

HNEC

Candlelight Service Directions

The Fourth Day Communion service will be held in the Dining Hall and Candlelight will be held in the Chapel at the Kaiserhof Resort Center.

Meet a Community Servanthood board member at the dining hall no earlier than 6:45 PM on Saturday to prepare for Candlelight. Have a crew of 6-8 persons to help out.

When the Spiritual Director for the Candlelight service arrives, check to see if he or she has special instructions for you regarding ushering during communion.

Dining Hall Preparation

1. Set up the Dining Hall with all of the chairs (approximately 280) in 4 sections. The 2 middle sections will face straight to the back porch doors. The 2 side sections will be angled towards the altar. You may be helping the Agape Dinner team take down tables before we set up the chairs.
2. Locate collection plates/baskets, linens and elements to be used. Set up one long table with a cloth and the communion elements for the altar table. Communion elements will be provided by the chapel servants. There should be 2 wooden chalices and 1 ceramic chalice (for the nonalcoholic wine). Leave the grape juice and nonalcoholic wine on the sound system cart for refills. Cover the elements with cloths.
3. Verify that the sound system is working and that the microphone is placed on the music stand. The music leader for the evening will arrive early to check set up for the musicians.
4. Distribute the Candlelight songbooks evenly on the chairs – usually every other chair. Songbooks are in a tub that should be delivered to the Dining Hall by the Agape Servants.
5. Check the candles that they are all working and replace any batteries if necessary. Extra batteries will be in the supply boxes. Place the candles by the two Dining Hall doors leading towards the Chapel to distribute to the Fourth Day as they pass to the Chapel.
6. Agape Servants will also deliver plastic boxes to hold spouse/sponsor letters and general agape. Arrange for one of your Fourth Day to stand by the boxes to receive the last minute agape letters.

Chapel Preparations

1. Prepare the Chapel for Candlelight with the help of a Community Servanthood Board member. Remember we are guests of Kaiserhof, so please be gentle with the items!

2. Any sound equipment should be moved to the side and back of the altar area.
3. The podium should be moved to the left side of the stage (door side).
4. The altar should be moved straight back to the window and the large wooden cross should be moved to the back right corner.
5. Rope lighting should be set up on the step and the ramp to avoid any falls during the 4th Day procession out of the Chapel.
6. Enough chairs from the dining hall should be placed in a row four feet back from the chancel edge for half of the Pilgrims to be seated – about 18 chairs. The other half will stand behind them. The team will stand behind and around the Pilgrims and on the chancel step.
7. Luminaries will be set outside the Chapel by another church team.

Candlelight Service

1. The head musician should begin singing at **8:15**.
2. At **8:30** the Community Servanthood Board member will give a general welcome. The Spiritual Director for Candlelight will conduct the rest of the service.
3. During the communion service, you will act as ushers for the offering. This will occur just before taking the communion elements.
4. After communion, the Community Servanthood Board member will make more specific announcements for moving over to the Chapel. At this time, two people from your team will man the doors to pass out candles to the 4th Day. (approximately **9:30**)
5. The Fourth Day will need to move to the Chapel in time to prepare for the Pilgrims' arrival. Make sure there are no drinks, food or songbooks taken over to the Chapel.
6. Your team (who are not Sponsors) should be standing on the wall to the right in the Chapel as you walk in. These will be the first people to leave the Chapel
7. When the 4th Day exit, you should have 2 people outside the doors collecting the candles and the rest of your team should go immediately to the Dining Hall to put away the chairs, place 9-10 round tables up with chairs, and break down the communion table.

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!