



## **The Living Flame Program Guidelines for Implementation**

### **On-Site Coordinator - Tasks of the Day**

#### **The On-Site Coordinator:**

The role of the On-Site Coordinator is a very important one. This is the person who, by his/her presence, will ensure the continuity and success of the program. The on-site coordinator will also see to it that the day goes smoothly and the necessary tasks of housekeeping are in place, such as:

- \* Prepares the room, (chairs in a circle)
- \* Provides a board or flip chart, etc. according to Presenter's needs
- \* Coordinates the snacks and refreshments
- \* Helps the Presenter and the members to stay on schedule
- \* Encourages and models silence

#### **Living Flame Folder:**

At the first presentation, the members are provided with a folder containing the Living Flame materials. It is suggested that each person receive a particular color that will represent the small group that they will be a part of for the remainder of the sessions. Included in the folder should be:

- \* The scheduled dates for the LF Presentations
- \* A daily schedule
- \* Contact list of the participants (first checking to see if all wish to be included)
- \* Contemplative Outreach Vision Statement
- \* Centering Prayer brochure

#### **Lunch:**

Although silence at lunch is suggested, groups may differ as to preference. Many Living Flame groups draw from a large area and participants wish to exchange conversation with others there, while some prefer total silence. Still other groups set up both silent areas and talking ones. It may be preferable to let the group as a whole decide.

**Schedule:**

The basic schedule can remain the same for each of the sessions and for each of the levels. The two back-to-back prayer periods in the AM & PM are an essential part of the day. The conference times might be adjusted by the Presenter of the day, according to the nature of the Presentations.

See: Living Flame Schedule.

**Check-Ins:**

The on-site coordinator will open the session in the prayer circle. They will reverence each member present by inviting each to offer a brief "check-in" that expresses his or her attitude toward being there that day summing up the thought or feeling in a couple of words. The coordinator keeps the members on task with this very brief sharing. At this time, the coordinator will introduce and welcome the visiting Presenter.

**Introduction of the Theme of the Day:**

The Presenter will offer a brief reflection of who he or she is in light of being a Living Flame Presenter and in terms of experience with Contemplative Outreach and Centering Prayer. A short description and introduction of the Theme of the Day is also appropriate at this time.

**Centering Prayer Periods:**

A short Psalm or part of a Psalm in keeping with the Spirit of the day is recommended before the Centering Prayer periods. Usually the on-site coordinator leads the prayer or solicits volunteers to do so. The two periods of Centering Prayer in the morning and again in the afternoon are an essential part of the program.

**Small Groups:**

The participants are placed into small groups for a more intimate experience of sharing during the seven sessions. Ideally, 4-5 members will be in each group, and the makeup of the small groups will remain the same for the remainder of the Living Flame program. Over time, members will bond in the Spirit. The guidelines for small faith sharing need to be respected:

- \* Practicing the art of listening
- \* The groups are not problem solving sessions
- \* Confidentiality is essential
- \* Freedom to share or not to share
- \* Give each participant equal time

The Presenter of the day will give the small groups one or two focusing questions to keep the group on the topic.

*The Living Flame Program Guidelines for Implementation – September 2015*

**Large Groups:**

The feedback in the large group will generally be the summary of the day. A short evaluation form will be given out and collected at the close of the day. Participants will close in their prayer circle, if convenient, or in the Large Group with a "check-out" similar to the opening "check-in", sharing briefly what they now are experiencing.

**Schedule of the Day**

9:00	Arrival
9:30 - 9:50	Welcome & Check In
9:50 - 10:00	Introduction of Theme of the Day
10:00 - 10:45	Centering Prayer (2 periods)
10:45	Silent Break
11:00 - 12:15	Conference
12:15	Light Lunch (silence suggested)
**1:00 - 1:50	Centering Prayer (2 periods)
1:50 - 2:45	Conference
2:45	Silent Break
3:00 - 3:45	Small Groups
3:45 - 4:00	Large Group
4:00	Departure

\*\* Please note that the afternoon Centering Prayer period(s) may be moved to the end of the day if that is deemed best by the Living Flame site coordinator and team.

*The Living Flame Program Guidelines for Implementation – September 2015*

**Living Flame Evaluation**

Name (Optional): \_\_\_\_\_

We value your feedback. Your input and suggestions will help us to plan future workshops.

Please give us your overall rating for today's presentation: (circle your response):

Poor	Fair	Sufficient	Good	Very Good
1	2	3	4	5

Please rank each of the activities below on a scale of 1 to 5 according to how helpful they were to you:

Centering Prayer Periods	1	2	3	4	5
Presentation of Materials	1	2	3	4	5
Small Group Faith Sharing	1	2	3	4	5
Large Group Discussions	1	2	3	4	5
Other (please explain)	1	2	3	4	5

Identify the most helpful activity above and share the reasons for your choice:

Identify the least helpful activity above and share the reasons for your choice:

Please provide any suggestions on how the guest presenter might improve his or her presentation:

Please provide any comments on how the local coordinator and/or service team of the Living Flame Program may better serve your needs during the program:

Please share any other comments that you may have: (Feel free to use the back of this paper.)

### **On-Site Coordinator Preparation Tasks**

The On-Site Coordinator works under the guidance of the Local Chapter Coordinator. Depending on the makeup of the local chapter, the on-site coordinator may be heading up these efforts, participating with others to accomplish them, or in some cases, may be served by committees already in place. Having volunteers to carry out such duties as set-up and clean-up, hospitality for Presenters, registration, refreshments, etc., will be essential to the success of the Program.

The seven dates for the monthly LF Presentations are selected and submitted to the National Coordinator who will then select the Presenters.

After the dates have been selected, the On-site Coordinator selects an appropriate venue and makes tentative reservations.

- \* Helps to determine the local budget for the LF Program and discern the fee to be charged to the participants
- \* Mails out an outreach publicity letter detailing the contents of the LF Program and the prerequisites required to attend, which will determine if there are enough individuals to present a LF series. NOTE: Sample letters to participants are available upon request.
- \* Works with the National LF Coordinator in formulating dates so process of scheduling the LF Presenters commissioned by Contemplative Outreach to present these materials may be finalized.
- \* Assists with the Registration process.
- \* Chooses a small committee from among participants who will consent to serve as assistants to help with the tasks required to present the LF Program.
- \* Arranges for the food, beverage and hospitality.
- \* Mails out Introductory Letter to participants, welcoming them and giving them further instructions about where to arrive on the first day, etc.
- \* Organizes/creates the folders for the LF Program to be issued to the participants. (Folders include schedule, participants list, vision statement of CO, Centering Prayer brochure.)
- \* Dialogues with the visiting presenters to ensure that they will be picked up at the airport and hosted at a local volunteer's home. Determines any special needs they may have.
- \* Obtains in advance, the materials from each of the presenters to be copied and issued to the participants for their folders. Also, determines what special equipment a Presenter may need.
- \* Keeps a master list of attendance.
- \* Obtains in advance the checks needed to pay the stipend to the visiting Presenters and also to the venue and caterer if any.
- \* Compiles evaluations and sends summary to the National LF Coordinator.

**Financial Aspects of Living Flame Program**

The following is a Financial Estimate for 25 participants:

Fixed Costs for the Living Flame Program for one year (7 sessions):

Presenter's Stipend	\$200 x 7 =	\$1400
Travel Expenses (estimate)		
	400 x 7 =	2800
National LF Coordinator Stipend		
	\$200 (misc. expenses)	200
	Total	\$4400

In addition to the Fixed Costs, there are Variable or Optional costs that may be incurred when presenting The Living Flame Program. These may include:

Expenses such as: refreshments, lunch; room rental; printing and copying, postage; local travel & meals for Presenters. It is also suggested the On-Site Coordinator not be charged a regular attendee's fee for the program, since his/her services are extensive.

Using the above figures based on 25 participants, the fixed costs per person per year would total \$176, or roughly \$25 per person per session. The variable costs will be different for each chapter. Some chapters have opted to do pot-lucks or brown bag lunches to save on food; many have found a space to accommodate their programs for which they do not have to pay rent. The traveling Presenters are picked up at the airport and "hosted" by one of the local members, so that once again, there is little or no cost incurred. Hospitality, such as a dinner after the presentation with the leadership of an area, can also be a variable expense; however this is one that will be very beneficial to both the Presenter and to an area.

Living Flame was also designed with the intention of helping to fund the work of Contemplative Outreach. Since its original design, the importance of this portion of the Living Flame Program seems to have diminished and is currently being redesigned to include this important original goal.

The Chapter Coordinators will have to consider all of the local conditions and apply them in order to have a more accurate reflection of the total actual costs. Actual costs will then determine the cost per person to attend The Living Flame Program.

It is suggested all monies be collected from participants before the start of the series in order to assure meeting of all expenses.

## **History and Administration of the Living Flame Program**

The Living Flame Program began in 1993 as the inspiration of the then Coordinator of the Tampa Bay area, Monica Freeman. After much prayer, preparation, consultation and approval of the National Faculty of Contemplative Outreach and the blessing of its Founder, Fr. Thomas Keating, the first Living Flame was held in Bradenton, Florida.

Since that time, it has been presented in many areas of the country including Orlando; St. Louis, (2); Long Island, New York; Milwaukee; Los Angeles; San Diego, Portland, (Or.); Chicago; Newark; Cleveland; Pittsburgh; Indianapolis; and has returned to the Tampa Bay area where it began in 2004-5.

The present National Living Flame Coordinator is Marilyn Webb. Marilyn is a commissioned Centering Prayer presenter and was the on-site coordinator in Indianapolis for both Living Flame I and Living Flame II.

If you are interested in more information about The Living Flame Program and would like to consider hosting it in your area, please contact her at:

Marilyn Webb  
317-852-7987  
[marilynwebb@sbcglobal.net](mailto:marilynwebb@sbcglobal.net)

## **Follow-up programs after Living Flame I and II**

After hosting Living Flame I and II, most areas find that a community has formed that wishes to continue some form of gathering to further nourish the depth of prayer and community interaction begun during the two years of the Living Flame Program.

Below are some of the ways in which Centering Prayer communities have met this follow-up need:

Chicago, Illinois: This area has followed LF I and II with a video taped series using the Christian Contemplative Heritage videos on seven Saturdays during the year. They retained the same prayer format with input and discussion. The fruit of the Living Flame Program, it was named "Living Flame Plus". The same video program was used in the Tampa Bay area following the very first Living Flame I and II.

Newark, New Jersey: Using some local and some national speakers, this area kept the Living Flame format and monthly meetings, while not requiring participants to make a commitment to attend all seven sessions, but to select those in which they had an interest. There were total package and individual day payment plans. Naming their follow-up "Contemplative Enrichment Program, they covered many topics such as Balance in Life, Drumming and Taize Prayer, Tai Chi Chih and Centering Prayer, Spirituality of Money, Relationships in Our Lives, Thoughts on Humility and so forth.

## *The Living Flame Program Guidelines for Implementation – September 2015*

Portland, Oregon: This area is in its third year of "The Journey Continues" following Living Flame I and II. Their meetings are a half day each month with a Centering Prayer sit, Lectio, video presentation, discussion, a second sit and closing intercessory prayers and the Our Father. At the end of the year, there is a closing retreat day with an overnight option. They have decided to continue this program each year as long as they have a minimum of 12 attendees.

Tampa Bay, Florida: The core team of this area has chosen to have several local speakers do workshops in the Fall, such as Forgiveness, Intention/Attention, Thoughts on Humility, based on the Living Flame format. Each is an individual event with fee varying according to costs. They usually schedule a national speaker or two after the first of the year, host United in Prayer Days with perhaps one more event before summer.

### **Living Flame Service Team**

(This group advises and assists National Coordinator)

Marilyn Webb – Living Flame Program National Coordinator  
Kathy DiFede  
Mary Dwyer  
Karlye Keleher  
Susan Komis  
Therese Saulnier