**CANDLELIGHT HOST INSTRUCTIONS**

**Candlelight Coordinator is the Candlelight Host**

**NAMES OF SERVANTS NEEDED FOR CANDLELIGHT**

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| **NG CO BOARD MEMBER** |  |
| **SPIRITUAL DIRECTOR** |  |
| **LAY DIRECTOR** |  |
| **CHAPEL COORD/SERVANT** |  |
| **AGAPE COORD/SERVANT** |  |
| **CHRYSALIS BOARD MEMBER** |  |
| **FACE TO FACE BOARD MEMBER** |  |
| **MUSIC DIRECTOR** |  |
| **ASSISTANT SPRITUAL DIRECTOR** |  |

**CANDLELIGHT HOST INSTRUCTIONS –**

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| **7:15** | Meet with Agape, Chapel, NGWTE Co-Board Member , Chrysalis Board Member and Spiritual Director to confirm their names for introductions/presentations (fill names in appropriate spaces below).  * Musicians: GIVE THEM A COPY OF THE MUSIC SCRIPT. Remind them that they will need to lead a song during the offering (musicians should remain standing as it is at the beginning). * Remind musicians that we sing the chorus of *“Turn Your Eyes upon Jesus”* upon entering and exiting the Dining Hall. * Meet with the Co-Board member who will address the community regarding sponsorship. They should approach you! * Determine status of conference room schedule and advise musicians. * Advance planning for the offering = identify 3 ushers; place a pen and NGWTE envelopes in each of 3 baskets (under podium) for collecting offering. * Locate prayer sign-up boards (may be in prayer chapel) and prepare to have them passed through the community members. * Confirm that the Chapel team has provided 4 communion cups, plates and adequate amounts of elements as well as 4 baskets with pilgrim’s names for intentional prayer during communion and that Chapel team has people to hold baskets at each communion station. * If we are asked to “shhhh” please arrange for someone (gender of walk) to pray while the pilgrims are in the hallway. * Meet with Spiritual who is doing communion to confirm they know about the basket of pilgrim names that will be at the communion stations. Spiritual will announce to the community to select a piece of paper from the basket and when they return to their seat they are to pray for that pilgrim by name during the communion time. |

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| **7:25** | Music begins:  * Musicians introduce themselves and lead the Community in 3 - 4 songs. |
| **7:40** | * Immediately following the last song, while still standing, say:   Please join me in The Prayer to the Holy Spirit:  “Come Holy Spirit, fill the hearts of Your faithful and kindle in us the fire  of Your love. Send forth Your Spirit and we shall be created and You shall  renew the face of the earth. O God, who by the light of the Holy Spirit did  instruct the hearts of the faithful, grant that by the same Holy Spirit we  may be truly wise and ever enjoy Your consolations. Through Christ our  Lord, Amen.”   * Prayer Boards for upcoming Walks & Chrysalis/YAC events:   “Our prayer sign-up boards are circulating around the room. If you  haven’t already done so, please find a slot to sign your name to receive  the blessing of praying for the pilgrims and the team members!”   * Offering:   “At this time, we will take up an offering to benefit our Community. There  are two key areas where additional support is needed: (1) Our Community  scholarship fund which provides the opportunity for recent pilgrims to  serve on a team or sponsor a pilgrim; (2) The emergency fund for  improvements & ongoing maintenance to King’s Retreat.  If you would like to earmark your gift for one of these specific purposes, please note it on your check or place your cash donation in an offering envelope with your choice written on the outside.  If not otherwise noted, the funds will be used in the area where they are most needed.”   * Say a prayer for the offering and then ask the 3 volunteers who are serving as ushers take up the offering. * Music servants are to lead a song during the offering. * Place offering money in the large envelope under the podium   After Offering:  \_\_\_ PASTORS: Stand & introduce themselves to the Community.  \_\_\_ VISITORS: outside of the Community stand & introduce themselves; they should also tell us how far they came to be with us tonight!  \_\_\_ NGWTE Board members stand & introduce themselves (Co-Board, then Chrysalis, then Face 2 Face).  \_\_\_ Introduce NGWTE Board member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who will speak about Sponsorship. They will come to the podium and speak.  \_\_\_ Introduce Chrysalis Board member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. They will come to the podium and speak.  \_\_\_ Introduce Face 2 Face Board member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. They will come to the podium and speak.  \_\_\_ Introduce Agape servant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to review the status of pilgrim agape letters with their sponsors.  \_\_\_ Introduce Spiritual Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to read the weekend status report from the Lay Director. |
| **8:00** | * Read the following to the Community:   **The purpose of Candlelight is to move the pilgrims to a deeper realization of God’s love for them and to demonstrate the support of our Community for their lives as faithful followers of Jesus Christ. It also prepares them for the time of personal prayer and re-commitment that follows our departure. It will be a reverent and joyful experience.**  **Tonight is really about the pilgrims so… ALL FOCUS is on them.**  **Here is the plan:**   1. **Musicians lead the way with “Turn Your Eyes Upon Jesus”** 2. **Sponsors go next followed by the rest of the community.** 3. **We sing and then the pilgrims will share their first gift of agape with the Community by singing back to us. We will not join in singing with them unless team leadership invites us to join along.** 4. **We exit out the back door.**   **Remember to:**   1. **Love them with our smiling faces & eye contact** 2. **Sing in praise and worship** 3. **Give them space and rotate** 4. **Avoid touching and hugging. If there are any children present, we ask that they also follow the rules of not touching and hugging the pilgrims. If this could be a concern, supervised children can remain in the Chrysalis room instead of entering the dining hall.**   **We thank you for joining with us, as the body of Christ, to radiate God’s agape love to these pilgrims.** |
| **8:05** | \_\_\_ Introduce Chapel servant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who will explain the set-up of tables in the Dining Hall – including demonstration of the locations of each table. |
| **8:10** | Announce Communion: \_\_\_ Introduce Spiritual Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the Communion meditation / service. |
| **8:25** | Musicians again review songs for the Dining Hall. |
| **8:30** | If time permits, remind Community again of instructions and then prepare to enter Dining Hall. |

Additional information to review if time permits:

* Announce any upcoming Gathering dates & locations (below).
* NOTE: If your church is interested in hosting a Gathering, contact the 4th Day Activities Chair on the NGWTE.org site.
* Continue with more songs in the Chrysalis Room if the schedule allows.

NOTE TO HOST: Please return the offering to the Co-Board Treasurer if he/she is present. He/she will get the money from you before you leave the Chrysalis room to enter the dining hall. If the treasurer is not present, please give the envelope to the Board Rep prior to closing.

***Next Gatherings***

*November 19, Hillside UMC*