

MINNESOTA WALK TO EMMAUS

Time and Talent Survey Walk No. _____

“...so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us.” Romans 12:5-6 NIV

Name _____ Spouse _____

Address _____

Preferred phone no. _____ Alt. phone no. _____

Email address _____ Church _____

On this Walk I was a (circle one) pilgrim / Team: [lay / clergy] (position) _____

Check areas in which you are interested in serving:

Servant roles on a Walk (team)*

_____ **Agape:** work behind the scenes with snacks, agape gifts, book table, dining room, community worship times etc.

_____ **Conference room:** serve at a pilgrim table or in a “table of contents” role

Music: _____ song leader _____ accompanist

Non-Team Walk roles

_____ **Set up/tear down:** come early or stay late to lay out the camp and unload Emmaus inventory or load it back up in the trailer

_____ **Saturday dinner:** set up/take down decorations, serve the pilgrims

Saturday entertainment:

Dinner music: _____ sing _____ play instrument
_____ perform in skit

_____ **Sponsor a pilgrim:** invite and support someone to experience an Emmaus Walk (training available thru Sponsorship Chair/online)

Sponsor’s Hour, Candlelight, Closing

_____ attend to support the pilgrims

_____ lead short worship (clergy)

_____ lead music

Servant roles before/after a Walk

Emmaus isn’t all about your Three Days, but about your Fourth Days. How you can grow:

_____ **Reunion Group:** All are encouraged to attend an accountability group.

Gathering: (monthly/quarterly regional group)

_____ attend _____ provide food

_____ provide music _____ emcee _____ organize

Board and Committee service:

_____ secretarial skills _____ Data entry

_____ Publishing newsletters

_____ Database management

_____ Website design and maintenance

_____ Accounting (CPA) _____ Bookkeeping

_____ Training and education

_____ Team leader/coordinator

_____ Manual labor/construction skills

_____ Inventory management/storage

_____ trailer storage

_____ Visioning/strategizing

_____ Marketing and promotions

_____ Public speaking

_____ legal skills

_____ Other skill: _____

*Note that Emmaus practices the concept of progressive servanthood, in which one starts in a servant position and progresses to leadership roles as one gains experience and humility.

Board Job Descriptions

___ **Secretary**—The secretary is responsible for record keeping and taking minutes during the monthly Board meetings. This position may be assigned a variety of special projects.

___ **Treasurer**—The Treasurer is responsible for presenting an annual budget report to the Board, assuring compliance with IRS rules and regulations, filing IRS and non-profit documentation and providing monthly financial reports.

___ **Fourth Day**—The Chair of this committee coordinates leaders who actively promote all Fourth Day activities ranging from Reunion Groups to Gatherings in the region.

___ **Sponsorship**— The Sponsorship Chair coordinates team members who work with Emmaus churches to promote Emmaus Walks and with non-Emmaus churches to present information about Emmaus and facilitate pilgrim attendance at upcoming Walks.

___ **Team Selection**— The Team Selection Chair, using information from a database, works with a committee to select qualified team members to serve in the conference room and on the Agape team--with an emphasis on progressive servanthood.

___ **Membership**— The Chair of this committee finds qualified Community members to serve on the Board when openings exist and provides the Board a list of qualified candidates for the annual Board Election. The Membership Chair ensures that member data in the database is kept current. This committee works closely with Team Selection.

___ **Facilities**— The Facilities Chair is responsible for procuring Walk sites by working with a committee to find available dates at appropriate sites. He or she is responsible for maintaining a file with information for each location, reporting on facility attributes and seeking and negotiating contracts. Responsibility for the Emmaus trailer falls under this chair.

___ **Communications**—This position requires an extensive knowledge of database creation and maintenance, with an understanding of all aspects of WINDOWS OS, and the capability of maintaining a website and SharePoint database.

___ **Music & Worship**—This position is best filled by clergy but is not limited to that qualification. This Chair is responsible for maintaining a file of musically talented community members and ordained clergy willing to serve on Walks and/or during other Emmaus functions.

___ **Registration**—The Registrar is most active during times leading up to the Walks. His or her committee will accept registrations & fees, arrange table and room assignments, and work with other committee Chairs for a smooth transition into the Walks.

___ **Training & Leadership Development**—This new position will develop a training program for new Board members and ultimately assist Sponsorship in sponsorship training. This position will be writing and maintaining a leadership manual for all aspects of Emmaus.

The other positions on the Emmaus Board come from within the Board or are specifically designed for clergy. We strongly encourage anyone interested in this kind of behind the scenes Emmaus opportunity to query the Community Lay Director at cld@mnummaus.org.