

World Day of Prayer Facilitator's Instructions

Please put on a Facilitator Badge upon arriving for your shift, and leave it on the table when you leave for the next person.

Please assist us in holding Sacred Space by asking everyone in the foyer to keep talking at a minimum (whisper only). If they would like to have a conversation with someone, please direct them to go outside or in the stairwell. We want to hold the Sacred Space for all who are in the Prayer Vigil.

- 1) Please have everyone sign the Prayer Vigil Book (at the correct time slot.) This will help us to know how many people attended and when.
- 2) Please give everyone a Prayer Booklet. Explain how it lists information about each alcove, including prayers, affirmations and poems.
- 3) To honor the sacredness of the labyrinth, please ask everyone to take off their shoes and leave them in the foyer. Please let them know that the labyrinth is limited to 5 people at a time.
- 4) During busy times, when there are 3 facilitators, please have one facilitator by the labyrinth, to assist in limiting the number of people on it at a time. During the busy times, you may allow up to 7 people on the labyrinth at a time.
- 5) Periodically check on the candles. Extra candles will be located under each alcove's table. Please replenish the candles as needed. The candles in the "In Memoriam" alcove use tea light candles. (A candle is lit to honor the memory of a loved one.) Please be sure to replace the tea light candles as they burn out.
- 6) Periodically check the fountains to see if they need water. Water should be under each alcove that has one.
- 7) Periodically, please check the headphones at the various alcoves. Please be sure the CD is still playing. If the batteries have gone dead, please take the CD player out into the hallway to change the batteries. Extra batteries should be under each alcove's table. If they are not, just put the CD player under or behind the table.
- 8) The music will be played continuously. The CD's should not need to be changed.
- 9) Water for drinking should be available for facilitators in the foyer if needed.
- 10) When it is not busy, please surround the Vigil with light and prayer.

Thank you for being a part of Unity North's Prayer Vigil.

Namaste