

## HNEC Candlelight Luminaries Directions

Candlelight service is held in the Dining Hall of The Kaiserhof Retreat Center and then we will move to the Chapel where the Pilgrims will arrive.

1. Arrange for a crew of 6-8 persons. The task of setting up luminaries requires lifting and carrying items that can become heavy. Please make sure you have enough people who are capable of physically carrying out this task. Arrive at the church no later than 7:00 PM.
2. Check in with your Community Servanthood Board rep at the Dining Hall. The Candlelight Luminaries should have been placed in one of the storage rooms inside the Chapel by the walk Agape Servants. If not, they will be in the Storage shed by the Inn.
3. Items in the storage boxes include 2 reels of wires, multiple boxes of milk jugs, blue painters tape, and replacement bulbs.
4. The wires of lights will be plugged in just outside the Chapel and will wind in a curving path down the grassy hill towards the pavilion.
5. After the wires are laid down, place the milk jugs on the bulbs and hook onto the jugs. Please watch for any ant beds or uneven places on the ground.
6. You will want to plug in the wires to check the bulbs & then unplug them until the time the Pilgrims begin traveling over to the Chapel.
7. When you go to the Chapel from the Dining Hall after the communion service, the last member of your team may plug in the wires or a board member will do that at the appropriate time. Turn off the pole lights along the sidewalk from the hall to the chapel after all of 4<sup>th</sup> day has moved to the chapel. The switch is in the electrical panel in the storage room on the right side of the front of the chapel. The switch is on the bottom right side of the panel. As soon as all the pilgrims and team members have entered the chapel, turn the pole lights back on.
8. Have a member of your team assigned to turn on the cross lights as the pilgrims start toward the chapel. The switch is located on the north side of the chapel. The side of the chapel that faces the cross. The STC will turn the light off after candlelight.
9. At the end of the service when the 4<sup>th</sup> Day leave, your team will need to very quickly pick up the jugs and wind the lighting wire back on the spool.
10. Tips for a Quick Pick Up: Have a couple of people gather & stack jugs in sets of 6. Have another couple of people put them back in the storage bins. Have 2 people carry the spools while 2 others assist in reeling the wire neatly on the spool. (The spools can be heavy when they are full.)
11. Return all the materials to the storage shed or leave them outside the chapel if there is a walk the following week. You can use the red wagon that is also kept in the storage shed to help you move the tubs.

Questions or comments?

Please call one of the Community Servanthood Board Representatives (see [WWW.HNEC.org](http://WWW.HNEC.org) for their names and phone numbers).

Thank you for your gift of service to the Lord!

**Rev. 12/16/11**