

# Minnesota Walk to Emmaus Board

## Gatherings/Reunion Groups/4th Day Chair

### Job Summary:

The purpose of the Gathering and Reunion Group Coordinator is to encourage and assist the development and functioning of Gatherings (including 4th day gatherings) and Reunion Groups.

### Essential Functions:

- Develop, present to the Board, and implement an on-going program of formation of Reunion Groups.
- Develop and assist in formation of Gatherings throughout the Emmaus Community.
- Assist new Gathering Group Leaders in organizing and leading meetings. Provide information from the Handbook on Emmaus on Gatherings to new or prospective leaders.
- Make all arrangements for the 4th Day events following a set of Walks including the facility, time, music, leader communion, child care if needed. Inform the Walk Lay Directors, the Community Lay Director, and the Board of Directors regarding the arrangements in ample time so that the Pilgrims and Sponsors can be informed and invited to attend. This will require access to the IMS database for music, potential clergy, etc.
- Obtain attendance information from Reunion Groups as needed to document active Emmaus participants and enter information into IMS database.
- Remind Gathering and Reunion Group leaders of the need for emphasizing sponsoring of new pilgrims and of the continuing need for making agape.
- Act as a resource person for Reunion Group leaders, providing training as needed. Provide guidance as to Reunion Group format and function. Follow-up with new community members encouraging them to join an existing Reunion group or assist them in starting a new group.
- Maintain a list of all Gatherings including address, meeting times, meeting place and provide copies of this list to the Agape leader on each Walk to put into Pilgrim Packet and post on website.
- Provide list of Reunion Groups with names of leaders, location, phone number so new community members can join if the group has openings. Provide list to the Walk Agape leader for pilgrim packets.
- Provide current list of Gatherings and Reunion Groups to Communications Director for publication in the Newsletter
- Provide host/hostess for snacks after closing at each Walk. Identify persons able to provide distribution of post-walk food to 4th day events.