

ZGB TIMELINE for ALDs, LD, SD

THURSDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
6:00 pm	<ul style="list-style-type: none"> ➤ Write "New Friend" introduction questions on whiteboard in Conf Rm (i.e., name, family, other ice breaking question like interesting fact, favorite food, best place visited, etc. Avoid questions about professions). ➤ Make sure Agape has placed 3x5 notecards and pens on the tables and dry erase markers that work at the whiteboard. 	<ul style="list-style-type: none"> ➤ Make sure you have music and music player ready for morning wake-up. ➤ Tape "We light this candle..." script to small table next to podium that will hold candle and open bible. ➤ Tape "Prayer to Holy Spirit" to speaker podium. ➤ Confirm that Agape will put worship booklets near Chapel entrance for distribution later. 	<ul style="list-style-type: none"> ➤ Check-in with CLD to help with last minute setup needs. ➤ Assist team members with any questions or concerns. 	<ul style="list-style-type: none"> ➤ Pray around the church for the guests, team and community.
7:00 pm	<ul style="list-style-type: none"> ➤ Registration & Fellowship 	<ul style="list-style-type: none"> ➤ Registration & Fellowship ➤ Make 6 copies of final registration list for CLDs, LD, ALDs and Head Agape prior to moving to Sanctuary. ➤ Make 50 additional copies for community for Sponsor Hour. 	<ul style="list-style-type: none"> ➤ Registration and Fellowship. ➤ Organize guides from Sanctuary to Conf Rm for Send-off (2 ALDs, 4 other team members). ➤ Review final registration list at registration table and give to ALD (Speaker #1) to make copies. 	<ul style="list-style-type: none"> ➤ Registration & Fellowship
7:30 pm	<ul style="list-style-type: none"> ➤ Usher all to Sanctuary for Send-Off at CLD's direction. ➤ Go to Conf Rm when called by LD during Send-off. ➤ Position one ALD just outside the door of the Conf Rm and the other inside the Conf Rm to guide and welcome team members and guests and invite them to take a seat at a table. 		<ul style="list-style-type: none"> ➤ Instruct ALD to usher all into the Sanctuary. ➤ Go to Sanctuary. ➤ Execute Send-off section of <i>Send-off / Sponsor Hour Procedures</i>. 	<ul style="list-style-type: none"> ➤ Go to Sanctuary. ➤ Go to Conf Rm when called by LD during Send-off.
7:40 pm	<ul style="list-style-type: none"> ➤ Execute New Friend introduction: <ul style="list-style-type: none"> • Ask each person in the room to find a person they do not know to become their "new friend." • Give new friends 4-5 minutes to learn each other's name and discuss introduction questions with one another. • Stand up and model the introduction process with one ALD introducing the other ALD using questions, then visa-versa. • Ask each new friend pair to follow the same pattern. ➤ Introduce the Head Spiritual Director (HSD) after last pair. 			<ul style="list-style-type: none"> ➤ After New Friend introduction, ALD will introduce HSD. ➤ HSD introduces other Spiritual Directors (SD) and defines role of SD for weekend. ➤ HSD introduces LD.

ZGB TIMELINE for ALDs, LD, SD

THURSDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
9:00 pm			<ul style="list-style-type: none"> ➤ LD's Talk (pp 1-5). (Note: All page #'s referenced are for LD/SD Manual) 	
9:15 pm	<ul style="list-style-type: none"> ➤ ALDs distribute Great Banquet booklets at Chapel door. (Note: everyone should carry booklets at all times) ➤ Check that all guests and team members are present before starting meditation. ➤ Close door during this and every other meditation once everyone is present. 		<ul style="list-style-type: none"> ➤ Go to Chapel. ➤ LD leads prayer (pp 10-11). 	<ul style="list-style-type: none"> ➤ Go to Chapel. ➤ SD's meditation "Be Still & Know that I am God" (pp 5-10).
10:00 pm	<ul style="list-style-type: none"> ➤ ALDs finalize count of team plus guests and provide to Agape & Kitchen. 		<ul style="list-style-type: none"> ➤ Dismissal in silence from Chapel by meditative song. ➤ Candidates go to bed in silence. 	
10:15 pm	<ul style="list-style-type: none"> ➤ Gather all team members for Team Meeting. ➤ After meeting, ALDs <u>quietly</u> count out supplies and set up tables, poster paper, notebooks, pens and markers in Conf Rm. ➤ ALDs secure and maintain responsibility for 5 hand crosses for the weekend – 1 on podium for speaker, 1 in Chapel for pray-in, 3 for prayer rooms on Sat afternoon. 		<ul style="list-style-type: none"> ➤ Attend Team Meeting ➤ See <i>Lay Director's Notes for Nightly Team Meetings</i>. ➤ LD should have table name, table leader and assistant table leader assignments from CLD prior to meeting. ➤ Make sure you pray for next day's speakers at the meeting. 	<ul style="list-style-type: none"> ➤ Attend Team Meeting. ➤ SD doing Talk #12 stays behind during team meeting in case guests need assistance.

ZGB TIMELINE for ALDs, LD, SD

FRIDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
6:00 am	➤ ALDs get up and wake LD and Kitchen Team.			
6:30 am	➤ ALDs wake up guests and team with soft music.			
7:15 am	➤ ALDs move guests to Chapel. ➤ Check rooms, bathrooms, gym, etc. for stragglers. ➤ Count to make sure all are present in Chapel and close doors when everyone has arrived.		➤ To Chapel.	➤ To Chapel.
7:20 am			➤ LD leads morning prayer in chapel (page 13). ➤ LD leads closing prayer (page 20).	➤ SD leads service of holy communion (pp 14-19) and meditation. ➤ Musician may play during communion if desired.
7:45 am	➤ ALD checks w/Kitchen for est meal time and relays message to LD if not on schedule.			
8:00 am	➤ Dining Rm for Breakfast.	➤ Dining Rm for Breakfast.	➤ Dining Rm for Breakfast. ➤ LD leads prayer before meal. (Note: Do not sing!)	➤ Dining Rm for Breakfast.
8:30 am	➤ ALD describes format of breaks using hands for length of time. ➤ ALD asks kitchen team and servers to introduce themselves (name, GB#). ➤ Guests are sent to Conf Rm with break.	➤ ALD Speaker #1 gets dressed in Dressing Room.	➤ LD leads prayer after meal. ➤ LD receives table assignments from CLD.	
8:55 am	➤ Guests should be in conference room. ➤ After ensuring all guests are upstairs, ALD takes Speaker #1 to Chapel to be prayed-in.			

ZGB TIMELINE for ALDs, LD, SD

FRIDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
9:00 am			➤ LD's Talk (pp 21-23) assigning tables & introducing Speaker #1.	
9:15 am		➤ Talk #1: DISCOVERING PRIORITIES	➤	
9:45 am	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ ALD blows out candle. ➤ Discussion of talk (15 minutes). ➤ Time to Summarize (5 minutes). Secretary at each table writes summary w/help of other members. ➤ Poster / Skit / Song (20 minutes). 		➤ LD escorts speaker to Chapel for 'pray out.'	
10:30 am	➤ Short break.	➤ Remind Speaker #2 to get dressed.		
10:40 am	<ul style="list-style-type: none"> ➤ ALD remind everyone to take a new seat at table, rotate one place, except the TL. ➤ ALD introduces Community Spiritual Director to give history of Great Banquet (Cursillo). ➤ Alert Musician: Group learns "De Colores", graces and other songs. ➤ Remind everyone that bathroom breaks should be taken during poster times only. ALDs should monitor. 			

ZGB TIMELINE for ALDs, LD, SD

FRIDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
10:55 am		➤ Take Speaker #2 to Chapel for 'pray in'.		
11:14 am	➤ ALD intros Speaker (see podium script) and light candle.			
11:15 am	➤ Talk #2: GOD'S GIFT OF GRACE			➤ Talk #2: GOD'S GIFT OF GRACE
11:45 am	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ ALD blows out candle ➤ Discussion of talk (15 minutes). ➤ Time to Summarize (5 minutes). Secretary at each table writes summary w/help of other members. ➤ Poster / Skit / Song (20 minutes). 	➤ ALD escorts Speaker to Chapel for 'pray out.'		
12:15 pm		➤ ALD contacts kitchen to see if lunch is ready.		
12:30 pm	<ul style="list-style-type: none"> ➤ ALDs move guests to Dining Room for lunch. ➤ Sing De Colores prior to taking seats. ➤ Announce singing of grace before meal. 	<ul style="list-style-type: none"> ➤ Dining Rm for lunch. ➤ Intro Kitchen Team and Servers when almost finished eating. ➤ Call for jokes, if time permits. ➤ Announce singing of grace after meal. ➤ Release for break (back to Conf Rm at 1:35 pm). 	➤ Dining Rm for lunch.	➤ Dining Rm for lunch.
1:00 pm	➤ Take Speaker #3 to get dressed.			

ZGB TIMELINE for ALDs, LD, SD

FRIDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
1:20 pm	<ul style="list-style-type: none"> ➤ Take Speaker #3 to Chapel for 'pray in.' (Note: try not to be seen by guests.) 			
1:25 pm		<ul style="list-style-type: none"> ➤ Ring bell for return to Conf Rm. 		
1:35 pm	<ul style="list-style-type: none"> ➤ Take Speaker #3 to Conf Rm. 	<ul style="list-style-type: none"> ➤ Make sure all are in Conf Rm. ➤ Singing - Theme Song & others. ➤ Appoint new secretary. ➤ Intro next speaker. ➤ Light candle. 		
1:45 pm	<ul style="list-style-type: none"> ➤ Talk #3: MINISTRY OF ALL BELIEVERS 			
2:15 pm	<ul style="list-style-type: none"> ➤ ALD escorts Speaker #3 to chapel for 'pray out.' ➤ Take Speaker #4 to get dressed. 	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ ALD blows out candle ➤ Discussion of talk (15 minutes). ➤ Time to Summarize (5 minutes). Secretary at each table writes summary w/help of other members. ➤ Poster / Skit / Song (20 minutes). 		
2:30 pm		<ul style="list-style-type: none"> ➤ Make sure Prayer Chart, banners & agape letters are upstairs for next speaker. (Note: Check w/Agape Team.) 		
2:45 pm	<ul style="list-style-type: none"> ➤ Take Speaker #4 to Chapel for 'pray in.' 	<ul style="list-style-type: none"> ➤ Sing w/ Musician. ➤ Appoint new secretary. ➤ Intro new speaker. ➤ Light candle. 		

ZGB TIMELINE for ALDs, LD, SD

FRIDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
3:00 pm	<ul style="list-style-type: none"> ➤ Talk #4: OUR RESPONSE TO GRACE ➤ This talk by SD explains the sharing of agape acts. 			<ul style="list-style-type: none"> ➤ Talk #4: OUR RESPONSE TO GRACE ➤ This talk by SD explains the sharing of agape acts.
3:45 pm	<ul style="list-style-type: none"> ➤ ALD escorts Speaker #4 to Chapel for 'pray out.' 	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ ALD blows out candle ➤ Discussion of talk (15 minutes). ➤ Time to Summarize (5 minutes). ➤ Poster / Skit / Song (20 minutes). 		
4:30 pm	<ul style="list-style-type: none"> ➤ Break until 4:50 pm. 	<ul style="list-style-type: none"> ➤ Break until 4:50 pm. 	<ul style="list-style-type: none"> ➤ Break until 4:50 pm. 	<ul style="list-style-type: none"> ➤ Break until 4:50 pm.
5:00 pm	<ul style="list-style-type: none"> ➤ Move all to Sanctuary for group photo. 			
5:10 pm	<ul style="list-style-type: none"> ➤ Group Photo – after photo remain in Sanctuary until time to go to dinner. Be sure all team members and guests are present. 	<p>Group Photo – after photo remain in Sanctuary until time to go to dinner. Be sure all team members and guests are present.</p>		
5:15 pm	<ul style="list-style-type: none"> ➤ Contact Kitchen to see if dinner is ready. 			
5:20 pm	<ul style="list-style-type: none"> ➤ Sing De Colores on way to dinner. 	<ul style="list-style-type: none"> ➤ Sing De Colores on way to dinner. 		
5:30 pm	<ul style="list-style-type: none"> ➤ Dining Room for Dinner. ➤ Sing grace before and after meal. ➤ Intro Kitchen & Servers. ➤ Announce Table Agape. 	<ul style="list-style-type: none"> ➤ Dining Room for Dinner. 	<ul style="list-style-type: none"> ➤ Dining Room for Dinner. 	<ul style="list-style-type: none"> ➤ Dining Room for Dinner.

ZGB TIMELINE for ALDs, LD, SD

FRIDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
5:45 pm		➤ Take Speaker #5 to get dressed.		
6:00 pm	➤ Send to Conf Rm w/break. (back to Conf Rm by 6:15 pm).			
6:10 pm		➤ Take Speaker #5 to Chapel for 'pray in.'		
6:15 pm	<ul style="list-style-type: none"> ➤ Guests in Conf Rm. ➤ Banners & agape letters. ➤ Sing. ➤ Appoint new secretary. ➤ Intro speaker. ➤ Light candle. 			
6:30 pm	➤ Talk #5: THE WAY OF RELATIONSHIP			
7:00 pm	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ ALD blows out candle. 	➤ ALD escorts speaker #5 to alternate Prayer Room for 'pray out.'		
7:02 pm			➤ LD's talk after Talk #5 (pp 25-27).	
7:10 pm	➤ To Chapel for Shepherd's Psalm Prayer Experience.	➤ To Chapel for Shepherd's Psalm Prayer Experience.	➤ To Chapel for Shepherd's Psalm Prayer Experience.	➤ SD leads Shepherd's Prayer Experience (pp 27-29).
7:30 pm	<ul style="list-style-type: none"> ➤ Return to Conf Rm. ➤ Discussion (15 minutes). ➤ Summarize (5 minutes). ➤ Poster/Skit/Song (20 min). 			
8:15 pm	➤ Announce Break (back to Conf Rm at 8:30 pm).			

ZGB TIMELINE for ALDs, LD, SD

FRIDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
8:30 pm	<ul style="list-style-type: none"> ➤ Gather EVERYONE in Conf Rm, including Kitchen and Agape teams. ➤ Intro Kitchen & Agape Teams, who act as judges and award prizes. ➤ Posters & Summaries Presentation - each Table presents a 1 minute summary of top 2-3 talks and a poster, skit or song to entire group. Each Table presents summaries and posters before going on to next Table. 			
10:00 pm	<ul style="list-style-type: none"> ➤ Move all to Chapel. ➤ Alert Musician to lead a couple of songs. 	<ul style="list-style-type: none"> ➤ Move all to Chapel. 	<ul style="list-style-type: none"> ➤ To Chapel. ➤ Songs by Musician. ➤ Prayers led by LD (pp 30-31). ➤ LD closing remarks (page 32). 	<ul style="list-style-type: none"> ➤ To Chapel. ➤ Reflection by SD (pp 31-32). ➤ Solo by Musician. ➤ SDs remain in Chapel, available for counsel.
10:30 pm	<ul style="list-style-type: none"> ➤ Team Meeting. ➤ After meeting: ALDs & Agape clean up Conf Rm and rotate Tables to new positions. 		<ul style="list-style-type: none"> ➤ Team Meeting. ➤ See <i>Lay Director's Notes for Nightly Team Meetings</i>. 	<ul style="list-style-type: none"> ➤ Team Meeting. ➤ SD doing Talk #4 stays behind during team meeting in case guests need assistance.

ZGB TIMELINE for ALDs, LD, SD

SATURDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
6:00 am	➤ ALDs get up, wake Kitchen Team and LD.		Get up.	Get up.
6:15 am	➤ Wake up music for all.			
6:50 am	➤ Move guests to Chapel. ➤ Check for stragglers. ➤ Count to make sure all are present.			
7:00 am			➤ LD leads morning prayer in Chapel (page 33). ➤ LD leads responsive prayer in worship booklet (pp 38-39).	➤ SD leads Meditation (pp 33-38).
7:15 am	➤ Check with Kitchen for est. meal time and relay message to LD.			
7:30 am	➤ Dining Room for breakfast, sing on way. ➤ Sing grace holding hands. ➤ Confirm Agape has book table ready for LD talk after Talk #6. ➤ Make sure extra cross is at the podium for LD talk after Talk #6.	➤ Take Speaker #6 to get dressed after Chapel. ➤ Intro Kitchen Team and Servers. ➤ Announce Pillow & Table Agape. ➤ Jokes, if time permits. ➤ Sing closing grace.		
7:55 am		➤ Take Speaker #6 to Chapel for 'pray in.'		
8:00 am	➤ Dismissal from Dining Room w/bathroom break only.			

ZGB TIMELINE for ALDs, LD, SD

SATURDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
8:10 am	<ul style="list-style-type: none"> ➤ Gather in Conference Room. ➤ Appoint new secretary. ➤ Present banners & agape letters. ➤ Sing. ➤ Intro new speaker. ➤ Light candle. 	<ul style="list-style-type: none"> ➤ Gather in Conf Rm. 	<ul style="list-style-type: none"> ➤ Gather in Conf Rm. 	<ul style="list-style-type: none"> ➤ Gather in Conf Rm.
8:15 am	<ul style="list-style-type: none"> ➤ Talk #6: THE TRUTH THROUGH STUDY 			
8:45 am	<ul style="list-style-type: none"> ➤ Time to Summarize (5 minutes). ➤ Poster / Skit / Song (20 minutes). 	<ul style="list-style-type: none"> ➤ ALD escorts Speaker to Chapel for 'pray out.' 	<ul style="list-style-type: none"> ➤ LD asks for silent meditation (45 secs). ➤ LD blows out candle. ➤ LD's Talk about The Truth Through Study & intro book table (pp 40-41). (Note: an extra hand cross should be at podium.) ➤ Discussion of talk (15 minutes). 	
9:15 am	<ul style="list-style-type: none"> ➤ Take Speaker #7 (HSD) to get dressed. 			<ul style="list-style-type: none"> ➤ HSD goes to get dressed.
9:35 am	<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤ Announce Break (back to Conf Rm at 9:45). 		
9:40 am	<ul style="list-style-type: none"> ➤ Take Speaker #7 to Chapel for 'pray in.' 			

ZGB TIMELINE for ALDs, LD, SD

SATURDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
9:45 am		<ul style="list-style-type: none"> ➤ Guests in Conf Rm. ➤ Appoint new secretary. ➤ Sing: Practice songs for 'dying moments' communion service (if musician has selected). ➤ Present banners & agape letters. ➤ Intro next speaker. ➤ Light candle. 		
10:00 am	<ul style="list-style-type: none"> ➤ Talk #7: SACRAMENTAL GRACE ➤ This talk is 90 minutes with a small break incorporated. 			<ul style="list-style-type: none"> ➤ Talk #7: SACRAMENTAL GRACE ➤ This talk is 90 minutes with a small break incorporated.
11:45 am	<ul style="list-style-type: none"> ➤ To Chapel for "Dying Moments" communion service. (Note: stay silent on the way & take worship booklets.) 	<ul style="list-style-type: none"> ➤ To Chapel for "Dying Moments" communion service. (Note: stay silent on the way & take worship booklets.) 	<ul style="list-style-type: none"> ➤ To Chapel for "Dying Moments" communion service. (Note: stay silent on the way & take worship booklets.) 	<ul style="list-style-type: none"> ➤ To Chapel for "Dying Moments" communion service. (Note: stay silent on the way & take worship booklets.) ➤ HSD leads service (pp 41-45). ➤ HSD models process and asks SDs to immediately follow to model the process. (Note: process should be suitable for the moment, but modeled relatively quickly to avoid time delays.)
12:15 pm	<ul style="list-style-type: none"> ➤ ALD contacts Kitchen to see if lunch is ready. 			

ZGB TIMELINE for ALDs, LD, SD

SATURDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
12:30 pm	<ul style="list-style-type: none"> ➤ Dining Room for salad lunch. (Note: DO NOT sing De Colores.) ➤ Intro kitchen team & servers. ➤ Announce long break for rest or exercise...remind them to stay on church grounds. ➤ Take Speaker #7 (HSD) to Chapel for 'pray out.' 	<ul style="list-style-type: none"> ➤ Dining Room for salad lunch. (Note: DO NOT sing De Colores.) ➤ Sing grace before & after meal. ➤ Announce Table Agape ➤ Jokes, if time permits. ➤ Announce salads are provided by GB Community. 	<ul style="list-style-type: none"> ➤ Dining Room for salad lunch. (Note: DO NOT sing De Colores.) 	<ul style="list-style-type: none"> ➤ Dining Room for salad lunch. (Note: DO NOT sing De Colores.)
1:15 pm	<ul style="list-style-type: none"> ➤ Get dump truck and tiny crosses from Agape and put on table near podium. 	<ul style="list-style-type: none"> ➤ Check that prayer rooms are setup (by Agape) and ready. 		
1:50 pm	<ul style="list-style-type: none"> ➤ Call everyone back to Conf Rm. 	<ul style="list-style-type: none"> ➤ Call everyone back to Conf Rm. 		
2:00 pm	<ul style="list-style-type: none"> ➤ Everyone in Conf Rm. 	<ul style="list-style-type: none"> ➤ Everyone in Conf Rm. 	<ul style="list-style-type: none"> ➤ Everyone in Conf Rm. 	<ul style="list-style-type: none"> ➤ Everyone in Conf Rm. ➤ HSD has time for questions on Sacramental Grace talk. ➤ Explain dump truck. ➤ HSD explains prayer room visits (page 46).
2:15 pm	<ul style="list-style-type: none"> ➤ Take Speaker #8 to get dressed. 	<ul style="list-style-type: none"> ➤ Discussion (8 min) of Sacramental Grace talk. ➤ Summarize (2 min). 		
2:25 pm		<ul style="list-style-type: none"> ➤ Posters AND take 3 tables for prayer room visit. Prayer time is 15 minutes. TL faces door. 		
2:40 pm	<ul style="list-style-type: none"> ➤ Take Speaker #8 to Chapel for 'pray in.' 			

ZGB TIMELINE for ALDs, LD, SD

SATURDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
2:45 pm		<ul style="list-style-type: none"> ➤ Appoint new secretary. ➤ Announce banners & agape letters. ➤ Sing. ➤ Intro next speaker, light candle. 		
3:00 pm	<ul style="list-style-type: none"> ➤ Talk #8: LIFE OF CHRISTIAN ACTION 			
3:30 pm	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ ALD blows out candle. ➤ Discussion of talk (15 minutes). 	<ul style="list-style-type: none"> ➤ ALD escorts Speaker #8 to Chapel for 'pray out.' 		
3:45 pm	<ul style="list-style-type: none"> ➤ ALD takes Speaker #9 to get dressed. ➤ Time to Summarize (5 minutes). ➤ Poster / Skit / Song (20 minutes) AND take next 3 tables for prayer room visits. 			
4:10 pm	<ul style="list-style-type: none"> ➤ Take Speaker #9 to Chapel for 'pray in.' 			
4:15 pm		<ul style="list-style-type: none"> ➤ Appoint new secretary. ➤ Sing. ➤ Banners & agape letters. ➤ Intro next speaker & light candle. 		
4:30 pm	<ul style="list-style-type: none"> ➤ Talk #9: OBSTACLES TO GRACE 			<ul style="list-style-type: none"> ➤ Talk #9: OBSTACLES TO GRACE

ZGB TIMELINE for ALDs, LD, SD

SATURDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
5:00 pm	➤ ALD escorts Speaker #9 to Chapel for 'pray out.'	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ ALD blows out candle. ➤ Discussion of talk (15 minutes). ➤ Time to Summarize (5 minutes). 		
5:20 pm	➤ Explain about packing up on Sunday morning and where to put their belongings.	➤ Poster/skit/song (20 minutes) AND take 7 th table & any others for prayer room visits if applicable.		
5:50 pm	➤ Check with Kitchen to see if dinner is ready.			
6:00 pm	<ul style="list-style-type: none"> ➤ Go to dining room for dinner singing on the way. ➤ Sing grace before and after meal. 	<ul style="list-style-type: none"> ➤ Intro Servers and Kitchen. ➤ Announce Table Agape. 		
6:50 pm	➤ Move all to Sanctuary for entertainment.	➤ Move all to Sanctuary for entertainment.		
7:15 pm		➤ Take Speaker #10 to get dressed.		
7:35 pm	➤ Announce bathroom break on way to Conf Rm.			HSD put manual in back of Sanctuary for later use.
7:40 pm		➤ Take Speaker #10 to Chapel for 'pray in.'		
7:45 pm	<ul style="list-style-type: none"> ➤ Everyone in Conf Rm. ➤ Appoint new secretary. ➤ Present banners & agape letters. ➤ Sing. ➤ Intro next speaker. ➤ Light candle. 			

ZGB TIMELINE for ALDs, LD, SD

SATURDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
8:00 pm	➤ Talk #10: DISCIPLES			
8:30 pm	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ ALD blows out candle. ➤ Discussion of talk (15 minutes). ➤ Time to Summarize (5 minutes). ➤ Poster/Skit/Song (20 minutes). (Note: No prayer room time.) ➤ Inform guests that no one can go downstairs due to another church function in progress. 	<ul style="list-style-type: none"> ➤ ALD escorts Speaker #10 to Chapel for 'pray out.' 		<ul style="list-style-type: none"> ➤ HSD should be prepared to provide an update at the Community Worship Service tonight.
9:10 pm	<ul style="list-style-type: none"> ➤ Poster and Summary Presentations. 	<ul style="list-style-type: none"> ➤ Poster and Summary Presentations. ➤ Make sure Kitchen and Agape teams are in Conf Rm. ➤ Be flexible due to timing...may need to have tables pick their best 1 or 2 out of 5. 	<ul style="list-style-type: none"> ➤ Poster and Summary Presentations. 	<ul style="list-style-type: none"> ➤ Poster and Summary Presentations.
9:40 pm	<ul style="list-style-type: none"> ➤ Break...but stay in Conf Rm due to church function downstairs. Guard hall. 	<ul style="list-style-type: none"> ➤ Send Agape to check on Community readiness. 		
9:55 pm	<ul style="list-style-type: none"> ➤ Count to make sure all are present at tables. 			

ZGB TIMELINE for ALDs, LD, SD

SATURDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
10:00 pm	<ul style="list-style-type: none"> ➤ Go to candlelight. ➤ LD leads the line. ➤ Tables follow LD with TLs leading guests and Asst TLs behind guests. ➤ SD, Kitchen & Agape are intermixed among tables. ➤ ALDs go last to make sure all are present and to help coordinate flow. 		<ul style="list-style-type: none"> ➤ LD leads line to candlelight. ➤ Set example by minimizing hugs and walking slowly like a wedding processional. 	<ul style="list-style-type: none"> ➤ Explanation of candlelight by HSD (pp 48-50). ➤ Encourage retirement at reasonable time. ➤ Time allowed for counseling and prayer. ➤ Quiet instrumental music.
After Candlelight Service	<ul style="list-style-type: none"> ➤ No Team Meeting. ➤ ALDs & Agape go to Conf Rm to clean up, hang posters and move tables. 	<ul style="list-style-type: none"> ➤ No Team Meeting. ➤ ALDs & Agape go to Conf Rm to clean up, hang posters and move tables. 	<ul style="list-style-type: none"> ➤ No Team Meeting. ➤ SDs and LD should be last out of Sanctuary after all guests have departed. ➤ Blow out any candles and turn off any lights prior to leaving Sanctuary (CLD will assist). 	<ul style="list-style-type: none"> ➤ No Team Meeting. ➤ SDs and LD should be last out of Sanctuary after all guests have departed.

ZGB TIMELINE for ALDs, LD, SD

SUNDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
5:45 am	➤ ALDs get up, wake Kitchen Team and LD.		➤ Get up.	➤ Get up.
6:15 am	<ul style="list-style-type: none"> ➤ Wake up music for all. ➤ Remind guests and team to move all bags to south end of Gym prior to going to morning Chapel. 		➤ Write out your Closing remarks and intros if you have not already done this, as exhaustion will set in as day goes on.	<ul style="list-style-type: none"> ➤ HSD may want to review info packet prepared by Agape prior to distribution at 3 PM. ➤ HSD may want to write out presentation of hand cross to LD for Closing.
6:50 am	<ul style="list-style-type: none"> ➤ Move guests to Chapel. ➤ Check for stragglers. ➤ Count to make sure all are present. 			
7:00 am			<ul style="list-style-type: none"> ➤ LD leads morning prayer in Chapel (page 51). ➤ LD leads responsive prayer in worship book (pp 61-62). 	➤ SD leads Meditation (pp 52-61).
7:15 am	➤ Check with Kitchen for est. meal time and relay message to LD.			
7:30 am	<ul style="list-style-type: none"> ➤ Dining Room for breakfast, singing on way. ➤ Sing grace. 	<ul style="list-style-type: none"> ➤ Intro Kitchen Team and Servers. ➤ Announce Pillow & Table Agape. ➤ Jokes, if time permits. ➤ Sing closing grace. 	➤ Choose and ask two Table Leaders to model the questions at Closing.	
7:50 am	➤ Take Speaker #11 to get dressed.			
8:00 am		➤ Dismissal from Dining Room w/break.		
8:15 am	➤ Take Speaker #11 to Chapel for 'pray in.'			

ZGB TIMELINE for ALDs, LD, SD

SUNDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
8:20 am		<ul style="list-style-type: none"> ➤ Gather in Conference Room. ➤ Appoint new secretary. ➤ Present banners & agape letters. ➤ Sing. ➤ Intro new speaker. ➤ Light candle. 		
8:35 am	<ul style="list-style-type: none"> ➤ Talk #11: CHANGING OUR ENVIRONMENT 			
9:05 am	<ul style="list-style-type: none"> ➤ ALD escorts Speaker #11 to Chapel for 'pray out.' ➤ Take Speaker #12 to get dressed. 	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ Candle out. ➤ Discussion (15 minutes). ➤ Summary (5 min). ➤ Announce no posters today. 		
9:25 am		<ul style="list-style-type: none"> ➤ Break - upstairs only due to church service downstairs. 		
9:35 am	<ul style="list-style-type: none"> ➤ Take Speaker #12 to Chapel for 'pray in.' 			
9:45 am	<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤ Appoint new secretary. ➤ Banners & agape letters. ➤ Send Speaker #13 to get dressed, or may wait until Talk #12 is over. ➤ Sing. ➤ Intro new speaker. ➤ Light candle. 		
9:55 am	<ul style="list-style-type: none"> ➤ Talk #12: A LIFE OF GRACE 	<ul style="list-style-type: none"> ➤ 		

ZGB TIMELINE for ALDs, LD, SD

SUNDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
10:25 am	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ Candle out. ➤ Discussion (15 minutes). ➤ Summarize (5 minutes). ➤ Break as time allows. 	<ul style="list-style-type: none"> ➤ ALD escorts Speaker #12 to Chapel for 'pray out.' 		
10:40 am	<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤ Take Speaker #13 to Chapel for 'pray in.' 		
10:45 am	<ul style="list-style-type: none"> ➤ Appoint new secretary. ➤ Banners & agape letters. ➤ Sing. ➤ Intro new speaker. ➤ Light candle. 			
11:00 am	<ul style="list-style-type: none"> ➤ Talk #13: THE BODY OF CHRIST 			
11:30 am	<ul style="list-style-type: none"> ➤ ALD escorts speaker #13 to Chapel for 'pray out.' 	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ Candle out. ➤ Discussion (15 minutes). ➤ Summarize (5 minutes). 		
11:45 am	<ul style="list-style-type: none"> ➤ ALD contacts Kitchen to see if lunch is ready and where it will be served. 			
12:00 pm	<ul style="list-style-type: none"> ➤ Go to Dining Rm for Lunch singing De Colores. ➤ Sing Grace. ➤ Intro Kitchen Team and Servers. 	<ul style="list-style-type: none"> ➤ Announce Table Agape. ➤ Jokes, if time permits. ➤ Sing closing grace. 		<ul style="list-style-type: none"> ➤ Enter Gym through south doors (due to Church in session)

ZGB TIMELINE for ALDs, LD, SD

SUNDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
12:30 pm	<ul style="list-style-type: none"> ➤ Announce break for exercise or prayer circles at place of their choice. 			
12:45 pm		<ul style="list-style-type: none"> ➤ Take Speaker #14 (LD) to get dressed. 	Go get dressed for Talk #14.	
1:10 pm		<ul style="list-style-type: none"> ➤ Take Speaker #14 (LD) to Chapel for 'pray in.' 	To Chapel for 'pray in.'	
1:15 pm	<ul style="list-style-type: none"> ➤ Call guests back to Conf Rm. ➤ Remind Speaker #15 to stay in back of the Conf Rm to be available to get dressed. 			
1:20 pm	<ul style="list-style-type: none"> ➤ Appoint new secretary. ➤ Banners & agape letters. ➤ Sing. ➤ Intro new speaker. ➤ Light candle. 			
1:30 pm	<ul style="list-style-type: none"> ➤ Talk #14: STAYING POWER (given by LD) 		<ul style="list-style-type: none"> ➤ Talk #14: STAYING POWER (given by LD) 	
1:45 pm	<ul style="list-style-type: none"> ➤ Take Speaker #15 to get dressed. 			
2:00 pm	<ul style="list-style-type: none"> ➤ ALD escorts Speaker #14 to Chapel for 'pray out.' 	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ Candle out. ➤ Discussion (15 minutes). ➤ Summarize (5 minutes). 		
2:10 pm				<ul style="list-style-type: none"> ➤ Take Speaker #15 to Chapel for 'pray in.'

ZGB TIMELINE for ALDs, LD, SD

SUNDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
2:20 pm		<ul style="list-style-type: none"> ➤ Appoint new secretary. ➤ Banners & agape letters. ➤ Sing. ➤ Intro new speaker. ➤ Light candle. 		
2:30 pm	<ul style="list-style-type: none"> ➤ Talk #15: ESTABLISHING PRIORITIES 			
2:55 pm		<ul style="list-style-type: none"> ➤ Make sure Kitchen and Agape Teams are in Conf Rm. ➤ Make sure large wooden cross is in Agape Rm, ready to bring into Conf Rm for cross ceremony. 		
3:00 pm	<ul style="list-style-type: none"> ➤ ALD asks for silent meditation (45 secs). ➤ Candle out. 			<ul style="list-style-type: none"> ➤ SD (not HSD) escorts Speaker #15 to Chapel for 'pray out.'
3:01 pm	<ul style="list-style-type: none"> ➤ ALDs get packets from Agape in back of Conf Rm and distributes them to Tables. 			<ul style="list-style-type: none"> ➤ HSD goes over contents of packets and gets address corrections.
3:30 pm	<ul style="list-style-type: none"> ➤ ALDs and Agape pass out Personal Agape Letter Bags to Tables. ➤ Ask AV Tech to play soft music in background. ➤ Keep everyone on the 2nd floor. 			<ul style="list-style-type: none"> ➤ HSD (see page 63) explains Personal Agape Letter Bags and "F" marks on envelopes.

ZGB TIMELINE for ALDs, LD, SD

SUNDAY

TIME	ASST LAY DIRECTOR	ASST LAY DIRECTOR (Speaker #1)	LAY DIRECTOR	SPIRITUAL DIRECTOR
4:15 pm	<ul style="list-style-type: none"> ➤ Team lines up around perimeter of room for 'hug line.' 	<ul style="list-style-type: none"> ➤ Team lines up around perimeter of room for 'hug line.' 	<ul style="list-style-type: none"> ➤ HSD and LD execute cross ceremony to distribute crosses. (See <i>Cross Ceremony Instructions</i>.) 	<ul style="list-style-type: none"> ➤ HSD and LD execute cross ceremony to distribute crosses. (See <i>Cross Ceremony Instructions</i>.) ➤ HSD asks guests to consider 2 questions: <ol style="list-style-type: none"> 1) What has Great Banquet meant to me? 2) What am I going to do now?
4:45 pm	<ul style="list-style-type: none"> ➤ ALDs ask everyone to prepare to go to Closing. <ul style="list-style-type: none"> • Pack up personal items (notebooks, letters, etc.). • Clean up trash around tables and other areas. • Break down tables and move tables and chairs (stacked) against the wall. • Go to the restroom now, if necessary, in the upstairs bathrooms only. • Leave all personal items next to luggage on the south end of the Gym. 			
4:55 pm	<ul style="list-style-type: none"> ➤ Go to Gym and line up by Table in preparation to go to Sanctuary for Closing. 			
5:00 pm	<ul style="list-style-type: none"> ➤ Check with CLD to make sure all is ready, then go to Sanctuary for Closing. ➤ Processional should be organized as follows... <ul style="list-style-type: none"> • LD leads followed by ALDs, sitting in Row 1 left. • SDs follow and sit in Row 2 far left section. • Tables are next with one table per row starting with Row 2 adding a row for each new table. • Kitchen & Agape sit in the row behind last table or behind SDs if no row exists behind tables. • Music & AV Tech sit behind SDs after theme song is finished. 		<ul style="list-style-type: none"> ➤ Closing remarks, intros, theme song (pp 66-67). ➤ Introduce Community Spiritual Director. 	<ul style="list-style-type: none"> ➤ HSD presents hand cross to LD (p. 67). ➤ HSD leads worship/communion service. ➤ HSD introduces Community Lay Directors.