready for break.

\_\_\_\_\_ notifies Speaker #4 to go to the Speakers Prayer Chapel  
**NOTE: Make sure Speaker #4 (Clergy) has looked at 72-Hour Prayer Vigil and Community Agape Letters prior to giving talk.**

2:40 PM **BREAK: (Food)** \_\_\_\_\_ announces.  
\_\_\_\_\_ gets 72-Hour Prayer Vigil Poster and General Agape Letters from other Emmaus Communities from the Agape Room and places them in Conference Room area.

\_\_\_\_\_ makes sure Speaker's posters are on easel in Conference Room + Places fresh glass of water on shelf under podium

3:05 PM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to Conference Room. Verify that 72-hour prayer vigil/agape letters are available. \_\_\_\_\_ counts to insure all Pilgrims/Team are present. \_\_\_\_\_ remind pilgrims to change seats and appoint a new secretary. Music Team leads singing until Speaker is ready. Prayer Companion \_\_\_\_\_ notifies Lead ALD \_\_\_\_\_ when Speaker # 4 is ready. In Charge ALD lets Music Team know when speaker is ready. Music Team introduces Speaker's song. \_\_\_\_\_ lights candle and does the Speakers Introduction: "Gentlemen / Ladies, with a clean sheet of paper, high idealism, a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a member of the clergy." Music Team asks Pilgrims to stand and "Sing Alleluia".

3:15 PM **Talk # 4 "JUSTIFYING GRACE"** \_\_\_\_\_ (Clergy)  
\_\_\_\_\_ turns posters/PowerPoint.  
After Talk, \_\_\_\_\_  
- Announces silent meditation (2 Minutes - candle is extinguished).  
- Announces table discussion. Pass out talk outlines/handouts (15 Minutes)  
- Announces talk summary. (5 Minutes).  
- \_\_\_\_\_ announces time for posters (20 Minutes).  
- \_\_\_\_\_ cleans blackboard (if necessary),  
- \_\_\_\_\_ removes and returns speaker's posters and notes to room.  
- \_\_\_\_\_ sets up for next speaker; picks up completed table posters.

**NOTE: This speaker introduces the AGAPE concept, along with the 72-Hour Prayer Vigil Poster, and a few of the Agape Letters from other communities.**

4:45 PM **BREAK:** (Non food) announced by \_\_\_\_\_ .

5:00 PM \_\_\_\_\_ check with Speaker's Prayer Chapel team and Speaker #5 on preferred dinner arrangements.

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- 5:15 PM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to Conference Room.  
\_\_\_\_\_  
\_\_\_\_\_ counts to insure all Pilgrims/Team are present.  
\_\_\_\_\_ verifies that dinner will be ready in 15 minutes.  
Music Team leads singing until dinner is ready.
- 5:25 PM Music Team announces Dinner & leads Pilgrims to Dinner.
- 5:30 PM **DINNER:**  
Music Team leads singing of the "Blessing before Meal". Meal Banners available now.  
Agape Committee puts first agape (chair cushions) in Conference Room.
- 5:45 PM \_\_\_\_\_ notifies Speaker # 5 to change clothes & go the Speaker's Prayer Chapel after eating.
- 5:50 PM \_\_\_\_\_ Makes announcements after meal.  
\_\_\_\_\_ Announces Agape from list furnished by Agape Committee.  
Remind Pilgrims that \_\_\_\_\_ is ALD in charge of medication schedules.  
\_\_\_\_\_ Oversee Joke Time...!Short, Clean, Funny Jokes!  
\_\_\_\_\_ Announces that after the "Blessing After Meal", there will be a short break to allow pilgrims to take care of personal needs (show amount of break time with fingers). When the pilgrims hear the bell, they should meet back in the Conference Room.  
Music Team leads the "Blessing After Meal".
- 6:00 PM Short Break (Non food) for personal needs.
- 6:25 PM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to Conference Room.  
\_\_\_\_\_  
\_\_\_\_\_ counts to insure all Pilgrims/Team are present.  
\_\_\_\_\_ reminds each person except Table Leader to change seats, and appoint a new secretary for table summary.  
Music Team leads singing until Speaker is ready.  
Prayer Companion \_\_\_\_\_ notifies In Charge ALD, when Speaker #5 is ready. In Charge ALD \_\_\_\_\_ lets Music Team know when speaker is ready.  
The Music Team introduces Speaker's song.
- 6:29 PM \_\_\_\_\_ lights candle and introduces speaker:  
"Gentlemen / Ladies, with a clean sheet of paper, high idealism, a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a lay person."  
The Music Team asks Pilgrims to stand and "Sing Alleluia".
- 6:30 PM **Talk # 5 "LIFE IN PIETY"** \_\_\_\_\_ (Lay)  
\_\_\_\_\_ turns posters/PowerPoint.  
After Talk, \_\_\_\_\_  
- Announces silent meditation (2 Minutes - candle is extinguished).
- 7:00 PM Lay Director's Talk after "Life in Piety" (p. 115).  
Lay Director ends talk by announcing that "We will now go to the Chapel in silence."

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**Friday**

- 7:10 PM \_\_\_\_\_ leads Pilgrims to Small Chapel & holds door open.  
\_\_\_\_\_ goes in Small Chapel to direct Pilgrims to seats.  
\_\_\_\_\_ is in charge of lights. Be sure to consult with Music Team prior to Chapel time about lighting preference during special song.  
Spiritual Director leads "Emmaus Road Experience" in Chapel (p. 119).  
Music Team presents special song.
- 7:30 PM Lay Director instructs Pilgrims to return to the Conference Room.  
\_\_\_\_\_ lead Pilgrims back to Conference Room.  
\_\_\_\_\_ Announces table discussion. Pass out talk outlines/handouts (15 Minutes)  
\_\_\_\_\_ Announces talk summary. (5 Minutes).  
\_\_\_\_\_ Announces time for posters (20 Minutes).  
\_\_\_\_\_ cleans blackboard (if necessary),  
\_\_\_\_\_ removes and returns speaker's posters and notes to room.  
\_\_\_\_\_ sets up for next speaker; picks up completed table posters.
- 7:50 PM. \_\_\_\_\_ verifies that Refreshment Committee is ready for break.
- 8:10 P.M. **BREAK (Food):** \_\_\_\_\_ announces break.
- 8:40 PM. \_\_\_\_\_ rings bells to summon Pilgrims to Conference Room.  
\_\_\_\_\_ counts to insure All Pilgrims/Team are present.  
Music Team leads short time of singing.
- 8:50 PM \_\_\_\_\_ leads Poster Summary Time. Each table should present a summary and poster/skit for each talk to others in the Conference Room. Each table presents all five summaries/posters before the next table begins.  
  
\_\_\_\_\_ & \_\_\_\_\_ assist in putting up the posters around the Conference Room.
- 10:00 PM Lay Director instructs Pilgrims to go to the Small Chapel by table and with a meditative spirit.  
\_\_\_\_\_ leads Pilgrim's to Small Chapel & holds door open.  
\_\_\_\_\_ enters Chapel to direct Pilgrims to seats.  
\_\_\_\_\_ controls chapel lights. Be sure to consult with Music Team about lighting preference during special song.  
Lay Director and Spiritual Director lead "Examination of Conscience" (p.119) in Chapel.  
Music Team presents special song / solo suitable for meditation.
- 10:20 PM Lay Director invites those Pilgrims who wish to remain in the Chapel to do so and dismisses others to go to bed.
- 10:30 PM **Inside Team Meeting:** Refreshments in Break Area.

Living Waters Emmaus Community  
Expanded Walk Through  
**Saturday**

**Focus is on Christ in Us.**

**IN CHARGE - CONFERENCE ROOM:** \_\_\_\_\_ & \_\_\_\_\_

- \* Inside Coordinators; \* Lead Conference Room activities; \* Make announcements at meal time-;
- \* Provide water and tissue at podium; \* Get Speaker's talk posters and handouts to Conference Room;
- \* Notify Speaker to change clothes for talk, \* Announce talk speaker, \* Turn posters during talks;
- \* Lead meditation time after talks; \* Provide handouts; \* Return posters to speaker's rooms after talks,
- \* Announce agape (began after Justifying Grace talk).

**PRAYER COMPANION ALD:** \_\_\_\_\_

- \* Outside Coordinator; \* Notify Speaker of schedule; \* Get Speaker to Prayer Chapel; \* Get Speaker to Conference Room, \* Return with Speaker to Prayer Chapel.

5:45 AM Lay Director, Assistant Lay Directors, and Team awaken.

6:15 AM \_\_\_\_\_ & \_\_\_\_\_ awaken Pilgrims.

6:45 AM \_\_\_\_\_ verifies that lights are off, candle is lit, songbooks under chairs in Big Chapel.

6:50 AM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to Big Chapel. Music Team plays softly as Pilgrim's enter.

7:00 AM ALD'S check rooms for stragglers, count to insure all Pilgrims and Team are present.  
\_\_\_\_\_ signals Lay Director when all are present.  
Lay Director leads Morning Prayers (p. 124).  
Spiritual Director leads "Four Responses to Christ" Meditation (p. 125).  
Lay Director leads closing prayer (p. 128).  
Music Team leads singing until breakfast is served.

7:15 AM \_\_\_\_\_ verifies that breakfast is ready.

7:25 AM Music Team leads Pilgrims/Team to BREAKFAST in dining room.  
\_\_\_\_\_ extinguishes candle after all Pilgrims leave chapel.  
Music Team leads singing of "Blessing Before Meal"  
\_\_\_\_\_ notifies Speaker # 6 to go change clothes & go to the Speaker's Prayer Chapel after eating.

7:30 AM **BREAKFAST:**  
\_\_\_\_\_ Announce agape from list, and  
- Remind Pilgrims that \_\_\_\_\_ is the ALD in charge of medication schedules.  
- Ask Pilgrims to place towels inside the doors to their rooms, and not to lock doors.  
- Remind Pilgrims of NEEDS List. Oversee Joke Time...'Short, Clean, Funny Jokes!'  
- After jokes, announce that after the "Blessing After Meal", there will be a short break to allow pilgrims to take care of personal needs. (show amount of break time with fingers).  
When the pilgrims hear the bell, they should meet back in the Conference Room.  
Music Team leads the "Blessing After Meal".

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**Saturday**

- 7:55 AM Break (No food). (Flush & Brush)
- 8:10 AM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to Conference Room.  
\_\_\_\_\_ Announce agape (list provided by Agape Committee) read general agape letters from other Emmaus Communities.  
\_\_\_\_\_ **get prayer cards from Speaker's Prayer Chapel/LD & give to table leaders. Tell table leaders to wait for instructions before handing them out.**  
\_\_\_\_\_ count to insure Pilgrims/Team members are in Conference Room.  
\_\_\_\_\_ remind each person except TL to change seats and appoint new secy.  
Music Team leads singing until Speaker is ready.  
Prayer Companion ALD \_\_\_\_\_ notifies In Charge ALD \_\_\_\_\_ when Speaker #6 is ready. In Charge ALD lets Music Team know speaker is ready.  
The Music Team introduces the Speaker's Song.  
\_\_\_\_\_ lights candle and does the Speakers Introduction: "Gentlemen/Ladies, with a clean sheet of paper, high idealism, a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a lay person."  
The Music Team asks Pilgrims to stand and "Sing Alleluia".
- 8:15 AM **Talk # 6 "GROW THROUGH STUDY"** \_\_\_\_\_ (Lay)  
\_\_\_\_\_ turns posters/PowerPoint.  
After Talk, \_\_\_\_\_  
- Announces silent meditation (2 Minutes - candle is extinguished).  
- Be sure to get Hand Cross from Speaker # 6 as he/she leaves Conference Room and put it back on Podium for Lay Director's talk.  
\_\_\_\_\_ announces Lay Director's Talk (p.130 Directors Manual).
- 8:40 AM Lay Director's Talk: Explain Book Table, Explain Speaker's Hand Cross & Prayer Cards.  
- Announces table discussion. Pass out talk outlines/handouts (15 Minutes)  
- \_\_\_\_\_ Announces talk summary. (5 Minutes).  
- \_\_\_\_\_ announces time for posters (20 Minutes).  
- \_\_\_\_\_ cleans blackboard (if necessary),  
- \_\_\_\_\_ removes and returns speaker's posters and notes to room.  
- \_\_\_\_\_ sets up for next speaker; picks up completed table posters.
- 9:15 AM \_\_\_\_\_ verifies that Refreshment Committee is ready for break.  
\_\_\_\_\_ takes up prayer cards & returns them to prayer chapel.  
\_\_\_\_\_ notifies Speaker # 7 to go to change clothing and proceed to the Prayer Chapel.  
+ Makes sure Speaker's posters are on easel in Conference Room;  
+ Places fresh glass of water on shelf under podium for Speaker.

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- 9:20 AM **BREAK: (food)** \_\_\_\_\_ announces break with refreshments.  
\_\_\_\_\_ returns hand cross to Prayer Chapel. Verifies that Speaker # 7 is in Prayer Chapel.  
\_\_\_\_\_ verify with Agape Committee on status of flowers (Sunday) & group photo.
- 9:45 AM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to Conf. Room.  
\_\_\_\_\_ counts to insure all Pilgrims/Team are present.  
\_\_\_\_\_ remind each person except TL to change seats and appoint new secretary.  
\_\_\_\_\_ verifies that Dying Moments Communion is set up in Big Chapel.  
\_\_\_\_\_ reads several general agape letters.  
Music Team leads singing until speaker is ready.  
Prayer Companion ALD \_\_\_\_\_ notifies In Charge ALD when Speaker # 7 is ready. In Charge ALD lets Music Team know speaker is ready.  
Music Team introduces Speaker's song.
- 9:50 AM \_\_\_\_\_ lights candle and gives the Speakers Introduction: "Gentlemen/Ladies, with a clean sheet of paper, high idealism, a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a member of the clergy."  
Music Team asks Pilgrims to stand and "Sing Alleluia".
- 9:55 AM **Talk # 7 "MEANS OF GRACE"** \_\_\_\_\_ (Spiritual Director)  
\_\_\_\_\_ turns posters/PowerPoint.  
After Talk, \_\_\_\_\_ announces silent meditation (2 Minutes)  
- extinguishes candle and announces there will be no discussion or posters at this time, but that Pilgrims should write their questions on 3 X 5 cards for clergy responses later.
- 10:30 AM Short bathroom break (optional) check with SD. Break may be at the midway point in "Means of Grace" or could be immediately following talk.  
More time for pilgrims to write questions on 3X5 cards for later.  
Immediately after talk \_\_\_\_\_ goes to Big Chapel to verify it is ready - lighted candles, dimmed lights, extra basket on table for bread, Kleenex, songbooks under chairs, (check with Spiritual Director).  
\_\_\_\_\_ leads Pilgrims to Big Chapel, by table, and holds door open.  
\_\_\_\_\_ goes inside Chapel to direct Pilgrims to seats (by table).  
\_\_\_\_\_ is in charge of lights. (NOTE: Lights are OFF during this Chapel).
- 10:55 AM Spiritual Director leads "Dying Moments" in Chapel.  
Lay Director carries out basket of bread during communion.  
Communion led by clergy.  
Music Team presents special song.  
Close service with a song and go directly to lunch from Chapel.  
Lay Director makes choice as to going into lunch in silence or singing.
- 11:30 AM \_\_\_\_\_ verifies that lunch is ready.
- 11:40 AM \_\_\_\_\_ announces lunch time. Music Team leads pilgrims/Team to dining area (in silence or sing per Lay Directors choice – notify Outside team of choice).

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**Saturday**

- 11:45 AM **LUNCH:** Music Team leads singing of the "Blessing Before Meal".  
\_\_\_\_\_ makes announcements after meal, and
- Announce agape, and
  - Remind Pilgrims of the "NEEDS List".
  - Remind Pilgrims that ALD \_\_\_\_\_ is in charge of medication schedules.
- NO jokes after this meal, (Bear joke optional) to prepare them for personal meditation.  
Music Team leads the "Blessing after Meal".
- 12:15 PM LONG Break (Non food) \_\_\_\_\_ notifies Worship Committee to prepare designated prayer areas for afternoon "Table Prayer Chapel" Visits.
- 1:00 PM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to Conference Room.  
\_\_\_\_\_ count to insure all Pilgrims/Team members are in Conference Room.  
(ALD In Charge -- Conference Room) recognizes Spiritual Director.  
Spiritual Director explains Table "Prayer Chapel" visits. Table Leaders are to decide when the table is ready for the Chapel visit. (Use 4 outside prayer stations if weather permits)  
\_\_\_\_\_ is in charge of monitoring/scheduling Chapel visits (one Table in Chapel/Prayer Room at a time).  
NOTE: If Speaker #8 is a Table Leader or Asst. Table Leader, that table should be one of the first to go so that the Speaker will be free to go change clothes for his / her talk.  
NOTE: ALL Chapel visits must be completed before Talk # 8 begins.  
\_\_\_\_\_ is in charge of directing/leading tables to the Individual Prayer Stations.  
\_\_\_\_\_ Announces table discussion. Pass out talk outlines/handouts. (15 Minutes) .  
\_\_\_\_\_ Announces talk summary. (5 Minutes).  
\_\_\_\_\_ Announces time for posters (20 Minutes).  
\_\_\_\_\_ cleans blackboard (if necessary),  
\_\_\_\_\_ removes and returns speaker's posters and notes to his/her room.  
\_\_\_\_\_ sets up for next speaker, and picks up Pilgrims posters when completed.
- 1:50 PM \_\_\_\_\_ notifies Speaker # 8 to go change clothes and proceed to the Speaker's Prayer Chapel.  
+ Makes sure Speaker's posters are on easel in Conference Room.  
+ Places fresh glass of water on shelf under podium for Speaker
- 2:20 PM \_\_\_\_\_ reminds tables to change seats and appoint a new secretary.  
\_\_\_\_\_ reads some General Agape Letters from other Communities.  
Music Team leads singing until Speaker is ready.  
Prayer Companion ALD \_\_\_\_\_ notifies ALD \_\_\_\_\_ when Speaker #8 is ready.  
In Charge ALD signals Music Team when speaker is ready.  
Music Team introduces Speaker's song.  
\_\_\_\_\_ lights candle and does the Speakers Introduction: "Gentlemen/Ladies, with a clean sheet of paper, high idealism, a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a layperson."  
Music Team asks Pilgrims to stand and "Sing Alleluia".

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**Saturday**

2:30 PM **Talk # 8 “CHRISTIAN ACTION”** \_\_\_\_\_ (Lay)  
\_\_\_\_\_ turns posters/PowerPoint.

After Talk, \_\_\_\_\_

- Announces silent meditation (2 Minutes - candle is extinguished).
- Announces table discussion. Pass out talk outlines/handouts (15 Minutes)
- Announces talk summary. (5 Minutes).
- \_\_\_\_\_ announces time for posters (20 Minutes).
- \_\_\_\_\_ cleans blackboard (if necessary),
- \_\_\_\_\_ removes and returns speaker's posters and notes to room.
- \_\_\_\_\_ sets up for next speaker; picks up completed table posters.

3:40 PM \_\_\_\_\_ notifies Speaker #9 to go to the Speaker's Prayer Chapel.  
\_\_\_\_\_ verifies that Refreshment Committee is ready for break.  
+ Makes sure Speaker's posters are on easel in Conference Room.  
+ Places fresh glass of water on shelf under podium for Speaker.

3:45 PM **BREAK:** (Food) announced by \_\_\_\_\_ .

4:10 PM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to  
Conference Room.

\_\_\_\_\_ counts to insure all Pilgrims/Team are present.

\_\_\_\_\_ remind tables to change seats, and to appoint a new secretary.

\_\_\_\_\_ announce agape/read general agape letters.

Music Team leads singing until Speaker is ready.

Prayer Companion \_\_\_\_\_ notifies Lead ALD when Speaker #9 is ready.

In Charge ALD lets Music Team know when speaker is ready.

Music Team introduces Speaker's song.

\_\_\_\_\_ lights candle and does the Speakers Introduction:

"Gentlemen/Ladies, with a clean sheet of paper, high idealism, a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a member of the clergy."

Music Team asks Pilgrims to stand and "Sing Alleluia".

4:20 PM **Talk # 9 “OBSTACLES TO GRACE”** \_\_\_\_\_ (Clergy)  
\_\_\_\_\_ turns posters/PowerPoint.

After Talk, \_\_\_\_\_

- Announces silent meditation (2 Minutes - candle is extinguished).
- Announces table discussion. Pass out talk outlines/handouts (15 Minutes)
- Announces talk summary. (5 Minutes).
- \_\_\_\_\_ announces time for posters (20 Minutes).
- \_\_\_\_\_ cleans blackboard (if necessary),
- \_\_\_\_\_ removes and returns speaker's posters and notes to room.
- \_\_\_\_\_ sets up for next speaker; picks up completed table posters.

5:15 PM \_\_\_\_\_ verifies that Candlelight Dinner will be ready 15 minute

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**Saturday**

- 5:25 P.M. \_\_\_\_\_ announces DINNER time.  
Music Team leads Pilgrims/Team to dining area.  
**(OPTIONAL – Music Team serenades pilgrims, or recorded music is played)**
- 5:30 PM **DINNER: Special Candlelight Dinner**  
Music Team leads singing of the "Blessing before Meal"  
\_\_\_\_\_ makes announcements after meal.  
+ Announce agape.  
+ Remind Pilgrims that \_\_\_\_\_ is the ALD in charge of medication schedules.  
+ NO Joke Time due to Entertainment.  
\_\_\_\_\_ notifies Speaker # 10 to go change clothes and proceed to the Speaker's Prayer Chapel after eating, before Entertainment starts.
- 6:00 PM \_\_\_\_\_ announces Entertainment.  
**ENTERTAINMENT** by this committee (**not to exceed 15-20 minutes, clean, funny**).  
- After Entertainment, \_\_\_\_\_ announce that after the "Blessing after Meal", there will be a short break to allow pilgrims to take care of personal needs (show amount of break time with fingers).  
- When the pilgrims hear the bell, they should meet back in the Conference Room.  
- Music Team leads the "Blessing after Meal".
- 6:20 PM **SHORT BREAK (Non food)** announced by \_\_\_\_\_.
- 6:40 PM. \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to Conference Room.  
\_\_\_\_\_ counts to insure all Pilgrims/Team are present.  
\_\_\_\_\_ remind people change seats and to appoint a new secretary.  
\_\_\_\_\_ announces agape, reads general agape letters.  
Music Team leads singing until speaker is ready.  
Prayer Companion ALD \_\_\_\_\_ notifies Lead ALD, \_\_\_\_\_ when Speaker #10 is ready. Lead ALD lets Music Team know speaker is ready.  
The Music Team introduces Speaker's song.  
\_\_\_\_\_ lights candle and does the Speaker's Introduction:  
"Gentlemen/Ladies, with a clean sheet of paper, high idealism a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a layperson."  
The Music Team asks Pilgrims to stand and "Sing Alleluia".
- 6:50 PM **Talk # 10 DISCIPLESHP** \_\_\_\_\_ (Lay)  
\_\_\_\_\_ turns posters/PowerPoint.  
After Talk, \_\_\_\_\_  
- Announces silent meditation (2 Minutes - candle is extinguished).  
- Announces table discussion. Pass out talk outlines/handouts (15 Minutes)  
- Announces talk summary. Pass out handouts. (5 Minutes).  
- \_\_\_\_\_ announces time for posters (20 Minutes).  
- \_\_\_\_\_ removes and returns speaker's posters and notes to room.  
- \_\_\_\_\_ sets up for next speaker; picks up completed table posters.

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**Saturday**

- 7:45 PM \_\_\_\_\_ announces that Pilgrims will have a "Health/Smoke Break" but will remain within Conference Room area. Very short smoke break.
- 7:55 PM Music Team leads short time of singing. Music Team explains the meaning of sign language "I Love You".
- 8:00 PM \_\_\_\_\_ leads Poster Summary Time. Each table should present a summary and poster/skit for each talk to others in the Conference Room. Each table presents all five summaries/posters before the next table begins.  
\_\_\_\_\_ assist in putting up the posters around the Conference Room.  
\_\_\_\_\_ verifies that everything is set up for Pilgrim's Examination of Conscience following Candlelight. (kneeling rail, chairs, candles, etc.)
- 8:00 PM Community gathers for **Candlelight**. Lay Director will need to make appearance at Candlelight Service with Community.
- 9:00 PM Short **Health/Smoking Break** & singing in Conference Room area ONLY.
- 9:10 PM \_\_\_\_\_ verifies Community is ready to begin Candlelight.  
\_\_\_\_\_ instructs Pilgrims to line up by two's and by table.  
Order listed below is optimal, but order used is left to the discretion of the Lay Director.  
2-ALDs \_\_\_\_\_ & \_\_\_\_\_, then  
Pilgrims/Table Leaders & Assistant Table Leaders, then  
Assistant Spiritual Team Members who are present, then  
Music Team, ALDs, Lay Director and Spiritual Director last.
- 9:15-  
9:30 PM **CANDLELIGHT** with Community in Big Chapel.  
- Spiritual Director announces and explains **Examination of Conscience**.  
- All Conference Room Team members should remember to stand toward the back of the Chapel area during Candlelight to better enable Pilgrims to see the service.
- Music Team plays softly throughout this time, and plays softly when service is drawing to a close. The Lay Director should direct the Music Team as needed.  
The Examination of Conscience is closed with prayer by the Spiritual Director and singing of "Bind Us Together".
- 10:30 PM **PILGRIM PARTY** for all Pilgrims and Inside Team. Outside support does not attend. ALD's should encourage Pilgrims to retire at a reasonable time.
- (No Team Meeting scheduled on Saturday night, due to late hour.)

Living Waters Emaus Community  
Expanded Walk Through  
**Sunday**

**Focus is on the Holy Spirit and the Christian Community in Action.**

**IN CHARGE - CONFERENCE ROOM:** \_\_\_\_\_ & \_\_\_\_\_

- \* Inside Coordinators; \* Lead Conference Room activities; \* Make announcements at meal time-
- \* Provide water and tissue at podium; \* Get Speaker's talk posters and handouts to Conference Room;
- \* Notify Speaker to change clothes for talk, \* Announce talk speaker, \* Turn posters during talks;
- \* Lead meditation time after talks; \* Provide handouts after talk; \* Return posters to speaker's rooms after talks, etc.; \* Announce agape (begins after Justifying Grace talk).

**PRAYER COMPANION ALD:** \_\_\_\_\_

- \* Outside Coordinator; \* Notify Speaker of schedule; \* Get Speaker to Prayer Chapel; \* Get Speaker to Conference Room, \* Return with Speaker to Prayer Chapel.

- 5:45 AM Lay Director, Assistant Lay Directors, and Team awaken.  
Support makes coffee and prepares juice and flowers for Pilgrims.  
Team meets in Dining Room area, prepares to awaken Pilgrims.  
ALD'S insure that coffee, sweetener, creamer, cups, napkins, juice, flowers, serving cart, are ready.
- 6:30 AM Team awakens Pilgrims singing "Rise & Shine."  
All ALDs assist Lay Director with flowers, coffee, or juice.  
\_\_\_\_\_ verify that lights are off, candle is lit, songbooks under chairs in Big Chapel.
- 7:00 AM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to chapel.  
Music Team plays softly as Pilgrim's enter.  
ALD's count to insure all Pilgrims and Team are present, check rooms for stragglers.  
and signal Lay Director when all are present.
- 7:10 AM Lay Director leads Morning Prayers (p. 142).  
Spiritual Director leads "Humanity of Jesus" Meditation (p. 143)  
Lay Director leads final prayer (p. 148).  
Music Team leads singing until breakfast is served.
- 7:30 AM \_\_\_\_\_ verifies that breakfast is ready.
- 7:40 AM ALD \_\_\_\_\_ announces Breakfast. Music Team leads Pilgrims to dining area.  
\_\_\_\_\_ extinguishes candle after all Pilgrims have left Chapel.
- 7:45 AM **BREAKFAST:**  
Music Team leads singing of "Blessing Before Meal"

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**Sunday**

- 8:10 AM \_\_\_\_\_ notifies Speaker # 11 to go to the Prayer Chapel.  
\_\_\_\_\_ in charge of announcements after meal.  
\_\_\_\_\_ Remind Pilgrims that \_\_\_\_\_ is the ALD in charge of medication schedules.
- Oversee Joke Time...'Short Clean, Funny Jokes!'
  - After jokes, announce that after the closing prayer, there will be a short break to allow pilgrims to take care of personal needs and to begin packing. (show amount of break time with fingers). When the pilgrims hear the bell, they should meet back in the Conference Room. Stress that cooperation and quick response to the bell is important today because we have a lot to do and a tight schedule in which to do it.
- Music Team leads the "Blessing after Meal".
- 8:15 AM \_\_\_\_\_ announces short Break (Non food).  
\_\_\_\_\_ verifies that Agape Committee has all information for Pilgrim's packets, including Walk roster, speaker handouts and Walk photograph.
- 8:40 AM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to Conference Room.
- 8:45 AM \_\_\_\_\_ announces agape, & reads General Agape Letters. (Continued)  
\_\_\_\_\_ count to insure all Pilgrims/Team members are in Conference Room.  
\_\_\_\_\_ remind tables to change seats, and to appoint a new secretary.
- Music Team leads singing until Speaker is ready.
- Prayer Companion ALD \_\_\_\_\_ notifies In Charge ALD \_\_\_\_\_ when Speaker #11 is ready.
- In Charge ALD signals Music Team when speaker is ready.
- Music Team introduces the Speaker's Song.
- \_\_\_\_\_ lights candle and does the Speakers Introduction: "Gentlemen/Ladies, with a clean sheet of paper, high idealism, a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a layperson."
- Music Team asks Pilgrims to stand and "Sing Alleluia".
- 8:50 AM **Talk # 11 "CHANGING OUR WORLD"** \_\_\_\_\_ (Lay)  
\_\_\_\_\_ turns posters/PowerPoint.
- After Talk \_\_\_\_\_
- Announces silent meditation (2 Minutes - candle is extinguished).
  - Announces table discussion. Pass out talk outlines/handouts. (15 Minutes).
  - Announces talk summary. (5 Minutes).
  - Announces that there will be NO POSTERS TODAY!
- \_\_\_\_\_ cleans blackboard (if necessary),  
+ removes and returns speaker's posters and notes to his/her room,  
+ and sets up for next speaker.

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Expanded Walk Through  
**Sunday**

9:30 AM \_\_\_\_\_ notifies Speaker # 12 to change clothes and proceed to the Speaker's Prayer Chapel either now or during break.

- + Makes sure Speaker's posters are on easel in Conference Room;
- + Put service sheet on podium
- + Places fresh glass of water on shelf under podium for Speaker.

\_\_\_\_\_ verifies that Refreshment Committee is ready for break.

9:35 AM **BREAK: (food)** \_\_\_\_\_ announces.

9:55 AM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon Pilgrims to Conference Room.

\_\_\_\_\_ count to insure all Pilgrims / team are in Conference Room.

\_\_\_\_\_ remind tables to change seats, and appoint a new secretary.

Prayer Companion ALD \_\_\_\_\_ notifies In Charge ALD \_\_\_\_\_ when Speaker #12 is ready.

**In Charge ALD places "Service Sheet" on lectern and lets Music Team know speaker is ready.**

The Music Team introduces the Speaker's Song.

\_\_\_\_\_ lights candle and does the Speakers Introduction:

"Gentlemen, with a clean sheet of paper, high idealism a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a member of the clergy."

Music Team asks Pilgrims to stand and "Sing Alleluia".

10:00 AM **Talk # 12 "SANCTIFYING GRACE"** \_\_\_\_\_ (Clergy).

\_\_\_\_\_ turns posters/PowerPoint.

After Talk \_\_\_\_\_

- Announces silent meditation (2 Minutes - candle is extinguished).
- Announces table discussion. Pass out talk outlines/handouts (15 Minutes)
- Announces talk summary. (5 Minutes).
- Announces that there will be NO POSTERS TODAY!

\_\_\_\_\_ cleans blackboard, if necessary, removes posters and notes to speaker.

10:30 AM \_\_\_\_\_ notifies Speaker # 13 to change clothes and proceed to the Speaker's Prayer Chapel.

- + Makes sure Speaker's posters are on easel in Conference Room.
- + Places fresh glass of water on shelf under podium for Speaker

\_\_\_\_\_ announces agape/reads general agape letters.

Music team leads singing until next speaker is ready.

Prayer Companion \_\_\_\_\_ notifies In Charge ALD when Speaker # 13 is ready. In Charge ALD lets Music Team know speaker is ready.

The Music Team introduces the Speaker's Song.

\_\_\_\_\_ lights candle and does the Speakers Introduction:

"Gentlemen/Ladies, with a clean sheet of paper, high idealism a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a lay person."

Music Team asks Pilgrims to stand and "Sing Alleluia".

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**Sunday**

- 11:00 AM **Talk # 13 “BODY OF CHRIST”** \_\_\_\_\_ (Lay)  
\_\_\_\_\_ turns posters/PowerPoint.  
After Talk, \_\_\_\_\_  
- Announces silent meditation (2 Minutes - candle is extinguished).  
- Announces table discussion. Pass out talk outlines/handouts. (15 Minutes).  
- Announces talk summary. (5 Minutes)  
- cleans blackboard (if necessary),  
- removes and returns speaker's posters and notes to his/her room, - sets up for next speaker.
- 11:45 AM \_\_\_\_\_ verifies that lunch is ready.  
Music Team leads singing until time for lunch.
- 11:55 AM ALD \_\_\_\_\_ announces Lunch. Music Team leads Pilgrims to Lunch.
- 12:00 PM **LUNCH:**  
Music team leads Pilgrims/Team to dining area.  
Music Team leads singing of the "Blessing Before Meal".  
\_\_\_\_\_ in charge of announcements after meal.  
- Remind Pilgrims that \_\_\_\_\_ is the ALD in charge of medication schedules.  
- Oversee Joke Time..."Only 1 or 2 Short Clean, Funny, Jokes".  
- After jokes, announce that after the "Blessing After Meal", there will be a short break to allow pilgrims to take care of personal needs and to complete packing. (show amount of break time with fingers) Thank them for cooperation so far, and request continued cooperation throughout the busy afternoon. When the pilgrims hear the bell, they should meet back in the Conference Room.  
Music Team leads the "Blessing After Meal".
- 12:30 PM BREAK for personal needs and packing.  
\_\_\_\_\_ notifies Speaker # 14 to go change clothes and proceed to the Speaker's Prayer Chapel.
- 1:00 PM \_\_\_\_\_ makes sure Speaker's posters are on easel in Conference Room.  
+ Places fresh glass of water on shelf under podium for Speaker.
- 1:15 PM \_\_\_\_\_ & \_\_\_\_\_ ring bells to summon pilgrims to Conference Room.  
\_\_\_\_\_ counts to insure all Pilgrims/Team are in Conference Room.  
Remind pilgrims to change seats, and to appoint a new secretary.  
\_\_\_\_\_ announces agape/reads general agape letters.  
Music team leads singing until next speaker is ready.  
\_\_\_\_\_ **distributes Service Sheets to Table Leaders.**  
Prayer Companion ALD, \_\_\_\_\_ notifies ALD when Speaker #14 is ready.  
In Charge ALD places **“Service Sheet”** on lectern and lets Music Team know speaker is ready.  
The Music Team introduces the Speaker's Song.  
\_\_\_\_\_ lights candle and does the Speakers Introduction: "Gentlemen/Ladies, with a clean sheet of paper, high idealism, a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a layperson."  
Music Team asks Pilgrims to stand and "Sing Alleluia".

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**Sunday**

- 1:30 PM **Talk # 14 “PERSEVERANCE”** \_\_\_\_\_ (Lay Director)  
\_\_\_\_\_ turns posters/PowerPoint.  
After Talk \_\_\_\_\_  
- Announces silent meditation (2 Minutes - candle is extinguished).  
- Announces table discussion. Pass out talk outlines/handouts. (15 Minutes).  
- Announces talk summary. (5 Minutes)  
\_\_\_\_\_ instructs Table Leaders to have each Pilgrim put his/her name on the Service Sheet before giving them back to ALD. These will be taken up after the Fourth Day talk.  
\_\_\_\_\_ cleans blackboard (if necessary),  
- removes and returns speaker's posters and notes to his/her room,  
- sets up for next speaker.
- 1:50 PM Immediately following talk, \_\_\_\_\_ notifies Speaker # 15 to go change clothes and proceed to the Speaker’s Prayer Chapel.  
+ Makes sure Speaker's posters are on easel in Conference Room.  
+ Places fresh glass of water on shelf under podium for Speaker.
- 2:15 PM **BREAK:** short restroom break (Stay in Conference Room Area)
- 2:25 PM \_\_\_\_\_ counts to insure all Pilgrims/Team are in Conference Room.  
Remind tables to change seats, and to appoint a new secretary.  
\_\_\_\_\_ announces agape/reads general agape letters.  
Music team leads singing until next speaker is ready.  
\_\_\_\_\_ distributes Service Sheets to Table Leaders.  
Prayer Companion ALD, \_\_\_\_\_ notifies ALD when Speaker #15 is ready.  
\_\_\_\_\_ lights candle and does the Speakers Introduction: "Gentlemen/Ladies, With a clean sheet of paper, high idealism, a spirit of cooperation and charity, pen in hand, prepare for the next talk which will be given by a layperson."  
Music Team asks Pilgrims to stand and "Sing Alleluia".
- 2:30 PM **Talk # 15 “FOURTH DAY”** \_\_\_\_\_ (ALD)  
\_\_\_\_\_ turns posters/PowerPoint.  
After Talk \_\_\_\_\_  
- Announces silent meditation (2 Minutes - candle is extinguished).  
- Announces table discussion. Pass out talk outlines/handouts. (15 Minutes).  
- Announces talk summary. (5 Minutes)  
\_\_\_\_\_ cleans blackboard (if necessary),  
- removes and returns speaker's posters and notes to his/her room.  
- quietly remove song sheets, markers box, candy holders, and trash baskets from tables.  
- Place these items outside in the hallway. Humbles will pack them.  
- leave tissue boxes on tables in preparation of receiving personal Agape letters.

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**Sunday**

- 3:20 PM \_\_\_\_\_ takes up service sheets, and takes them to Speaker's Prayer Chapel so they can put them with crosses and verify pilgrim/team roster.  
\_\_\_\_\_ takes speakers cross from Speaker's Prayer Chapel to closing podium.  
\_\_\_\_\_ ensures Pilgrim Agape letters are ready, by table.  
Spiritual Director distributes Pilgrim packets & briefly explains the contents of packets.
- 3:30 PM **PERSONAL AGAPE LETTERS:** Spiritual Director introduces Personal Agape Letters for pilgrims. ALD's pass out letters and all team leaves. Spiritual Director stays.
- 4:00 PM Spiritual Director asks Pilgrims to close out reading of Agape letters and announces short break to take your letters to your room and freshen up quickly.
- 4:05 PM ALDs/Humble Servants move the large cross from Speakers Prayer Chapel to Conference Room as soon as pilgrims leave Conference Room.
- 4:15 PM \_\_\_\_\_ rings bell to summon pilgrims to conference room.  
\_\_\_\_\_ counts pilgrims.
- 4:20 PM **CROSS CEREMONY:**  
Spiritual Director explains meaning of Emmaus crosses, hanging on a large cross.  
Lay Director & Spiritual Director distributes Crosses & Service Sheets to Pilgrims.  
Lay Director hands Service Sheets, by table, to SD for presentation.  
SD calls name from Service Sheet.  
Lay Director takes Pilgrim's cross from large cross and places it on Pilgrim.  
LD calls out Pilgrim's name and says "Christ is counting on you".  
Pilgrim replies "I am counting on Christ"  
SD gives Service Sheet to Pilgrim, who returns to table.
- Music Team plays "**They Will Know We Are Christians by Our Love**", as all form circle.  
Lay Director leads final walk prayer before heading to Closing.
- 4:35 PM After all Pilgrims have received crosses, Lay Director asks Pilgrims to think about the following 2 questions, and then gives them a moment to reflect on them.  
**1.What has this Walk to Emmaus MEANT to me?**  
**2.What am I going to DO about it?**
- 4:40 PM Lay Director announces everyone will now go to the chapel (Dining Hall), by table.  
\_\_\_\_\_ leads Pilgrims to Dining Hall and holds door for them to enter.  
\_\_\_\_\_ enters Dining Hall and directs Pilgrims to seats.  
Music Team leads Pilgrims in final walk song (Glorify Thy Name).

Living Waters Emmaus Community  
Expanded Walk Through  
**Sunday**

4:45 PM **CLOSING SERVICE:** (p. 153-156, Director's Manual)  
Open microphone for Pilgrims responses to above 2 questions.

**Walk Spiritual Director presents hand cross to Walk Lay Director.**

**Community Lay Director Welcome – Community Spiritual Director Welcome**

**Communion:** (by Community Spiritual Director if available, otherwise weekend SD)

**Closing Song and Prayer / Refreshments and fellowship with Community.**