

GATHERING FORMAT/SCHEDULE

6:00 pm

Music Leader:

- a) Open with Music (about 15 minutes, not more than 20);
- b) Select songs in advance;
- c) Have songbooks or words available for the Community;
- d) Be prepared to instruct and lead the musicians and Community in singing.

6:15/6:20 pm

Emcee:

- a) Opening Prayer (brief);
- b) Self-introduction and Greet/Welcome Community;
- c) Thank Church for Hosting & Hosting Organization;
- d) Visitors present from other Communities – introductions;

Ask for Community Announcements:

- a) Emmaus – Community Lay Director;
- b) Kairos – Designated Representative;
- c) Others.

**6:30 pm / Intro
of Teams:**

Weekend Lay Director

If applicable – ask Weekend Lay Director to introduce Team for upcoming Emmaus Weekend.

Intro of Pilgrims:

Past Weekend Lay Director

If a Weekend has been held since last Gathering, ask the Weekend Lay Director to introduce the new Pilgrims.

Emcee:

Call Prayer Leader forward.

Prayer Leader:

Prayer Leader will request Joys and Concerns from the Community and to lead Prayer (try to solicit and cover all prayer requests within 15 minutes).

**Approx 6:45 pm
Emcee / Offering:**

Call the Ushers forward to collect Offering and pray for the Offering. Special Music optional during the Offering – arranged and coordinated by Emcee/Host Group/Music Leader.

**Adopted 8/29/06
Updated 01/13**

Prayer for Speaker:

_____ Arranged by Host Group. (It is recommended that the Fourth Day Speaker be taken to quiet spot and prayed over during the offering as it is done in the Chapel on the Weekends prior to a Talk).

6:55/7:05 pm

Emcee:

Introduce Fourth-Day Speaker (With plenty of advanced notice, a Lay Person should write and practice a 10-15 minute talk, according to the attached Guidelines, to share with the Community).

7:10/7:20 pm

Emcee:

Introduce Clergy.

7:20/7:30 pm

Clergy:

_____ The Clergy for the Gathering may make a “brief” response to the Witness Talk making the transition to Holy Communion.

The Holy Communion is blessed and served. (Musicians first). The Music Leader should have selected songs in advance to accompany the serving of the Elements to the rest of the Community.

7:45 pm

Benediction and Invitation for refreshments and fellowship.

Please note that times are approximate!

**Adopted 8/29/06
Updated 01/13**

NOTES FOR HOSTING GROUP

The Board:

Arranges in advance for the locations of the Gatherings. A contact person at the location will insure that the Building is unlocked, lights turned on, and, if available, sound and projection systems are operating.

The Host Group:

Responsible for staffing the Gathering with an: Emcee; Prayer Leader; Ushers for the Offerings; a Fourth-Day Speaker; Clergy and Assistants to present and serve Holy Communion; and people to set up and clean up the Communion Elements and refreshments.

If possible, the Group should also arrange for a Music Leader, Musicians, Special Music (optional – arranged and coordinated by Emcee/Host Group/Music Leader), and Song Books. Contact the Community Music Director at least two weeks in advance of the Gathering if assistance is needed in this area.

Provide elements (bread and juice) for Holy Communion. Communion sets can be obtained from the Community Gathering Coordinated.

Provide finger foods, beverages, paper products, etc. for refreshments.

IMPORTANT!!

The Group is responsible for making sure the Facility is left in its original clean condition.

**Adopted 8/29/06
Updated 01/13**

FOURTH-DAY TALK GUIDELINES FOR GATHERINGS

The Witness Speaker should be someone who is walking closely with Jesus.

What is a Witness Talk?

A witness talk is...

- a) a person sharing which will cause others to reflect on Gods' presence and call in their own lives, and which will inspire them to live more fully in grace as a Disciple.
- b) a person's witness to God's presence in their life and to developments in their walk with the risen Lord.
- c) a simple, short (10-15 minutes), enthusiastic, and LIVED presentation; the witness must be lived by you.

A witness talk is NOT...

- a) a lecture, oratory, an exhortation, an emotional high, an extraordinary event, a post weekend report (since I walked...), irrelevant to life, propaganda for your ministry, or an outpouring of personal troubles ending in a cry for help.

Note:

After the Talk, the Spiritual Director (Clergy) of the Gathering may give a short talk taking off on your theme and relating it to Scripture.

To achieve this, you should communicate with the Clergy ahead of time, so they can be prepared.

**Adopted 8/29/06
Updated 01/13**