

To create the Talk Prayer Partner lists, & the Talk Scripture and Book References lists:

Using the TalkPrayerPartners.docx file, add the Prayer Partner names for each talk:

- For a given talk, copy the 1-column list of names (from an email, etc.), then 'select' (highlight with mouse) the placeholder text under the talk title and paste the list of names; you should see a 'clipboard' icon after the paste – click on that, and select 'Keep Text Only'.
- Alternatively (e.g. if entering the information from a paper form), you can 'select' the placeholder text, and just type over it with the list of names, ONE NAME PER LINE.

Once all of the Prayer Partner information has been entered into the file, email the completed file to the Worship & Prayer Vigil Chairperson (worship@new-arkemmas.org).

Using the TalkScriptureAndBookRefs.docx file, add the scripture and/or book references for each talk:

- For a given talk, copy your 1-column list of scripture or book references (from an email, etc.), 'select' the 'placeholder' text under the talk title, and paste selecting the option 'Keep Text Only'.
- Alternatively (e.g. if entering the information from a paper form), you can 'select' the placeholder text, and just type over it with the list of references, ONE PER LINE.
- Make changes to the reference information as necessary to ensure that the references are **correct** (nothing misspelled, etc.) and **consistent** (book titles are complete and italicized, followed by the authors' names; no abbreviations of Bible book names, and consistent spacing and punctuation for reference chapter and verses; etc.).

If a talk ***should have*** scripture references, but the speaker has failed to submit them to you, **YOU MUST TAKE THE INITIATIVE TO COLLECT THE INFORMATION:** You can ask the speaker; ask the Technical Director to send you an electronic copy of the talk; or ask the ALD keeping the additional talk copies to lend you a copy – and then **you complete the list for that talk.**

Once all of the scripture and book references have been entered, email the completed file to the Agape Chairperson (agape@new-arkemmas.org) so that it may be included in a handout in the pilgrims' walk information packets.