

HNEC

Candlelight Parking Directions

Candlelight is held in the Dining Hall of The Kaiserhof Retreat Center. Fourth Day begins arriving between 7:30-8:00 pm and departs about 10:20 pm.

1. Arrange for a crew of 4-6 persons, each with large flashlights, to direct Fourth Day traffic as they arrive. Arrive at Kaiserhof no later than 7:00 PM.
2. Check in with the Community Servanthood Board rep at the Dining Hall. The Candlelight Parking materials should be in one of the storage rooms inside the Chapel.
3. Items in the storage boxes include mosquito spray, reflective vests, yellow flashing lights, and flashlights. Reflective parking vests must be worn by the parking attendants.
4. The outer edges of the parking area should be filled first. No cars will be parked on the driveway headed towards the Inn unless absolutely necessary due to overflow. Make sure cars are parked in an orderly fashion, with room left for an emergency exit.
5. Parking attendants should be available to direct traffic and assist Fourth Day as they leave. 4th Day should be encouraged to leave quickly and quietly as to not disturb the Pilgrims during their time of reflection in the Chapel.

Parking Procedure

1. Post a person as soon after arrival as possible at the entrance to the parking lot in the middle of the road with a yellow flashing light. The person will tell drivers to turn left into the main parking area and circle around.
2. Post a second person halfway from the first to the last car parked to remind the drivers of the instructions.
3. Post a third person to assist the drivers in backing into the parking slots and guiding each subsequent driver.
4. After the service, please assist the drivers to allow for an orderly and quick clearing of the parking lot.

Questions or comments?

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

Thank you for your gift of service to the Lord!

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