

## Prayer Vigil Coordinator Instructions

The purpose of this document is to give instructions to the Prayer Vigil Coordinator on how to perform his/her duties. These duties include:

- Completing Prayer Vigils for your community Emmaus Walks and Chrysalis Flights
- Reporting to the conference the results of community Walks and Flights
- Filling out Prayer Vigils for other community Emmaus Walks and Chrysalis Flights.

Prayer Vigil Sign Up Sheets and the Prayer Vigil Report can be found on the SWTX Emmaus Web Site. These can be accessed by going to the SWTX Conference Web Site at <http://www.umcswtx.org/>. From the Conference Home Page find Emmaus and select "Learn More." The information for both Emmaus and Chrysalis can be found on the right side of the Walk to Emmaus Page. Please note that the Prayer Vigil sign up sheets are ordered by month. In addition, the Emmaus Walks and Chrysalis Flights, and Journeys, are grouped separately.

### ***Completing Prayer Vigils***

The other communities in SWTX Emmaus should print out, fill and send their prayer vigil sheet to the Walk Prayer Vigil Coordinator, three to four weeks prior to the weekend. If you do not receive a prayer vigil sheet from one of the communities three weeks prior to your weekend, you will need to contact the Prayer Vigil Coordinator for that community and ask them for assistance in sending their prayer vigil to you. The Prayer Vigil Coordinator contact information can be found in the document "FDG Officers/Agape/Prayer Vigil Coordinators" on the Emmaus Web Site. For Chrysalis it can be found in the document "Next Steps Group Officers." If you are not able to get prayer some Prayer Vigil Sheets returned, you will need to print those sheets out and ask folks in your community to cover those times. This can be accomplished by opening the appropriate Prayer Vigil Sign Up Sheets for the month that your community's weekend is scheduled, paging down to your weekend, then printing those sheets that are missing. All prayer vigil times must be covered for your weekend to continue so it is critical that all times be covered as soon as possible.

One week prior to the walk, turn the completed Prayer Vigil Sheets over to the Walk Lay Director along with the completed 72 Hour Prayer Vigil Report. The Walk Lay Director will include the completed Prayer Vigil Report in his/her Walk Close Out packet. Hopefully, by including this Prayer Vigil Report in the close out we identify, and resolve, any issues that we might have in getting the Prayer Vigils to support our Walks.

### ***Reporting to Conference the results of your community weekends***

It is important that the 72 Hour Prayer Vigil Report be completed for your weekend. It is only by receiving this information that the conference can identify bottlenecks in the Prayer Vigil process and get them resolved. A blank copy of this report can be found on the Emmaus Web Site. You should print this out, complete it, and send it into the conference office with the Weekend's Close Out Report. This report attempts to distinguish between those reports that are completely missing and those that are simply missing one or more times.

### ***Filling Out Prayer Vigils for other community Walks and Flights***

It is critical that all Prayer Vigils that are assigned to your community be completed and send to the appropriate Prayer Vigil Coordinator in a timely manner (four weeks prior to the weekend). Emmaus Prayer Vigil Coordinators are responsible for completing Prayer Vigils for both Emmaus Walks and Chrysalis Flights and Journeys. Chrysalis Prayer Vigil Coordinators are responsible for completing Prayer Vigils for Chrysalis Flights. You will need to print your community's Prayer Vigil sign up sheets two to three months prior to the weekend. For example, prior to your

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community March Gathering, you will need to print out the Prayer Vigil Sign up sheets for June to have completed at the March gathering. This would give you two months, March and April, to get the sheets completed prior to their being needed. Once the Prayer Vigil Sign Up sheets are completed you should mail them to the Prayer Vigil Coordinator sponsoring the weekend at least four weeks prior to the weekend. The Prayer Vigil Coordinator contact information can be found in the document "FDG Officers/Agape/Prayer Vigil Coordinators" on the Emmaus Web Site. For Chrysalis it can be found in the document "Next Steps Group Officers."

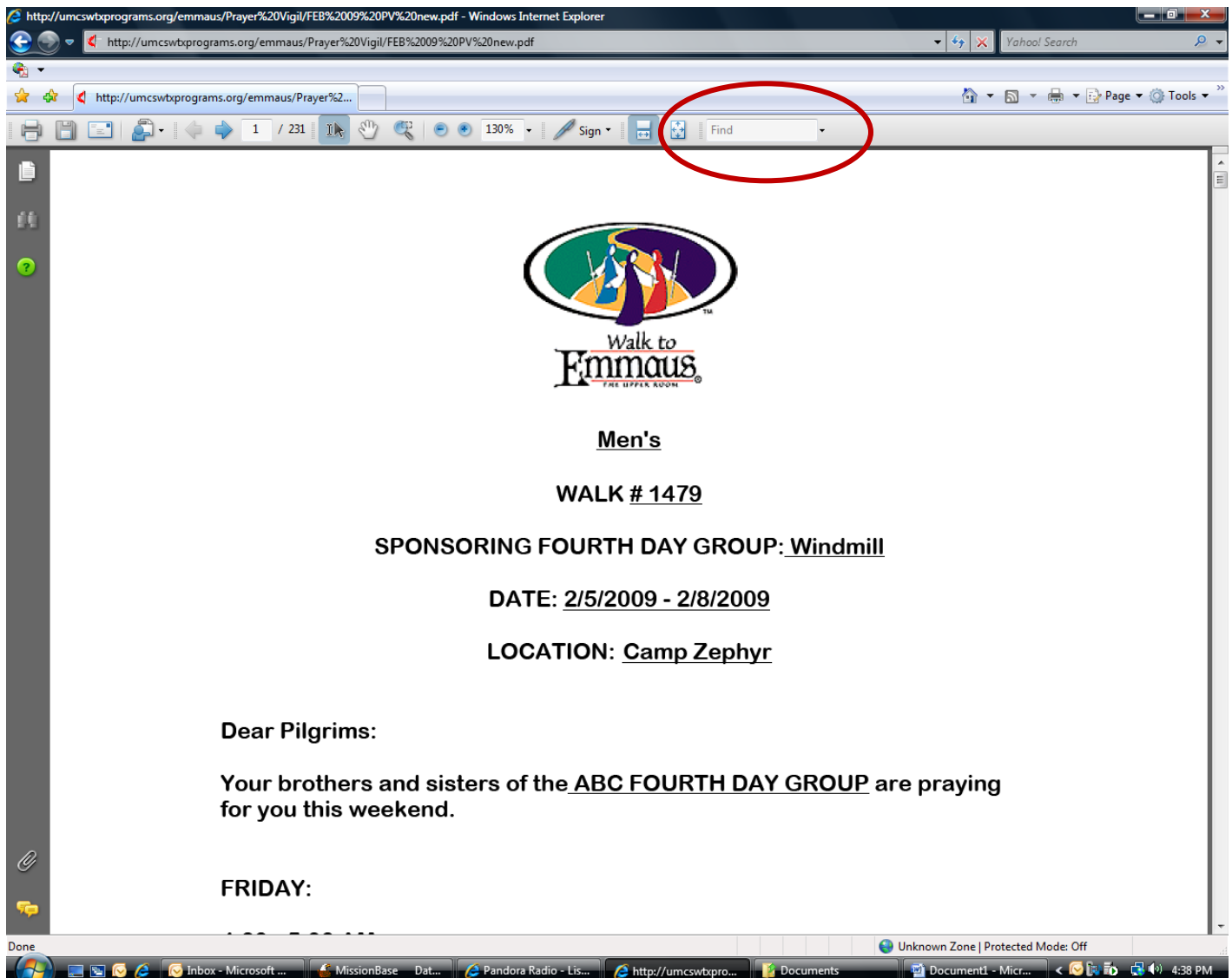
Printing your community's Prayer Vigil sheets can be a bit confusing and detailed instructions for this can be found below.

# Prayer Vigil Coordinator Instructions

## Prayer Vigil Sign-Up Sheets- Search and Print Instructions

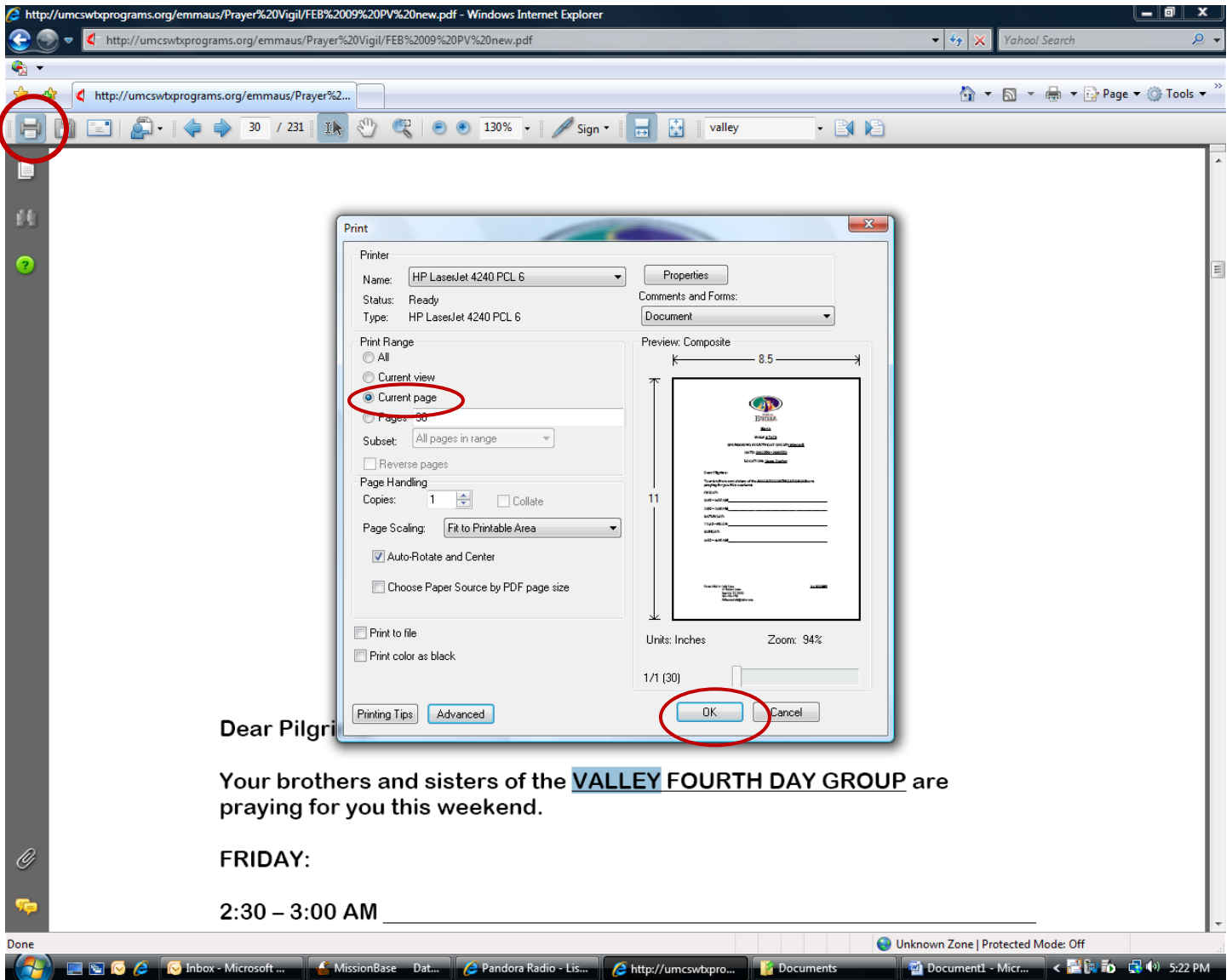
- 1) Open up Prayer Vigil sign-up sheets online by going to the SWTX Web Site at <http://www.umcswtx.org/>. From there, select the Emmaus Web Site by clicking on "Learn More." You will see the Prayer Vigil Sign up sheets on the right side of this page.
- 2) Choose specific month you are looking for as this will bring up all PV sheets in a PDF file
- 3) In the **"FIND/SEARCH"** field, type your specific Fourth Day Group and press **Enter** (See picture #1)
- 4) To print – click on the **Print icon** in the upper left hand corner of the page (See picture #2)
- 5) This will automatically bring up the print options – Choose **"CURRENT PAGE"** then **OK** (see picture #2)
  - This will only print your current PV sheet (one page)
- 6) Once you type in your FDG name, you will see **"NEXT PAGE"** icons next to the find field (See picture #3)
- 7) Continue to press the next page icon to move to the next Prayer Vigil sheet for your FDG
  - This will automatically move you to your next PV sheet for each walk.
  - Repeat printing steps for each PV sheet for each walk (printing will be one at a time)

Picture #1

A screenshot of a Windows Internet Explorer browser window. The address bar shows the URL: http://umcswbprograms.org/emmaus/Prayer%20Vigil/FEB%2009%20PV%20new.pdf. The search bar in the top right corner is circled in red. The main content area displays the logo for 'Walk to Emmaus THE BIPER ROOM' with three figures. Below the logo, the text reads: 'Men's', 'WALK # 1479', 'SPONSORING FOURTH DAY GROUP: Windmill', 'DATE: 2/5/2009 - 2/8/2009', and 'LOCATION: Camp Zephyr'. At the bottom, it says 'Dear Pilgrims:' followed by 'Your brothers and sisters of the ABC FOURTH DAY GROUP are praying for you this weekend.' and 'FRIDAY:'. The Windows taskbar at the bottom shows several open applications including 'Inbox - Microsoft...', 'MissionBase', 'Pandora Radio', and the current browser window.

# Prayer Vigil Coordinator Instructions

## Picture #2



The screenshot shows a Windows Internet Explorer browser window displaying a PDF document from <http://umcswbprograms.org/emmaus/Prayer%20Vigil/FEB%2009%20PV%20new.pdf>. The browser's address bar and toolbar are visible at the top. A red circle highlights the print icon in the toolbar. A 'Print' dialog box is open in the center of the screen, with the following settings:

- Printer: HP LaserJet 4240 PCL 6
- Status: Ready
- Type: HP LaserJet 4240 PCL 6
- Print Range:  Current page
- Pages: 30
- Subset: All pages in range
- Page Handling:  Collate,  Reverse pages
- Copies: 1
- Page Scaling: Fit to Printable Area
- Auto-Rotate and Center
- Choose Paper Source by PDF page size
- Print to file
- Print color as black
- Preview: Composite (8.5 x 11 inches)
- Units: Inches, Zoom: 94%
- Page: 1/1 (30)

The 'OK' button in the print dialog box is circled in red. Below the dialog box, the text of the document is visible:

Dear Pilgrims

Your brothers and sisters of the **VALLEY FOURTH DAY GROUP** are praying for you this weekend.

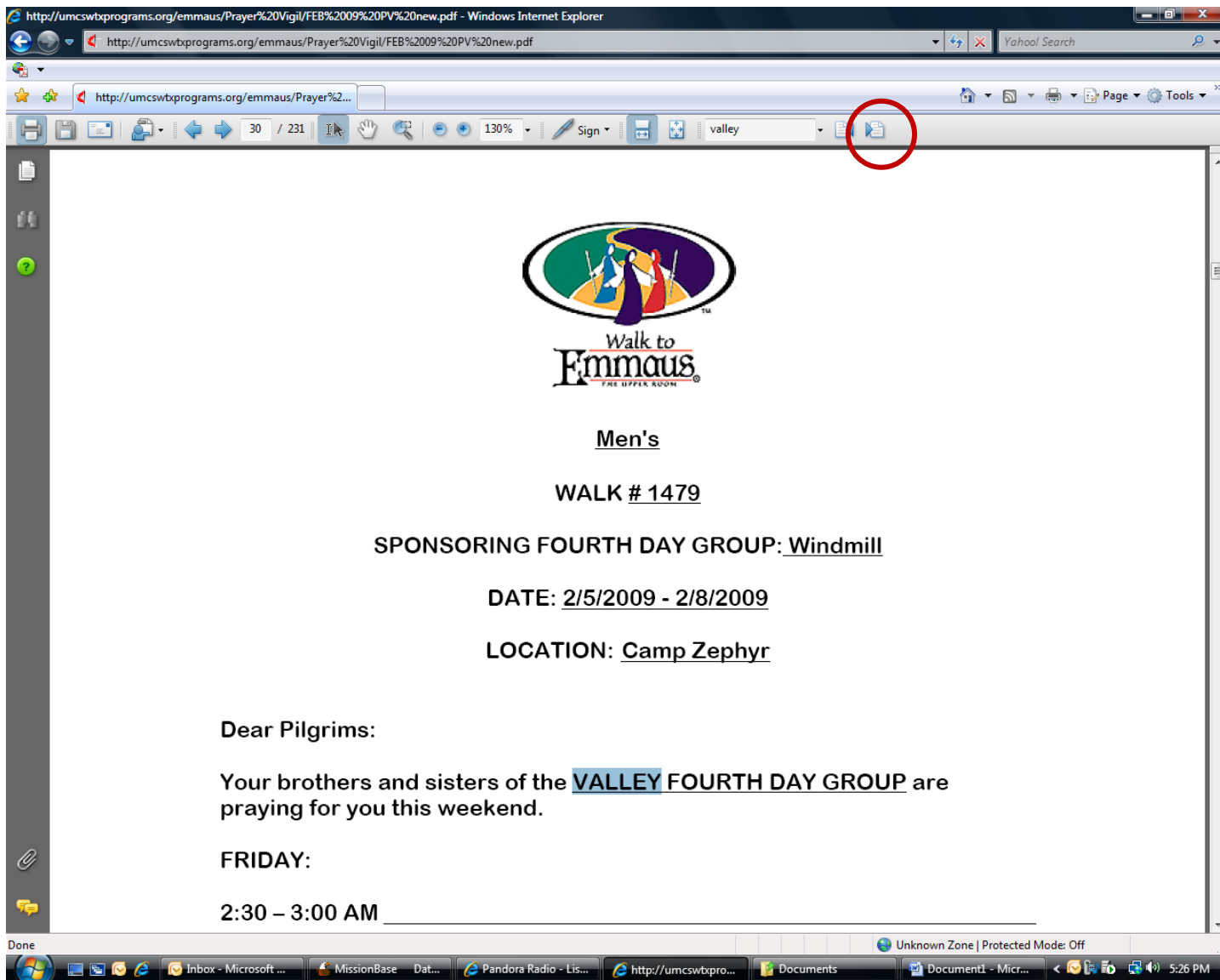
**FRIDAY:**

**2:30 – 3:00 AM**


The Windows taskbar at the bottom shows the system tray with the time 5:22 PM and the status bar indicating 'Unknown Zone | Protected Mode: Off'.

# Prayer Vigil Coordinator Instructions

Picture #3



The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: <http://umcswbprograms.org/emmaus/Prayer%20Vigil/FEB%2009%20PV%20new.pdf>. The browser toolbar includes a search box with the text "valley" and a red circle around the print icon. The main content area displays the following text:

  
**Men's**  
**WALK # 1479**  
**SPONSORING FOURTH DAY GROUP: Windmill**  
**DATE: 2/5/2009 - 2/8/2009**  
**LOCATION: Camp Zephyr**

Dear Pilgrims:

Your brothers and sisters of the **VALLEY FOURTH DAY GROUP** are praying for you this weekend.

**FRIDAY:**  
**2:30 – 3:00 AM** \_\_\_\_\_

The Windows taskbar at the bottom shows several open applications: "Inbox - Microsoft...", "MissionBase - Dat...", "Pandora Radio - Lis...", "http://umcswbpro...", "Documents", and "Document1 - Mic...". The system clock shows 5:26 PM.