

CANDLELIGHT HOST INSTRUCTIONS

NAMES OF SERVANTS NEEDED FOR CANDLELIGHT

NG CO BOARD MEMBER	
HEAD SPIRITUAL	
LAY DIRECTOR	
FOURTH DAY SERVANT	
CHAPEL HEAD/SERVANT	
AGAPE HEAD/SERVANT	
FOURTH DAY SERVANT	
CHRYLASIS BOARD MEMBER	
FACE TO FACE BOARD MEMBER	



CANDLELIGHT HOST INSTRUCTIONS

7:15	<p>Preliminary - Arrive at King's Retreat: Meet with <u>Agape</u>, <u>Chapel</u>, <u>NGWTE Co-Board Member</u>, <u>Chrysalis Board Member</u> and <u>Head Spiritual</u> to confirm their names for introductions/presentations (fill names in appropriate spaces below).</p> <ul style="list-style-type: none">• 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 "<i>Turn Your Eyes upon Jesus</i>" 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.• <u>Advance planning for the offering</u> = identify 3 ushers; place a pen and NGWTE envelopes in each of 3 baskets (under podium) for collecting offering.• <u>Locate prayer sign-up boards</u> (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.• **NEW** If we are asked to "shhhh" please arrange for someone (gender of walk) to pray while the pilgrims are in the hallway.
7:25	<p>Music begins:</p> <ul style="list-style-type: none">• Musicians introduce themselves and lead the Community in 3 - 4 songs.
7:40	<ul style="list-style-type: none">• 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 <u>us</u> the fire of Your love. Send forth Your Spirit and <u>we</u> 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."• Hosts welcome the Community and introduce themselves• <u>Prayer Boards for upcoming Walks & Chrysalis/YAC events:</u>



“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.

___ 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 **Head Spiritual:** _____ to read the weekend status report from the Lay Director.



8:00	<ul style="list-style-type: none">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. <p>Tonight is really about the pilgrims so... ALL FOCUS is on them. Here is the plan:</p> <ol style="list-style-type: none">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. <p>Remember to:</p> <ol style="list-style-type: none">1. Love them with our smiling faces & eye contact2. Sing in praise and worship3. Give them space and rotate4. 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. <p>We thank you for joining with us, as the body of Christ, to radiate God's agape love to these pilgrims.</p>
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 Serena Moore, Chairperson for Candlelights/Gatherings through the NGWTE.org site.
- Continue with more songs in the Chrysalis Room if the schedule allows.

NOTE TO HOST(S): Please return the offering to Bobby Whirley if he is present (Co-Board Treasurer).

He will get the money from you before you leave the Chrysalis room to enter the dining hall.

****LEAVE A NOTE ON THE PODIUM THAT DAN HAS THE MONEY SO THE BOARD REP WILL KNOW.** (see below) If he is not present, please pass the envelope to the Board Rep at the head table as you exit the dining room.

Next Gatherings

To: Board Rep of walk #_____

The offering money from Candlelight was given to Bobby Whirley, or _____.

From: Candlelight Host _____