

Minnesota Walk to Emmaus Board

Registrar

Job Summary:

The primary responsibility of the Registrar position is to process submitted Pilgrim Registration and Sponsor forms, and to provide this information to the leaders involved with each Walk.

Essential Functions:

- As Registration forms are received, record the date received, the payer, the amount of the check, and the check number.
- Deposit all monies received with pilgrim Registration forms. Complete a "deposit report", noting the name of the person making the payment and what the payment is for. Also complete a bank deposit slip and take the deposit to any Wells Fargo Bank to deposit all funds. Then mail the "deposit report" and the "deposit receipt" to the treasurer.
- Review Registration and corresponding Sponsor forms for (a) completeness, (b) adherence to the Equal Commitment rule, and (c) any indications of poor/unwise sponsorship. Bring any concerns regarding registration forms to the board's attention.
- Enter people in IMS database by Walk number.
- Maintain a detailed spreadsheet, listing all pertinent information taken from each Registration form and corresponding Sponsor form.
- Contact those pilgrims/sponsors for whom a sponsor form has not been submitted.
- Contact those pilgrims/sponsors who had registered for a previous Walk but could not attend. Inquire as to when it would be best for that pilgrim to attend a future Walk.
- Maintain a list of those pilgrims who have canceled their registration. Send a copy of this list to the Treasurer for tracking those monies which are to be held in escrow for future Walks.
- Two months prior to the Walk weekend, send a letter to each pilgrim, confirming their registration for the upcoming Walk.
- Two months prior to the Walk weekend, send a letter to each sponsor, confirming that their pilgrim's registration has been accepted for the upcoming Walk. Also be sure to include a sample copy of the letter to be used by the sponsor to request agape letters for their pilgrim.
- Save approximately three spots on each Women's Walk for couples who wish to sign up "at the last minute".

- Two weeks prior to the Walk weekend, send a second letter to each sponsor, informing them of their specific responsibilities. Include a map to the Walk site.
- Transfer pilgrims from the wait list (if applicable) to the confirmed list as other pilgrims' cancellations are received.
- Periodically provide to the Treasurer and Community Lay Director any updates to the pilgrim list for the upcoming Walks.
- Prepare name badges for all pilgrims and any team members who need them.
- Send the pilgrim list to the Newsletter editor for distribution to the community for prayer support.
- Send the pilgrim list to the Database Manager, so that the "bed doves" can be made for each pilgrim and team member.
- Provide the pilgrim list to each Walk Lay Director. Highlight those pilgrims with special physical, medical, and dietary needs. Indicate those pilgrims who are clergy.
- Prior to Send-Off on the Thursday evening of each Walk, check in new pilgrims and collect the balance due for registration fees.
- Prepare final list of pilgrims and provide names to the person in charge of Sponsors' Hour.
- Send final pilgrim list to the Communications Director.
- Provide final pilgrim list to the Treasurer. Highlight those pilgrims who requested scholarships, as well as the amount requested and any special payment arrangements.
- Maintain adequate name badge supplies for the Registrar's use and for the Agape trailer.
- Maintain historical files of final pilgrim lists, and corresponding Registration forms, for all Walk weekends. Maintain in central file cabinet
- Provide Registration forms and Sponsor forms, upon request, to members of the Emmaus community.
- Store Emmaus computer and printer between walks. Communicate to agape when supplies are needed.