

Living Waters Chrysalis Community
Closing Committee

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 the butterflies 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 for the butterflies and conference room team. The community chairs should face the butterflies with a center aisle.

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

Arrange for 2 to 4 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.

The Weekend Spiritual Director who has participated in the weekend will officiate the Communion service, following the format in the Caterpillar Worship Guide.

Arrange for servers for communion elements. Check with Weekend Spiritual Director for directions on how to pick servers. An ALD will let you speak to the clergy. (Sometimes the Lay Director and other team members may wish to serve Communion).

Make sure the podium has a sheet with a reminder for the pilgrims:

Name

Flight #

Table of

Church.

What has this weekend meant to me?

What do I intend to do with it?

A box of Kleenex and the hand cross from the Speakers 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.

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Announce the time and location of Follow Up.

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

Verify with the Refreshment Committee that refreshments will be available following the Communion Service.

Suggested Agenda for Closing:

3:00 PM Arrive at Camp and check on setup

4:00 PM Community Gathers

4:05 PM Quick Announcements

4:10 PM Offering

4:15 PM Sing until notified that Butterflies are ready.

4:20 PM Butterflies join community

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

5:00 PM Communion Service for butterflies and community

5:30 PM Refreshments/Fellowship in Dining Hall.

6:00 PM Clean-Up

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