

Worship Leader Duties and Tasks

The Worship Leader is a member of the Emmaus board of Directors and serves a three-year term. Additional people may support this position in the tasks needed to be accomplished.

Overview of the Responsibilities for the Gatherings

Tasks:

1. Provide communion elements (bread, gluten free bread, grape juice)
2. Arrange for songleader who will choose and lead the songs. Lead 3 songs to begin the Gathering, one for during the offering, and the songs during communion.
3. Arrange for 4th Day Speaker. (A seven-minute talk and a written copy to send in for the newsletter if they choose.)
4. Provide 3x5 cards and pens for Prayer cards.
5. Make Prayer Vigil Chart for the community to sign for each walk. . . (Should this be the responsibility of the Prayer Chapel Coordinator?)
6. Night of the Gathering:
 - Ask the Board for any announcements that need to be made.
 - Ask a Chrysalis and a Face to Face Board member if there are announcements to be made.
 - Arrange for ushers to pass the baskets for offering and to collect prayer cards. Ushers then need to separate offering from prayer cards and put offering on communion table and cards in baskets on a chair beyond each end of table.
 - Confirm that the 4th Day speaker is there.
 - Set up/clean-up altar (white tablecloth, cross, Bible, chalice, plate, elements.)
 - Put out prayer cards and pens.
 - Confirm with Spiritual Director who will help serve communion. He/she will get people to serve communion.
 - Lead the worship time starting with welcome, announcements, introducing 4th Day speaker, offering, prayer over offering and introducing Spiritual Director. (If there is a walk that month call up team to be prayed over. Call up the pilgrims the next month after their walk for them to introduce themselves in Emmaus fashion.)

Overview of the Responsibilities for the Walk (Send-off, Candlelight, Closing)

Pre-Walk:

1. Provide Prayer Vigil Chart for sign-ups at least two months prior to month of Walk. See more information below. (It was suggested that this task could be moved to the Prayer Coordinator.)
2. Purchase Communion elements for both Candlelight and Closing. (4 loaves of bread, 2-4 pieces of gluten free bread and a liter of grape juice) Keep in the nurse's station.
3. Bring tote with communion plates, tablecloths, baskets for offering, etc.
4. Print out the town/city list for Candlelight. (Unless someone else has it.)
5. Get someone for music. (3 to 4 songs at the beginning plus one for offering and to start the songs at communion)

Candlelight:

1. Get 4 to 6 people to pass the offering baskets.
2. Arrange for someone to lead the evening. (Welcome, read the town/city list, introduce the Spiritual director who will be giving the report from the Walk, introduce music people, say prayer for offering, and introduce the community Spiritual director who will lead communion.)
3. Leave town/city list on the podium.
4. Let the community know if there are any pilgrims who need more agape letters.
5. The Spiritual Leader will get the people to help serve communion.
6. Contact an ALD before the Candlelight to see when the Spiritual Leader for the Walk can come out and speak. (And when we will be ready for him/her to come.)
7. The ALD should give you the name of the two people that will be lighting the pilgrim candles. (Not sure if ALD's choose these people.)
8. Let ALD's know when ready for the pilgrims to come into the Candlelight.

Closing:

1. Set up the elements for communion.
2. Clean-up communion table after the Closing.

Prayer Vigil Chart

The Prayer Chart should be brought to two Gatherings before a Walk. Before you bring it to Gatherings, check the Emmaus website or the notices you receive to your email account on the new names and times that people write in on the chart from the website. Write those names on the chart before you bring it. Many people will write their names on the chart at the Gatherings. They must be entered on the website as soon as you can get them on, so you will not have duplications on each time slot. If chart is not full one week before the Walk, send an email notice to the web master, so they can put out a note to everyone that you have openings. If still not full by Walk, it must go to Chapel after send-off, to be filled in. (The Prayer Chart can be kept in the Prayer Room. Not sure where it has been kept. Logistics will need to know where it is.)