

Minnesota Walk to Emmaus Board

Community Lay Director

Job Summary:

To assure the community required responsibilities are fulfilled within any one year term, and before the leadership role is passed on to the successor. Continuity from year to year not only makes the Emmaus movement quality assured but much more easily managed.

Essential Functions:

- Chair the Board. Be elected annually by the Board from among returning members to serve during the upcoming year.
- Oversee and orchestrate the activities of the Emmaus community, with the help of the Assistant Community Lay Director and the Community Spiritual Director. Plan and conduct Board meetings and make sure that members follow through on their assignments.
- Represent a mature understanding of the Walk to Emmaus movement, the Emmaus weekend, and team formation, in order to help the Board make decisions that ensure that Emmaus is of high quality and a positive influence in the life of the Christian community.
- When unusual problems arise in team formation or during weekends that seriously threaten the possibility or integrity of the Walk according to the Community and Upper Room Ministries standards, the Board has responsibility for making decisions about the situation. If that is not possible, then the Community Lay Director can act with the Assistant Community Lay Director, the Community Spiritual Director, and the Board Representative on the team to consult with team leaders in Christian love, and help them evaluate their leadership in relation to their commission from the Board. In such unusual circumstances, the Community Lay Director, Assistant Community Lay Director, and the Community Spiritual Director can make decisions as needed on behalf of the Board. The Community Director should never unilaterally or arbitrarily interfere with the appointed leadership of a Walk or with their efforts to carry out their assigned responsibilities.
- Participate in Closings of Emmaus weekends, as indicated in the Closing agenda, by welcoming the new pilgrims to the Emmaus community, announcing upcoming Emmaus activities, and presenting the Weekend Lay and Spiritual Directors for the next set of Walks. If the Community Lay Director cannot be present, then he or she should make sure that role is undertaken by another appropriate lay leader on the Emmaus Board.
- Represent the Emmaus community to the broader community.
- Carry out his or her responsibilities in a spirit of teamwork with the Board.

Reminder:

- Get the Letter of Agreement signed by the entire Board and returned to the Upper Room by March 31st. The CLD is responsible for getting this done. Doing such at a Gathering will better educate the community with the covenantal relationship between the Board and the Upper Room.
- Follow up with the community treasurer to be sure pilgrim fees are paid after each set of walks---\$10.00 per pilgrim.
- Set the time, place, and agenda for all Board meetings and preside over meetings.
- Review the community's liability and D & O insurance. The community cannot be without insurance in today's society.
- Set up an in-house audit process whereby scholarship monies are wisely and fairly used first for pilgrims, second for team members, and last for support servants. Caution should be used to see that team and support persons should not receive an excessive amount of scholarship money on the same people being recycled from walk to walk.
- Offer orientation training to walk teams at the first team formation meeting. If CLD is not available, choose another Board member or Community member who is well-qualified and experienced.
- The CLD and/or Board should select a qualified community/Board member to conduct sponsorship training sessions after each set of walks. Set up in-house procedures to assure the registrar does not allow untrained pilgrims to sponsor.
- Review all previously assigned positions – both Board and non-Board – being sure the most qualified servants are in the best positions to best serve the community. It should be noted that the community's long-term health depends on utilizing as many at-large community members as possible. The community members MUST own their own community, not just the Board of Directors.
- Oversee the annual nominating process so as to assure the community that qualified servants are being nominated for the Board. Be aware that from each class elected each year, the eventual Community Lay Director will be chosen. Leadership at this level is extremely important.
- Be sure to offer an annual training event that can be used for positional training, sponsorship training, and new Board member training. A separate retreat might better serve the community when it comes to training new Board members.
- Emphasize the importance of the Follow-up meeting after walks. Teach your community to be accountable. Hold your sponsors accountable for bringing their pilgrims to the Follow-up meeting so Emmaus can be better explained and group reunion can be accomplished. This is the best chance you have to emphasize the importance of Fourth Day and the ultimate goals of Emmaus.
- Double-check all walk manuals being sure that the team is using the latest published editions. All Board member should have a copy of the Handbook on Emmaus, and their copy should not have the cellophane wrapper on it.
- Check on the following legal issues:
 - Community is incorporated. You must be incorporated.

- Community has its 501C3 non-profit status. You cannot legally deduct donations and gifts to Emmaus unless you have your non-profit status.
- CCLI music license for the music your community uses.
- Song activity is being reported each year.
- Assist Board in selecting all walk Lay Directors and walk Spiritual Directors. Lay Directors DO NOT select their Spiritual Directors.
- Assist Board in selecting all Support Servants for each walk. Walk Lay Directors and Team Selection Committees DO NOT select Support Servants; Board members responsible for the work area being selected make these selections and report them to the Support Coordinator.
- Select a qualified Board Rep for each walk. This is a same gender, single function position and must be filled with someone both experienced and committed to quality assurance.
- Assure that teams are the same gender except for clergy. Musicians MUST BE the same gender as the walk. If you believe this to be a problem, you are probably using too many musicians. One or two is adequate for a walk.
- Assure that the Team Selection Committee is operating as described in the Handbook. Review this section carefully. The Walk Lay Director does not make individual decisions about the members of the team. Walk Lay Directors may make a few initial suggestions, which MUST BE approved by the Team Selection Committee.
- Maintain good communications with the Regional Rep or Certified Trainer. Remember, every three years the community should receive a formal training from the Regional Rep or Certified Trainer.
- Make a permanent notebook for the Community Lay Director in which this check-list can be kept and passed on to a successor. Again, maintaining a high standard of consistency makes everyone's job easier and fulfills the efforts of the Upper Room to present the Walk to Emmaus as the same 72 – hour experience, no matter where it is held.