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## **Section 1 Board and Community Policy and Procedure**

### **1) Introduction**

The organization and basic procedures of the Lake Cumberland Area Emmaus/ Chrysalis Community, henceforth LCAECC or Community, are covered by the Bylaws. This document is to supplement the provisions covered in the Bylaws, which shall be the prevailing document in the event of a conflict. The purpose of this document is to specify the procedures that shall be followed while conducting the business of LCAECC. Furthermore, this document is to provide a comprehensive written document of policy and procedures of motions passed by current and past boards and shall be available for the entire community to access. This document should not be viewed as a set-in stone, permanent, never to be changed document, but rather a fluid document in which provisions can and should be changed to meet the ever-changing needs of the Community. May God's Kingdom be expanded, enhanced and glorified by following these policies and procedures.

### **2) Governance of Documents**

The policy and procedure by which the activities of the Community are governed are embodied in four documents. The order of precedence from most superior is:

- 1) *Lake Cumberland Area Emmaus / Chrysalis Community Bylaws*
- 2) *Lake Cumberland Area Emmaus / Chrysalis Community Policy and Procedure Manual*
- 3) *The Upper Room Handbook on Emmaus*
- 4) Robert's Rules of Order, Newly Revised

### **3) Community Membership**

All persons who have completed\* a weekend experience of the Walk to Emmaus or a Chrysalis Flight sponsored by the Lake Cumberland Area Emmaus Chrysalis Community. Or any persons that have completed a Walk to Emmaus, Cursillo, Tres Dias, Kairos, Chrysalis, or other equivalent Upper Room sponsored event, may become a member upon verification and by participating in the activities of LCAECC.

\* Pilgrims/ Caterpillars who make it through the candlelight service will be considered to have completed the weekend experience and are qualified to serve on future Emmaus/ Chrysalis teams or support roles. Pilgrims and Caterpillars who leave before completing the Candlelight event will not be considered to have completed the weekend experience however these persons are eligible and should be encouraged to return again as a pilgrim/ caterpillar.

## **4) Board of Directors for the Community**

### **4A) Purpose**

The direction of the community will be vested in the Board of Directors acting as faithful stewards for the Community.

### **4B) Composition**

The Board will consist of fifteen (15) adult directors elected by the Community, two (2) adult Chrysalis Board Representatives also elected by the Community. Three (3) youth Chrysalis recommended by the Chrysalis Board and approved by the Community Board. The community Spiritual Director, the Registrar, **the Chrysalis Registrar**, the Beacon Editor, **the Community Trainer**, **two Clergy members**, and the Treasurer whom are selected by the Board and become full Board members for the duration in which they hold those positions. These **28** members will be voting members of the Board of Directors.

### **4C) Terms of Office**

The fifteen adult directors shall be elected by the Community in three (3) panels of five (5) adults for three (3) year terms.

The two adult Chrysalis members will serve a three-year term but the first year will be a year in training shadowing the experienced Chrysalis members, during this first year in training there will be no voting privileges.

The three youth Chrysalis members are board appointed and have no set term limit.  
They will serve at the boards pleasure and are no longer eligible to serve in this position after reaching the age of 21.

Elected Board members who serve for three years cannot succeed themselves in consecutive terms. However, a board member that was appointed to fill an unexpired term of a vacated elected position may succeed themselves for one elected three-year term.

The Community Spiritual Director, Registrar and **Chrysalis Registrar**, Newsletter Editor, **Community Trainer**, **Two Clergy members** and Treasurer will be appointed in the January Board meeting by majority vote and will serve at the pleasure of the Board and have no set term.

#### **4D) Attendance**

It is expected that the Board of Directors will attend a minimum of 7 out of 9 Board meetings each year. It is not mandatory but highly recommended that the members of the board attend the meal and service that following the board meetings. In the event that members will not be present at a board meeting, it is desirable for them to let the Community Lay Director know in advance. Board Members that cannot meet the attendance obligation should prayerfully resign and be replaced by a member that can meet the obligation, as outlined in section 4 H) on page 4 of this document.

#### **4E) Meetings and Quorum**

Regular meetings will be held on the second Saturday of every month except for April, July, and September. The meetings will start at 4:30 local time unless previously announced differently. Special called Board Meetings may be called by the chair or when requested in writing by ten members of the board.

Ten members of the Board of Directors present at any duly called meeting shall constitute a quorum.

Minutes should be taken and made available upon request at any board meeting both regular and specially called.

#### **4F) Duties**

It is desirable that all new board members will attend a board training provided by The Upper Room during their first year on the board. It is mandatory that new board members attend this training within the first two years of becoming a board member.

It is expected that each member of the board will serve on at least one committee established in the Bylaws.

Be a voice for the Community that elected you.

#### **4G) Board Election**

Board Members are elected by the Community. The nominating committee shall submit to the Board a slate of a minimum of five names to elect five board members. The ballot shall be provided to Community members as a part of the newsletter, as a downloadable document from the web page, as electronic ballot or by US mail only if requested by an individual. Ballots should be available by November 1st.

Ballots can be mailed back to the webpage administrator and should be postmarked by November 30th. Ballots can also be hand carried and dropped into the ballot box at the November or December gatherings. The voting will stop at 6:30 pm local time at the December gathering. All ballots will be counted and the new board members (top 5 vote totals) will be announced during the service.

In the event of a tie for the 5th spot, the current board members will convene and vote by ballot, with the top vote getter being selected to serve on the Board of Directors.

#### **4H) Replacement of Board Members during their term.**

The board chair should contact the highest vote getter in the most recent board election that did not make it on the board. If they are willing to serve then, they should be appointed by the board to fill the vacated term until the next regular election **for that term**. If they decline, the next vote getter should be contacted. Such persons are eligible for election to a full term by the Community at such regular election. Example (If Andy is elected as a board member and after one year resigns from the board. The Chair nominates Billy and he is approved by the board. Billy will complete the remaining two years of Andy's term. Then at the end of those two years, Billy is eligible to go on the ballot and be elected to a three-year term without having to sit out one year.)

#### **5) Officers of the Board**

As described in our Bylaws the officers of the Board of Directors are:

|                             |                             |
|-----------------------------|-----------------------------|
| * Community Lay Chairperson | * Assistant Lay Chairperson |
| *Secretary                  | * Treasurer                 |

Officers shall be elected annually by the Board of Directors at the January meeting for a one-year term of office effective with the close of the January meeting.

## **6) Community Lay Chairperson**

The Community Lay Chairperson will serve as the chairperson of the Board of Directors and shall have the following responsibilities:

- A.** Work closely with the Community Spiritual Director
- B.** Prepares an agenda for community board meetings and presides over the meetings
- C.** Verify that board members are attending to their appointed duties
- D.** Record attendance at board meetings, remind members of their duty to attend meetings
- E.** Attend Upper Room board trainings and help newly elected members get signed up and attend in order for them to meet this obligation.
- F.** Ensure that the Covenant Letter between the Upper Room and LCAECC is signed by all board members and sent in annually.
- G.** Responsible for arranging churches to host the monthly gatherings.
- H.** Responsible for bringing the Communion Elements, and Communion supplies to gatherings.
- I.** Responsible for securing a 4th day speaker and music for each gathering. (usually the host church will help fulfill this obligation)
- J.** Extends the welcome and announcements at the monthly gatherings
- K.** Write an article each month for the monthly newsletter
- L.** At walk closings, welcomes new 4th day members and introduce Weekend Spiritual Director
- M.** Will only vote at board meetings to break a tie vote
- N.** Be willing to serve on the Board for one year after the end of his/her term, either to fulfill their 3-year commitment or as an ex-officio member if their term ended at the end of their 3-year term.
- O.** Work with the facilities chair to sign contracts with the Camp Mountain View Board.
- P.** Ensures the board has insurance that meets our agreement with Upper Room
- Q.** Keeps a record of election results in case a member needs to be replaced
- R.** Works in conjunction with the Team Selection Chairperson to contact candidates for Weekend Lay Directors in training and secure their commitment.
- S.** Oversees the Weekend Lay Directors, guiding and answering questions as needed. Invites the Weekend Lay Directors to attend the board meeting after their walk to present a report of the successes and deficiencies experienced during the weekend.
- T.** Plans an extended session for the January meeting to plan next year's course and organize committees. May call extended sessions throughout the year as needed.
- U.** Calls Special called meetings as needed
- V.** Forms Ad-Hoc committees as needed
- W.** Serves on the team selection committee
- X. Schedule and Coordinate the board Summit**
- Y.** Any other duty imperative to the success of the Community but not listed here

## **7) Assistant Lay Chairperson**

The Assistant Lay Chairperson shall have the following responsibilities:

- A.** Work closely with the Community Lay Chairperson
- B.** Be available and prepared to lead the Community in whatever capacity is needed in the absence of the Community Lay Chair, including but not limited to presiding over monthly board meetings, making announcements and comments during candlelight's and walk closings.
- C.** Chair the Communications Committee
- D.** Any other duty imperative to the success of the Community but not listed here.

## **8) Secretary**

The Secretary of the Board shall have the following responsibilities:

- A.** Takes minutes at all board meetings
- B.** Types minutes and disperses to board members at the next monthly meeting
- C.** Include the names of the board members that were absent in the minutes
- D.** Keep a notebook of all previous board minutes and bring it to the monthly meetings.  
Notebook should also include agreements for both Emmaus and Chrysalis, a copy of current Bylaws, copy of policy and procedure manual, copies of resignation letters and other documents of pertinent historical value to the board and Community.
- E.** When requested, after conferring with the Registrar, furnish written confirmation of membership to a person who has been a member of this Community and wishes to become a member of another 4th day community under the Upper Room
- F.** Performs other assignments as requested by the board

## **9) Treasurer**

The Treasurer shall have the following responsibilities:

- A. Maintains detailed records of all financial transactions including receipts & documentation
- B. Maintains Community financial accounts
- C. Pay all bills incurred by the Community in a timely manner
- D. Maintains the official office of the corporation, including registering LCAECC with the state
- E. Prepares and submits yearly tax records to Federal and State Agencies
- F. Submits a monthly financial report to the Board of Directors at each monthly board meeting.  
Each report shall have line by line transactions since the last report, with an ending balance but will also include outstanding bills, money earmarked for scholarship, money on hand from unused team fees, as well as future expected expenses so a balance of available money can be determined.
- G. Provide a summary of Community income and expenses from the previous year in the February newsletter.
- H. Keep Records for total income and total expenses for each set of walks and Flight so team fees can be adjusted if needed.
- I. Be able to provide a complete list of scholarships awarded if requested.
- J. Will work under the authority of the Financial Committee

## **10) Community Spiritual Director**

The Community Spiritual Director shall have the following responsibilities:

### **Board Responsibilities**

- A. Attends all board meetings and participates as a member of the Board of Directors
- B. Confers with Community Lay Chairperson on any issues to be put on the agenda
- C. Member of the team selection committee
- D. Submits the names of the Weekend Spiritual Directors to the board to be voted on for approval
- E. Secures Assistant Clergy for walks and flights
- F. Keeps an updated list of Clergy available to serve on walks and flights
- G. Has an emergency backup list of Clergy to replace a clergy member that has to drop out at the last minute.

### **Gathering Responsibilities**

- H. Leads the service: brief message, prayer requests, and Communion.
- I. Secures 3 other people to assist with serving Communion. Preferably clergy but laity in the absence of enough clergy
- J. Encourage clergy working weekends to attend team dedication services
- K. Secure a replacement to carry out gathering responsibilities in the event of his absence

### **Walk/ Flight Weekend Responsibilities**

- L. Lead the Community (or secure a replacement) for all sendoffs, candlelight services, and closing services as described in the *Three-day schedule*. However, it has become customary in LCAECC for the Weekend Spiritual Director to carry out the responsibilities at closings in lieu of the Community Spiritual Director.
- M. Has the authority to replace **any** clergy that drops off a team, after the team dedication Service. This includes the Weekend Spiritual Director without board approval.

## **11) Standing Committees:**

As described in the By-Laws, the members of the Board of Directors chair the standing committees of the board. These committees include:

- A) Gatherings Committee**
- B) Registration Committee**
- C) Agape Committee**
- D) Prayer Committee**
- E) Spiritual Committee**
- F) Facilities Committee**
- G) Kitchen Committee**
- H) Weekend Supplies Committee**
- I) Emmaus Store Committee**
- J) Upper Room Supplies Committee**
- K) Leadership Training Committee**
- L) Communications Committee**
- M) Finance Committee**
- N) Team Selection Committee**

**It is hoped that the guidelines that follow will help the chairperson of each committee to better fulfill their responsibilities. It is understood that everything has probably not been covered and the chairperson and committee shall have the freedom to make such other decisions that are necessary to fulfill the committee's responsibility to the board and Community.**

## **12) Gathering Committee:**

**The Gatherings Committee will have the following responsibilities:**

- A. The chair shall be the Community Lay Chairperson
- B. Secure a church to host the gatherings a minimum of two months prior but earlier is even more desirable.
- C. Gatherings shall be held the 2nd Saturday of every month except for the months of **July**, and the months of the flights or walks (currently **April** and **September**)
- D. *\*\* Chrysalis will be in charge of the March team dedication and October gatherings.*
- E. The Board meetings will take place prior to the gatherings starting at 4:30 local time. If the need arises, the start time can be earlier if announced at the previous Board meeting. Every effort should be made to end the Board meeting at 6:00 local time as to **NOT** keep the Community waiting.
- F. It is expected that the host church will provide the paper products and drinks. The Community members will provide the potluck meal and desserts.
- G. The meal will begin at 6:00 local time followed by the service which should begin at 7:00 local time.
- H. The committee will work with the host church to ensure there is a 4th day speaker as well as worship music. It is suggested that the name of the 4th day speaker should be given to the one call administrator and beacon editor so it can be announced prior to the gathering. There will no longer be a 4th day speaker at team dedication gatherings.
- I. The chair will make sure the Communion Elements, glasses and serving tray, candle, lighters, and cloth coverings are at the gathering.
- J. Secure ushers at the gatherings to collect an offering, count the offering, and give to the treasurer, registrar, financial committee member, or other board member for deposit.
- K. During the service the chair should welcome those in attendance, make announcements, introduce the music team, 4th day speakers or (weekend lay directors at team dedication), community spiritual director at the appropriate times.
- L. Help the host church clean up afterwards
- M. Should be the first to arrive and the last to leave.
- N. Send a "Thank You" card to the host churches following the gatherings

## **13) Registration Committee**

The Registrar will serve at the pleasure of the board and has no minimum or maximum term. The Registrar will be the chair of this committee.

**The Registration Committee will have the following responsibilities:**

- A. Enlistment, confirmation, and registration of the pilgrims and caterpillars for walks/ flights.
- B. Collect and deposit pilgrim/ caterpillar fees related to walks.
- C. Works with Weekend Lay Directors to keep a detailed account of all registration deposits and walk/flight fees for each pilgrim / caterpillar.
- D. Order Hand Crosses and give to WLD's prior to first team meeting.**
- E. Ensures that name buttons are made and handed out at sendoff for walks and flights
- F. Provide a confirmed list of accepted pilgrims and caterpillars to Weekend Lay Directors of walks/ flights and also to the Beacon Editor. This includes making a copy of the pilgrims application and given to the WLD at least 15 days prior to the walk.
- G. Send acceptance letters to both Pilgrims/ Caterpillars and Sponsors at least 30 days before the start of each walk
- H. Makes Weekend Lay Director aware of all health needs or special dietary needs of any Pilgrim or Caterpillar listed on the applications. **Including gluten free diets.**
- I. Makes Kitchen Coordinator aware of any special dietary needs for any pilgrim /caterpillar listed on an application. **Including gluten free diets.**
- J. Works the registration table at sendoffs to collect any unpaid pilgrim/caterpillar fees
- K. Deposits into the Community checking account monies collected from registration fees, offerings, or any other source and communicate to the treasurer within 2 days.
- L. Order Upper Room supplies and make sure they are on the Mountain for the walks/flights  
Supplies include cross necklaces, Purple books, Sendoff DVD, Grace Stool, Bell, Name Buttons, Reunion cards,
- M. Work with Treasurer to issue refunds for Pilgrims or Caterpillars who cancelled and request the refund.

### **13.1) Chrysalis Registrar**

A) will have the same registration duties as the Emmaus registrar only with Caterpillars instead of pilgrims, with the exception that the Registrar will order the upper room materials and have them dropped shipped to the chrysalis registrar.

## **14) Agape Committee:**

### **The Agape committee will have the following responsibilities:**

- A.** The chair will be a member of the team selection committee helping select the coordinator, co-coordinator, and team for each walk.
- B.** Make phone calls to agape team members to get their response about working. Verify the team members address, and contact information. When the team list is exhausted, contact the team selection chair for additional potential worker names until the team is filled.
- C.** After the agape team is set, send the list (as quickly as possible) to the Weekend LD along with the address and phone number of each team member.
- D.** Inform the Weekend LD of changes in the agape team and have them do the same. Ideal protocol for replacing an agape team member is for agape chair to contact the team selection chair for names on a waiting list and those persons should be contacted first. If the team selection chair has no names the Weekend LD should be contacted for any names they would suggest.
- E.** Meet with all agape coordinators and give them the Agape Manual for the weekend. Discuss any new agape or board policies that they may not be aware of so that the coordinators have a clear understanding of what is expected for team meetings and the walk weekend. Remind them to let you know about team meeting attendance
- F.** Keep in touch with weekend coordinators, offering support in areas where it is needed.
- G.** The agape chair will receive agape letter requests from other communities via email. Send out our Community letter to them in a timely manner.
- H.** Request and receive agape letters from other communities. The international directory is on the Upper Room website. Contact the agape chairs of these communities requesting their community letters. Maintain a file of these letters for use on our walks.
- I.** Make sure the agape wall letters from other communities are at the camp by registration time and given to the Weekend LD or Weekend SD to be presented at the proper time.
- J.** Maintain a list of other community walks that have contacted us for prayer and give the list to the prayer chapel during our walks to be prayed over
- K.** At least 4 weeks prior to the walk purchase napkins, tablecloths, and placemats for both the men's and women's walk. Before placing the order, communicate with the Chrysalis agape board rep. To see what they need. Try to order their placemats with Emmaus place mats to save on shipping charges. Place mats can be found on the web. It is advisable to order in wrapped packages of 50 due to harsh storage conditions on the mountain.
- L.** Make sure the tote with tablecloths, napkins, and placemats are on the mountain prior to sendoff.
- M.** Maintain the inventory, condition and care of the drama costumes. Check the costumes before the and after the walks. Wash them after each set of walks.
- N.** Maintain a tote marked "extra agape" for teams to place leftover agape into. Collect this at the end of each set of walks. Go through the agape and remove any edible agape and discard any other agape that cannot be stored. Prepare (bag it and count it) the remaining agape, store it and then pass it on to future agape coordinators for both flights or walks.

**continued...**

**Agape committee continued:**

- O.** Work with the Weekend Agape Coordinator to ensure that there is a typist on the agape team  
and that a copy of the typed list is given to the Team Selection chair and One Call admin.
- P.** Collect the agape coordinator manual after each set of walks and update as necessary.
- Q.** Follow up with weekend agape coordinators for any comments or suggestions they may have.
- R.** Help set up a camp close down date one weekday after the women's walk.

## **15) Prayer Committee:**

**The Prayer Committee will have the following responsibilities:**

- A.** The chair will be a member of the team selection committee helping select the coordinator, co-coordinator, and team for each walk.
- B.** Make phone calls to prayer chapel team members to get their response about working. Verify the team members addresses, and contact information. When the team list is exhausted, contact the team selection chair for additional potential worker names until the team is filled.
- C.** After the prayer team is set, send the list (as quickly as possible) to the Weekend LD along with the address and phone number of each team member.
- D.** Inform the Weekend LD of changes in the prayer chapel team and have them do the same. Ideal protocol for replacing a prayer chapel team member is for the prayer chapel chair to contact the team selection chair for names on a waiting list and those persons should be contacted first. If the team selection chair has no names the Weekend LD should be contacted for any names they would suggest.
- E.** Meet with both weekend prayer chapel coordinators and give them the Prayer Chapel Manual for the weekend. Discuss any new board policies that they may not be aware of so that the coordinators have a clear understanding of what is expected for team meetings and the walk weekend. Remind them to let you know about team meeting attendance.
- F.** Keep in touch with weekend coordinators, offering support in areas where it is needed.
- G.** Order 4 prayer charts (boy's, girl's, men's and women's conference rooms) in advance of the first team meetings.
- H.** Make sure prayer charts are at appropriate team meetings, each gathering, and at the send off service for the purpose of getting signatures from the Community.
- I.** Make sure all banners, and other table decorations are available before each walk and stored properly after each walk.
- J.** Check to make sure linens are clean and pressed.
- K.** Responsible for bringing the Communion elements for the entire weekend for **each** walk and flight. Only 100% Grape Juice enough for 5 Communion Services, and 7 Loaves of bread. (Dying moments ceremony uses two and it is advisable to have an extra loaf.)
- L.** Collect the Prayer Chapel Coordinator Manual at the end of the walk/ flight and update as necessary and put away for safekeeping.
- M.** Follow up with weekend prayer chapel coordinators for any comments or suggestions they may have regarding the weekend

## **16) Spiritual Committee:**

**The Spiritual Committee will have the following responsibilities:**

- A. The Spiritual Committee will consist of the Community Spiritual Director who will chair the committee and the two board clergy members.**
- B. Select the Weekend Spiritual Directors for each walk/ flight subject to board approval.
- C. Conduct the Communion service at all gatherings or secure a suitable replacement.
- D. Conduct or have another suitable replacement to conduct the Communion service at all send offs, candlelight, and closing\* services. \* It is customary for the Weekend SD to conduct the Communion service at closings for walks and flights.

## **17) Facilities and Arrangements Committee:**

**The Facilities Committee will have the following responsibilities:**

- A. Contact the camp office for dates of future walks and flights and securing a signed contract for those dates and give a copy of the contract to the Board of Directors Chairperson.
- B. Set the date for "camp set-up" and make sure there are enough people available to set up the camp prior to the flight.
- C. Assist the camp superintendent in setting up the camp for each flight and walk according to his direction.
- D. Work with the Agape Chair to establish a camp shut down day after the women's walk.**  
Assist the camp superintendent in taking down the camp after each walk or flight according to his direction

## **18) Kitchen Committee:**

**The Kitchen Committee will have the following responsibilities:**

- A. The chair of the committee will serve on the team selection committee and help select coordinators, co-coordinators and kitchen team members for each walk.**
- B. Make phone calls to kitchen team members to get their response about working.**  
Verify the team members addresses, and contact information. When the team list is exhausted, contact the team selection chair for additional potential worker names until the team is filled. After the kitchen team is set, send the list (as quickly as possible) to the Weekend LD along with the address and phone number of each team member.
- C. Meet with each kitchen coordinator prior to the flights/walks for the purpose of training.**
- D. Work with the facilities chair to secure the use of the kitchen for each flight/ walk and make sure that the kitchen is clean and ready to go prior to each flight/walk.**
- E. Post the menu in the kitchen and update as needed.**
- F. Pick up perishable food after each flight and walk and take to House of Blessings**

## **Food purchaser coordinator Duties:**

- A Order all food for each flight and walks, stock the kitchen for each set of flight/walks, and make sure there is proper quantity and quality for each flight/walk.**
- B. Check with both the registrar and Weekend LD for any special dietary needs and order these foods as needed**
- C. Keep all receipts for purchases and forward to the treasurer ASAP after each set of walks.**

## **19) Weekend Supplies Committee**

**The Weekend Supplies Committee will have the following responsibilities:**

- A. Purchase all conference room supplies including notebooks, pens, poster boards, Kleenex, magic markers, colored pencils, scotch tape, and other office supplies as needed. Check inventory in the storage building at camp with agape chair as to the amount needed per walk/ flight.
- B. Order candle and candle holders
- C. Maintain a complete materials list of items to have on hand. Update as needed and pass the list down from year to year.
- D. Purchase bath agape/ personal hygiene materials.
- E. Purchase white bags for pilgrim/ caterpillar agape letters, brown bags for extra letters and 8 x10 manila envelopes for packet information.
- F. After each set of walks/flight inventory for the next set of walks/flight and store unused inventory in containers and place in the storage building at the camp.

## **20) Emmaus Store Committee**

**The Book Supplies committee will have the following responsibilities:**

- A. Have a table set up at camp by noon on Saturday for Men and Women walks. Items suggested to sell are t-shirts / sweatshirts with our Community logo.
- B. Have a T-shirt and Sweatshirt sales table at the pavilion for sales to the community members prior to the start of the Candlelight service. This table must be taken down and inventory put out of sight at least 30 minutes before pilgrims/ caterpillars begin their candlelight journey to the pavilion.
- C. Keep an ample amount of sizes and colors of inventory to meet the community demand and reorder as needed.
- D. Proceeds should be documented and deposited or given to the Treasurer for deposit.

## **21) Upper Room Supplies**

**The Upper Room Supplies Committee will have the following responsibilities:**

- A. Purchase hand crosses, neck crosses, brochures, reunion cards, worship booklets, candles for pilgrim prayer chapel setup, manuals, and other supplies as needed.
- B. Make sure the new Thursday night "Walk to Emmaus" Video is on the mountain before Registration.
- C. Make sure wake up bell is on the mountain for each set of walks and flights.
- D. Make sure 3-legged prop stool is on the mountain for each set of walks
- E. Store all upper room inventory between sets of walks/flight (including video, stool, & bell)

## **22) Leadership Training Committee and Community Trainer**

The Chair will be the Community Trainer.

The Community Trainer must be Qualified and approved by Upper Room and will serve at the pleasure of the board with no minimum or maximum term.

While serving in this capacity the Community Trainer will be a voting member of the board.

The Leadership Training Committee will have the following responsibilities:

- A. Work closely with Upper Room to make sure LCAECC is compliant with the covenant
- B. Work with the Community Spiritual Director to plan Clergy Trainings
- C. Schedule and Coordinate board trainings for new board members
- D. Notify the Upper Room website of the dates of our walks and flights
- E. Responsible for an educational moment at all gathering services. Where they will choose one topic and briefly go over it with those in attendance.
- F. At the follow-up meetings go over once again:
  - 1. The reunion group card
  - 2. How to sign up to work
  - 3. How to sponsor someone
  - 4. The responsibilities of a sponsor
  - 5. Upcoming gatherings and events
  - 6. How to Access the Webpage, Facebook, The Beacon, and One Call.
- G. Keep up on changes from Upper Room for Emmaus/ Chrysalis

## **23) Communications Committee**

The Communications Committee will have the following responsibilities:

- A. It is suggested but not required that the Assistant Lay Chairperson serve as the chair of the communications committee
- B. The Communications Committee Chairperson will oversee the committee members that are in charge of the community newsletter, the community web page, the community Facebook page, and the One Call system.
- C. Work with the team selection county representatives, and the communications committee members to purge the mailing list and One Call system every other year. This will be done by requesting a response from those who receive a notice. Community members failing to respond shall get a 2nd notice(preferably a phone call) before purging occurs.

## **23A) Community Newsletter**

- ❖ The Newsletter editor will be a full member of the Board of Directors with voting privileges for the duration that they serve in this capacity.
- ❖ The Newsletter editor will serve at the pleasure of the board and has no minimum or maximum term.

### **The Community Newsletter Editor aka Beacon Editor will have the following duties:**

1. Send out the newsletter between the 20th and 25th day of each month with the exception of April and September (walk months), in which it will be sent out within 7 days of the Women's closing.
2. Publishes a monthly newsletter
3. Gather and edit articles for the newsletter
4. Create a photo ready layout for the newsletter
5. Include the Community Lay Chairperson article in the newsletter
6. Include a **Did You Know???** Section
7. Include a calendar of events of upcoming events
8. List the entire years gathering locations as they become available
9. Give driving directions to the current gathering location
10. In the March and September Beacon include the times for sendoff, candlelight, and closing
11. Include a list and contact information of all elected board members
12. The October Beacon should include the ballot for the board of directors election
13. include other tidbits of information as needed
14. Maintain a Community mailing list including new 4th day members/ butterflies from the corrected list after each walk from the Weekend Lay Directors
15. Obtain new addresses from new community members that transfer in, who attend gatherings or other community functions.
16. Keeps a list of members that request the Community Newsletter be mailed to them via the postal service. And mails them out a copy of the monthly newsletter.
17. Receive payments for the monthly subscriptions and turn into the Treasurer for deposit
18. Work in conjunction with the One Call Administrator to send out the newsletter via email to those that are in the One Call System.
19. Provides a copy of the community newsletter in each pilgrim's/ caterpillar packet that Includes a calendar of upcoming events as well as information about other communication avenues such as the webpage address, Facebook page address, and information on how to opt into or out of the One Call system.

## **23B) Webpage Administrator**

**> The webpage administrator will serve at the pleasure of the board and will have no minimum or maximum term.**

**The webpage administrator will have the following duties:**

1. Establish, maintain, and update the Community's web page at a minimum of once a month but more often as needed.
2. The background picture should relate directly to our Emmaus/ Chrysalis Community.
3. The Webpage should be user friendly with the following tabs:
  - a. **Welcome/ Homepage**
  - b. **About Us:** history of community, purpose, and other pertinent information
  - c. **Contacts:** names and contact info of all officers and current board members with a list of the committees that they chair
  - d. **Sponsorship applications:** downloadable for both Chrysalis and Emmaus along with the sponsorship criteria and expectations
  - e. **Worker applications:** downloadable worker applications for both Chrysalis and Emmaus along with worker commitment expectations
  - f. **Calendar of upcoming events:** including dates, times, locations of all Community activities and events including but not limited to board meetings and gatherings, walks and flights (including sendoff, candlelight, and closings), board trainings, team selection meetings, walk and flight team formation meetings, camp set up and camp break down dates.
  - g. **Community Newsletter Tab:** access a current copy of The Beacon
  - h. **Past Community Newsletter Tab:** access past Beacons
  - i. **Team Selection Tab:** Dates and times of meeting, Current members, and their contact information, and the county they represent
  - j. **Donation Tab:** ability to donate or pay fees through PayPal
  - k. **Election Tab:** Picture of candidates with bio information, a downloadable ballot with dates and instructions on how to submit, (mail or hand carry), link to online voting.
  - l. **Three-day schedule**
  - m. **Upper room Link**
  - n. **Current Bylaws tab**
  - o. **Current Policy and Procedure tab**
  - p. **Downloadable Agape Letter:** from our Community to other communities to use during their walks/flights
  - q. **Past Board Minutes**
  - r. Any other tabs or information deemed necessary by the Communications Chairperson or requested by the Board of Directors.

### **23C) Facebook Administrator**

> The Facebook administrator will serve at the pleasure of the board and will have no minimum or maximum term.

#### **The Facebook administrator will have the following duties:**

1. Post upcoming events such as gatherings, walks/ flights, team selection, team meetings, and any other community events
2. Post event pictures of gatherings, and other events that pertain and revolve around our community
3. Link the Facebook page to our webpage
4. The cover photo and profile picture should relate directly to our Emmaus/ Chrysalis Community

### **23D) One Call Administrator**

> The one call administrator will serve at the pleasure of the board and will have no minimum or maximum term.

#### **The One Call Administrator will have the following duties:**

1. Establish and maintain a database by adding new 4th day members who have just completed a walk / flight and remove names of those that opt out. Update information on phone numbers or emails that are no longer valid. A report is generated through One Call
2. Create and use subgroups to contact teams, board members, or other specific groups via calls, text or emails.
3. Publish the Beacon Newsletter, voting ballots, other community needs via email.
4. Use One Call in a mindful manner (such as time of day when calls are generated) and in a timely manner for reminders.
5. One Call should only be used for events that are in direct relation to the Community. Events should relate to:
  - a. Team meetings
  - b. Camp set up
  - c. Walks/ Flights
  - d. Candlelight services
  - e. Team selection

**\* One Call should not be used for prayer chain requests**

## **24) Financial Committee**

> The financial committee will be comprised of 4 members, (the treasurer, the Registrar, and two members appointed by the board of directors). The board will select the chair of the committee. Members will serve a one-year term, but can succeed themselves as long as so chosen and willing to serve.

### **The financial committee will have the following responsibilities:**

- A. Conduct a comprehensive audit of the financial records in November and results reported at the December board meeting.
- B. See that offerings are collected at gathering services and candlelight services.
  - 1. These offerings will be collected, counted, recorded and verified by two signatures.
  - 2. Offering should be given to the treasurer for deposit
  - 3. In the absence of the treasurer, the offering should be given to the registrar or community lay chair for deposit

## **25) Team Selection Committee**

### **The team selection committee for Emmaus walks should be comprised of:**

- \* Team Selection Chairperson \* Community Spiritual Director
- \* Weekend Lay Director \* Board Agape Chair
- \* Board Kitchen Chair \* Board Prayer Chapel Chair
- \* Community Lay Director \* Historian
- \* a county representative from the following counties: Adair, Casey, Clinton, Cumberland, Pulaski, Russell, and Wayne.

### **The team selection committee for Chrysalis Flights should be comprised of:**

- \* 2 Elected Chrysalis Board Representatives \* 3 appointed youth Chrysalis board reps.
- \* Chrysalis board agape chair \* Weekend Lay Directors
- \* Chrysalis board prayer chapel chair \* Chrysalis board kitchen chair
- \* Adult/ Youth representing the following counties: Adair, Casey, Clinton, Cumberland, Pulaski, Russell, and Wayne. \* Community Lay Director

## **The Team Selection Committee will have the following responsibilities:**

**Historian:** will keep and maintain detailed and updated 4th day registry of Community members, including most recent contact information and their walk/ flight work history so progressive servanthood can be tracked.

- A. Will keep a list of names of persons eligible to serve as Weekend Lay Directors
- B. At the March board meeting submit (for board approval) the names selected to serve as the fall weekend lay directors
- C. At the August board meeting submit (for board approval) the names selected to serve as the spring weekend lay directors
- D. Set a team selection date in May (for fall walks) and in October (for spring walks), to meet and set the conference team, and behind the scene teams for the next set of walks. At this meeting the conference room team will be established by following the progressive servanthood when selecting Table Leaders (TL), Assistant Table Leaders (ATL), Assistant Lay Directors (ALD), and Weekend Lay Directors (LD)
- \* The Team Selection Chair will have worker applications that were mailed in and these should be given top priority and as many of these should be selected to work as possible while maintaining the **"One-Third Rule."**
- E. The **"One-Third Rule"** means team selection will strive to staff each team with approximately  $\frac{1}{3}$  new members,  $\frac{1}{3}$  second or third time workers, and  $\frac{1}{3}$  seasoned Veterans.
- F. When selecting teams an individual should NOT be selected to serve on multiple weekends during a set of walks.
- G. When selecting teams Individuals should only serve in a conference room once in a calendar year (So you can work CR in the fall and also work CR in the spring)
- H. When selecting team members potential candidates should be vetted to ensure that they would be a proper representation of the values established by LCAECC. That they are living a Life of Piety above reproach.
- I. When selecting conference room members, make sure they can be committed to the entire weekend, and if they cannot, they should not be selected.
- J. It is also recommended that each team have an equal representation from all counties served by the Lake Cumberland Area Emmaus Chrysalis Community.
- K. Chrysalis will meet before the women's candlelight to select their conference room team and outside team coordinators. This list will be given to the team selection chair prior to the walks team selection meeting. Chrysalis team selection will meet again before the June gathering for (fall flights) and November gatherings (for spring flights) to select the outside teams.
- L. Progressive servanthood for Chrysalis is Assistant Table Leaders are replaced with Youth Table Leaders (YTL) and an additional position for the Youth Assistant Lay Director (YALD)
- M. Community Spiritual Director will set the Weekend Spiritual Director whom must be approved by the board. (exception is listed in section 10-M on page 8) and will work with the Spiritual Committee and Weekend Spiritual Directors in setting their weekend spiritual team.

**N.** If Clergy wish to work in other areas of service on the flight/walks they are allowed to do so if selected. They can work in behind the scenes areas without restriction, they can serve in the conference room with the following restrictions. They are not allowed to serve as a speaking Table Leader. Persons who have given a clergy talk are not eligible to give a talk reserved for lay personnel. There may never be more than two clergy working as non speaking Table Leaders or assistant table leaders on a walk. If an emergency arises that a clergy position opens up and cannot be easily filled, with a spirit of cooperation it is expected that the clergy will vacate their assistant table leader position and serve on the clergy team.

**At the Conclusion of the Team selection meeting after teams have been assigned:**

- O.** The board agape chair will call the prospective agape team members to confirm their willingness and availability to serve. A list of confirmed names with current addresses and phone numbers should be given to the Weekend Lay Director so they can mail out team meeting materials.
- P.** The board Kitchen chair will call the prospective kitchen team members to confirm their willingness and availability to serve. A list of confirmed names with current addresses and phone numbers should be given to the Weekend Lay Director so they can mail out team meeting materials.
- Q.** The board Prayer Chapel chair will call the prospective prayer chapel team members to confirm their willingness and availability to work. A list of confirmed names with current addresses and phone numbers should be given to the Weekend Lay Director so they can mail out team meeting materials.
- R.** The Weekend Lay Directors will call the prospective conference room team members to confirm their willingness and availability to serve. A list of confirmed names with current addresses and phone numbers should be kept so they can receive the mailed-out team meeting materials.
- S.** The Community Spiritual Director working with the Weekend Spiritual Director will assign the clergy talks
- T.** The Community Spiritual Director will give a confirmed list of the spiritual team, the talks they are giving, along with current addresses and phone numbers to the Weekend Lay Director so meeting information can be mailed out.

## **26) Progressive Servanthood Guidelines:**

### **26A) Conference Room Progressive Servanthood**

1. The following are guidelines that should be followed whenever possible: However sometimes emergency situations occur and a person may have to move up earlier.
2. Any 4th day member over the age of 18 of a 3-day Upper Room sponsored event is eligible to work LCAECC walks. (Chrysalis Butterflies over the age of 18 can work Emmaus Walks)
3. Anyone from another community wanting to serve as workers for LCAECC walks must start at the beginning of the progressive servanthood for this Community.
4. All persons will have to serve as twice behind the scenes (agape, kitchen, or prayer chapel) before they are eligible to be an Assistant Table Leader or non-speaking Table Leader.
5. All persons shall serve twice as an Assistant Table Leader or non-speaking table leader before they are eligible to give a talk as a Table Leader.
6. After giving two talks as a Table Leader, persons are eligible to serve as an Assistant Lay Director.
7. After serving twice in the role of Assistant Lay Director and giving **a minimum of at least one** of the talks reserved for Assistant Lay Directors (Priority or Fourth Day) a person becomes eligible to be a Weekend Lay Director.
8. *In Chrysalis after giving two of the following talks (Prayer, Faith, Single Life, Marriage) Or giving two youth talks and reaching adulthood, persons are then eligible to serve as an Assistant Lay Director on a Chrysalis flight.*
9. *In Chrysalis after working in the position of as Chrysalis Assistant Lay Director twice, persons are eligible to serve as Weekend Lay Directors for a flight.*

\* It is recommended but **not mandatory** that before serving as a Weekend Lay Director one should work in all areas behind the scenes. This would give one a better understanding of the entire weekend process.

### **26B) Behind the Scenes Progressive Servanthood:**

1. These guidelines include Agape, Kitchen, and Prayer Chapel
2. It is suggested that a person willing to serve as a co-coordinator in an area, work a minimum of twice in that area and show a strong work ethic, leadership, and organizational skills.
3. It is suggested that a person work once as a co-coordinator under a seasoned coordinator before serving as a coordinator.
4. It is suggested that while serving as a coordinator for the first time, a former coordinator will serve as a member on that team in some capacity.

## **Section Two Emmaus Walks / Chrysalis Flights**

### **27) Walks/Flights General Policy and Procedure**

**Purpose:** The purpose of our walks/ flights is to renew the church as the body of the risen Christ in the world through the renewal of Christians as faithful and committed disciples of Jesus Christ. Emmaus/ Chrysalis expands participants spiritual lives, deepens their discipleship, and rekindles their gifts as Christian leaders in their churches and communities throughout their 4th days.

#### **Other Walk/ Flight guidelines**

- A. Flights and walks will be conducted each year in April and September
- B. The order will be Chrysalis followed by Men's walk, followed by Women's Walk
- C. *Spring Flights* will begin on Thursday night with team meeting and caterpillars arriving on Friday morning, Candlelight service will be Saturday starting at 8 PM EST with the caterpillars walking through **at 9:30 PM EST**. and closing ceremony on Sunday starts at 5PM EST.
- Fall Flights* will begin on Friday night with team meeting and caterpillars will arrive Saturday morning. Candlelight service will be on Sunday starting at 8 PM EST with the caterpillars walking through **at 9:30 PM EST**. and closing ceremony on Monday starts at 5PM EST.
- D. Walks will begin with sendoff on Thursday evening. Registration begins at 6pm EST, meal begins **around** 7pm, and sendoff will occur **between 8 and 8:30**. Candlelight services on Saturday will begin at 8 pm EST, the pilgrims will walk through at 10pm. Closing on Sunday afternoon at 5PM EST for both spring and fall walks.
- E. The minimum number of pilgrims for a walk should be 20 and the maximum number of pilgrims will be 35.
- F. *\*\*The minimum number of caterpillars for a flight should be 12 boys and 12 girls. The Maximum number of caterpillars for either conference room is 24.*
- G. If there are less than 20 pilgrims or *\*\*12 caterpillars* the number of tables should be reduced so that there are at least two pilgrims at each table, **but canceling a walk or flight should be avoided at all costs.**
- H. Deadline to register a caterpillar/ pilgrim for a flight/ walk is two weeks prior to the start of the flight/ walk.
- I. The Community Registrars can register pilgrims/ caterpillars after the deadline at his/her discretion.
- J. All persons who have completed a 3-day sponsored event recognized by Upper Room and are at least 18 years old are eligible to work a LCAECC walk.
- K. *\*\*All Adults 18 years and older who have a current background check on file and have completed a 3-day event sponsored Upper Room are eligible to work a Chrysalis Flight.*
- L. *\*\*Youth under the age of 18 that have completed a 3-day event sponsored Upper Room are eligible work a Chrysalis Flight*

- M.** Members transferring into the Community will have to start over in the progressive servanthood status regardless of work experience with other communities.
- N.** If requested by clergy, they can and should be encouraged to work in other areas on walks to prevent conference room burnout.

## **28) Sponsors**

Sponsorship is an act of love for God, pilgrims, caterpillars, and the Emmaus Community. Good sponsorship is vital to the Emmaus/ Chrysalis movement in every community. In fact sponsorship is the most important role in Emmaus. It is however so much more than merely “signing people up”. The quality of sponsorship influences the 4th day members/ Butterflies, the Emmaus/ Chrysalis movement, and the churches and communities affected by the movement. The purpose of sponsorship should be to bring spiritual renewal, to those who will in return, bring new life and vision back to their church, home, workplace, schools and community.

### **28A) Candidates to Sponsor**

**Emmaus/ Chrysalis is right for many people but not for everyone!**

#### **1. Possible Candidates**

- a.** The backbone of the local church
- b.** Less active church members who need their awareness of grace rekindled and their commitment renewed
- c.** Christians who are hungry for “something more” and want to grow spiritually
- d.** Church leaders (clergy and laity) who will bring new vision and vitality back to the church, and who need the renewal, by experiencing the grace unique in Emmaus.

#### **2. Questionable Candidates could be:**

- a.** Non-Christians and persons without connections to the church
- b.** Persons undergoing an emotional crisis (recent divorce, severe grief, etc.)
- c.** People whose theology and/ or practice is notably different with the traditional theology and practice represented by The Walk to Emmaus.
- d.** “Church Hoppers”, members who have an axe to grind against the church. People who will use Emmaus as a tool to divide the body or create an “Emmaus Church.”
- e.** Persons fighting substance abuse or who are psychologically unstable.

## **28B) How to Sponsor**

### **1. Before the walk/ flight**

- a.** The first part of sponsorship is prayer, seek guidance from the Holy Spirit.
- b.** Make an appointment with the person or couple for the purpose of discussing participation in Emmaus/ Chrysalis. Have them pray about it.
- c.** The equal commitment rule: when at all possible, when a husband and wife are both possible candidates and both are willing to participate, then they both should be sponsored and both should attend the same set of walks.
- d.** *In Chrysalis it is very important to meet with the parent/ guardian of the candidate, and get permission before sponsoring*
  
- e.** Extend an invitation. Invite the prospective pilgrim/ caterpillar to attend for the sake of a more intimate relationship with Jesus Christ. Explain the basic elements of the walk/ flight, its purpose and follow-up dimensions.
- f.** Pilgrim/Caterpillar applications can be downloaded from our website:<http://www.lcemmaus.org>
- g.** Take the application to the prospective pilgrim/caterpillar and have them fill it out in your presence. Answer any questions they might ask. You do not have to tell them in detail everything that is going to happen in the three days, but answer honestly any direct questions they might have.
- h.** Be forthright in explaining the sleeping and bathing arrangements, as well as there will be no contact with their family and businesses (except emergencies).
- i.** Mail in the completed application with fees\*, to the Registrar whose address is on the application. \* We now offer a Pay-Pal link on the Community webpage as another way to pay.
- j. Make sure the registrar is aware of any special dietary or medical needs the pilgrim/ caterpillar might have** so they can pass the information to WLD and Kitchen Coordinators.
- k.** After you receive confirmation of the pilgrims/ caterpillar's acceptance to the walk, begin working on the 12 agape letters. Letters are an extremely important part of the weekend, so spend some time and effort in getting the 12 people closest to the pilgrim/ caterpillar to write a letter. (a sample request letter is provided in the appendix of this document)
- l.** Give the pilgrim/caterpillar a suggested "packing list" of the things they will need to take with them to the mountain. This list should include things like pillows, bedding, clothing, bathing, Bible, flashlights etc.
- m.** Remind pilgrims to take money if they wish to buy a t-shirt or sweatshirt at the book table after Saturday's lunch.
- n.** Remind pilgrim/caterpillar to leave watches, cell phones, cameras, laptops etc. at home.

## **2) Sponsorship During the walk/ flight**

- a. You should be the one that takes your pilgrim/ caterpillar to the sendoff, help them find their cabin and help them get situated.
- b. **Please do not leave any special agape gifts for the pilgrim/ caterpillar to find that evening or later during the walk/ flight.** It is imperative that all pilgrims/caterpillars feel the same and special gifts for one or a few will undermine this. Any special gifts will be collected by the agape team and given to the sponsor at the closing ceremony. If you feel led to give your pilgrim/ caterpillar a special gift, please do so before arriving at the mountain or after you pick them up after Sunday's closing service.
- c. Register the pilgrim/ caterpillar at the sign in table, getting their name button and giving it to them.
- d. Bring the 12 agape love letters to the sendoff registration and make sure the first and last name is on each of the envelopes, otherwise there's a chance of mis delivery. Letters from family should have "family", "spouse", "child", etc. on the envelope. Other letters should be labeled "friend", "Sunday school teacher, etc... on the outside of those envelopes. The pastor of the church should be asked to write a letter and be included in the top 12.
- e. Eat with your pilgrim/caterpillar during the sendoff meal.
- f. Pray throughout the 72-hour prayer vigil for your pilgrim/ caterpillar and the walk/flight in general.
- g. Check on the pilgrim's family throughout the weekend, helping out in any areas of need (baby sitting, feeding pets, providing a meal, yard work etc.) while the pilgrim is on the walk. Let the family know the pilgrim/ caterpillar has arrived and all is well.
- h. Be present at Candlelight (remember this service is only open to 4th day members of those who completed a 3-day event sponsored by the Upper Room.)
- i. Be present at the closing ceremony. (this ceremony is open to anyone, so it is ok to bring family members or friends who are not fourth day members)
- j. Help the 4th day pilgrim/butterfly pack up and take them home. Offer to take the 4th day pilgrim/ butterfly out to dinner that evening to give them an opportunity to share the events of the weekend.

## **3) Sponsorship after the walk/ flight**

- a. Continue to pray for the 4th day pilgrim/ butterfly
- b. Take the 4th day pilgrim/ butterfly to the follow-up gathering
- c. Invite the 4th day pilgrim/ butterfly to the first few monthly gatherings
- d. Help the 4th day pilgrim/ butterfly find a reunion group or start a reunion group with them.
- e. Help and encourage the 4th day pilgrim/ butterfly in their commitment to their church, family, workplace, and community.
- f. Inform and guide the 4th day pilgrim/ butterfly in ways of serving the Emmaus/ Chrysalis Community on future walks/ flights.
- g. Help mentor the 4th day pilgrim/ butterfly sponsor others

## **28C) Who Can Sponsor?**

Any fourth day member who has completed a three-day event sponsored by the Upper Room can sponsor as long as they understand the aim and responsibilities of sponsorship and be willing and able to fulfill the responsibility requirements.

It is best practice that sponsors should not serve as conference room team members on walks/ flights with persons they are sponsoring. If a sponsor chooses to work on a walk/ flight in which they are sponsoring a pilgrim/ caterpillar, they should be behind the scenes and arrange for a co-sponsor to carry out the duties (check on families) that they cannot attend to while working.

## **29) Pilgrims/ Caterpillars**

- A. Pilgrims/ Caterpillars must be sponsored by a 4th day member.
- B. Pilgrims/ Caterpillars applications must be turned in by the sponsor before the deadline (two weeks prior to the walk/ flight). However, the registrar can at his/her discretion add a pilgrim/ caterpillar after the deadline.
- C. **Under no circumstances should a person bring a pilgrim/ caterpillar to sendoff who has not been registered.** Should this occur the pilgrim/ caterpillar will not be allowed to participate in the walk/ flight and will be sent home from the mountain.
- D. Pilgrims/ Caterpillars will be selected in the order their applications are received by the registrar.
- E. Pilgrims/ Caterpillars should meet the requirements of possible candidates listed on page 23 section 28-A-1.
- F. If a pilgrim/ caterpillar has to leave the walk due to sickness or any other reason, the sponsor shall be notified. Anyone who leaves the walk/ flight after the candlelight service will be considered to have completed the walk/ flight and will become a full 4th day member of the Community.
- G. Any pilgrim/ caterpillar that has to leave the Mountain for any reason, before the completion of the candlelight service will not be considered to have completed the 3-day experience and will not be considered 4th day members of the Community. However, they are eligible to return again as a pilgrim/ caterpillar.
- H. Pilgrims/ Caterpillars are expected to cooperate and follow all rules. If a pilgrim/ caterpillar becomes disruptive, defiant, or in other ways a deterrent to those around them, then after meeting with in private with the Weekend Spiritual Director, Weekend Lay Director, and advisory from the Board Representative, if it is deemed the situation cannot be resolved then the sponsor should be called to pick up the pilgrim/ caterpillar.
- I. Pilgrims/ Caterpillars should **never** be taken to the 72-hour prayer chapel. If they need prayer then the weekend spiritual team should be the ones to pray with them, and a prayer request delivered to the prayer chapel.
- J. Pilgrims/ Caterpillars should **never** be allowed to enter the back of the kitchen. If an emergency occurs and a phone is required, the cordless phone should be brought to them on the porch area.
- K. Pilgrims/ Caterpillars on a walk/ flight should all feel as they are treated equally. Therefore no special gifts should be given to the pilgrim/ caterpillar during their 72-hour walk/ flight

## **30) Conference Room Team**

**Persons should only serve in the conference room if they can work the entire weekend**

**Persons should only serve in the conference room once per calendar year.**

**Team members should be living a life that is a proper representation of the values established by LCAECC. That they are living a Life of Piety above reproach.**

The Conference Room team will consist of the Weekend Spiritual Director, 4 Assistant Spiritual Directors, Weekend Lay Director, 3 Assistant Lay Directors, 1 Table Leader and 1 Assistant Table Leader per table, 2 or 3 Music Leaders, and the Board Representative. The conference room team is encouraged to attend all the team formation meetings but are required to attend at least two team formation meetings. If they cannot meet this obligation the Weekend Spiritual Director, Weekend Lay Director and the Board Representative will evaluate the reason for missed team meetings and decide to allow them to serve or replace them. All team members are expected to attend the team dedication service at the monthly gathering preceding the walk/flight.

*\*In Chrysalis, the Assistant Table Leaders are youth, and a Youth Assistant Lay is also required.*

### **30-A) Weekend Spiritual Director (WSD)**

- 1. Shall be selected by the Community Spiritual Director and approved by the board.**
- 2. Criteria to be a weekend Spiritual Director are as follows:**
  - a. A person recognized as clergy by their denomination/ Church and who are serving in professional ministry (or retired in good standing). Such persons must be authorized by their ordaining body and able to consecrate Holy Communion elements in Emmaus or Chrysalis.**
  - b. Must have attended Upper Room Clergy Training.**
  - c. In addition for UMC: United Methodist Licensed Provisional Members and Local Pastors: who are current in their course of study or seminary, are serving under the appointment of the Bishop, and who are not ordained. These persons need to secure written authorization from the Bishop or District Superintendent to consecrate the elements of Holy Communion in Emmaus or Chrysalis settings. This letter of authorization must be on file with the local Community Spiritual Director and Upper Room office before serving in this capacity.**
- 3. Must of served at least twice as an Assistant Spiritual Director**
- 4. Will carry out duties and responsibilities outlined in the "Walk to Emmaus" team manual.**
- 5. Work with the Community Spiritual Director on setting the clergy team.**
- 6. Communicate and pray with the Weekend Lay Director**
- 7. Assist the Weekend Lay Director in building and preparing the team. This includes but is not limited to carrying out the Communion service at all team formation meetings.**
- 8. Call and confirm commitment with the clergy team**

### **30 Conference Room 30-A Weekend Spiritual Director Continued**

- 9.** Meet with the clergy team and assign talks and emphasize the importance of following the outlines and honoring the time constraints for each talk. Discuss their role as Assistant Spiritual Directors, including their presence at team formation meetings and team dedication services.
- 10.** Prepare the “Means of Grace” talk and have it previewed at a team meeting.
- 11.** Review all the Spiritual Director assignments on the walk, meet with the Assistant Spiritual Directors and assign the responsibilities you want to assign.
- 12.** Pray for upcoming Walks/Flights
- 13.** Attend Team Formation Meetings
- 14.** Attend Team Dedication service
- 15.** At the closing ceremony present the hand cross to the Weekend Lay Director.
- 16.** Attend the follow-up meeting

### **30 B) Assistant Spiritual Director (ASD)**

- 1.** Chosen by the Community Spiritual Director in collaboration with the Weekend Spiritual Director.
- 2.** Criteria to be an Assistant Spiritual Director are as follows:
  - a.** Persons who are active in ministry, in good standing with their church, practice common Christian teachings, and are highly recommended by our Community Spiritual Director or other clergy in our Community.
  - b.** Have to attend the clergy training sponsored by Upper Room before they can work in this capacity a 2nd time. (It is best practice if they attend the training before they work the first time, however, clergy are permitted to serve once as ASD without this training)
- 3.** Meet with the Weekend Spiritual Director and perform the tasks and duties assigned.
- 4.** Prepare and perform the talk that was assigned to them. In a spirit of cooperation, talks should follow the outline and delivered within the allotted time for the talk. The talk must be previewed at a team formation meeting.
- 5.** Pray for upcoming Walk/Flight
- 6.** Attend team meetings
- 7.** Attend team dedication service
- 8.** Attend Follow-up meeting

### **30-C Weekend Lay Director**

1. Shall be selected by the Team Selection Committee and approved by the board at the March meeting for fall walks/flights, and at the August board meeting for Spring Walks/ Flights
2. Criteria to be a Weekend Lay Director:
  - a. Working up through the progressive servanthood criteria
  - b. Spiritually and technical readiness for this role, **practicing a life of piety above reproach.**
  - c. Pray for the upcoming walk/flight
  - d. Attend Board meetings from November to May for spring walks/flight and from June to October for fall walks/flight
  - e. Serve on the team selection committee for your walk/flight
  - f. Contact the conference room team (except clergy) by phone and confirm their commitment to serve.
  - g. Contact the team selection chair if or when new names are needed to complete the conference room team.
  - h. Mail out "welcome to the team" letters to each team member enclosing a team meeting schedule, team roster, talk outlines to speakers, and the talk preview schedule.
  - i. Meet with Assistant Lay Directors and go over ALD checklist, clarify their responsibilities on the walk/ flight and divvy up duties.
  - j. Contact the One Call Admin. In order to have the names of team members placed in a subgroup, so communication can occur just with the team and doesn't have to go out to the entire community.
  - k. Lead formation team meetings with the support of the Weekend Spiritual Director and the help of the Assistant Lay Directors.
  - l. Should consider having one of the team formation meetings on a day and time other than Saturday mornings to accommodate workers whose job requires them to work on Saturday Mornings. Meetings cannot be held on the same day as a Community gathering.
  - m. Have all Holy Communion elements and supplies, handouts, prayer partner assignments, talk preview sheets, refreshments, receipt books, projector or easels at the team formation meetings.
  - n. Choose the table names and let the board agape chair know so that table name signs can be made if necessary. \*\* doesn't pertain to Chrysalis Flights.
  - o. Work with the treasurer to account that all team dues are accounted for. After the walk/flight, give the Treasurer a list of team members still owing team fees.
  - p. Meet with agape, kitchen, and prayer chapel coordinators about any questions or concerns.  
**Make sure communication protocol about breaks is discussed and established in this meeting.**
  - q. Double check with the registrar about any special diets and make sure the kitchen coordinator is aware and prepared to meet such requests.
  - r. **If you have a typed list of CR team members and their information, give to the agape Coordinator prior to the walk.**

### 30 Conference Room, 30-C Weekend Lay Director Continued

- s. Conduct the walk/flight according to the "Walk to Emmaus Directors Manual" **and Sign a covenant with the board.**
- t. Prepare, preview, and give talk #14 Perseverance in Emmaus or \*\**Priesthood of all Believers in Chrysalis.*
- u. Rely on the Assistant Lay's to carry out the bulk of the responsibilities during the 3 days.
- v. Determine if the pilgrims stay in the pavilion or go to the chapel to close the Candlelight service **before** walking up to the pavilion. Relay the decision to the agape coordinator so they can inform the community whether to leave or stay put as the pilgrims leave.  
\*\* *Chrysalis Caterpillars will always go to the cafeteria at the end of the Candlelight service so the community will always stay while the caterpillars exit.*
- w. Determine if they want to allow a hug line and let the behind the scenes coordinators know at the team formation meeting.
- x. Correct typing errors on the pilgrim/ caterpillar names and conference room worker lists and make sure the **Team Selection Chair**, and one call administrator have a corrected copy.
- y. Present the Weekend Spiritual Director with the cross necklace at the closing ceremony.
- z. Secure a location and plan the 4th day follow-up. Follow ups can be done with both walks together if it is agreed upon by both the men's and women's weekend lay directors. Or they can be done as a single walk follow-up if so chosen.
- zz. Attend the board meeting following the walk/flight, to evaluate the walk/flight in order to learn from any mistakes, to celebrate victories, and to suggest improvements to the Board of Directors.

## 30 D) Assistant Lay Directors

- 1. Shall be selected by the team selection committee
- 2. Criteria to be an Assistant Lay Director
  - a. Working up through the progressive servanthood criteria
  - b. Spiritually and technical readiness for this role, **practicing a life of piety above reproach.**
  - c. Willing to serve as a Weekend Lay Director in the future if so chosen
- 3. Duties before the walk/flight
  - a. Workhorses of the team
  - b. Work with WLD to help prepare the team prior to the walk/flight and make sure the events run smoothly and on schedule.
  - c. Pray for the upcoming walk/flight
  - d. Will give talk #1 Priority or talk #15 Fourth Day if giving a talk. Prepare, preview, and give the talk you are responsible for.  
\*\* *In Chrysalis ALD's are not responsible for giving a talk but are prepared to give an adult talk if necessary.*
  - e. Arrive early at team formation meetings, take roll, and give out name tags. **Record** team fees that have been collected and medical release papers.
  - f. At team formation meetings, escort speakers to prayer chapel to be prayed in for the talk Preview.

**30 Conference Room, 30-D Assistant Lay Director 3. Duties before the Walk/Flight Continued**

- g. Assist speakers with visual aids or PowerPoints.
- h. Escort speakers to be prayed out and remain with them during discussion time.
- i. Pass out and collect talk preview sheets, take notes of the discussions for improvement, and give feedback to the speaker along with the collected preview sheets. Always start and end the feedback with positive comments.
- j. Get to know all team members and be available (especially to first timers) to help with talks, offer support and share ideas.
- k. Be a servant at all times to others on the team.

**4. ALD Duties during the walk/flight**

- a. at sendoff sit at registration table, collect and record all unpaid team member fees, and give to the registrar or treasurer
- b. Serve as timekeepers for the three days
- c. Should free up the WLD of concerns for details as much as possible so they can pay attention to the teams, pilgrims/caterpillars, and overall progress of the walk/flight.
- d. Follow the detailed list ALD checklist in the "Walk to Emmaus Directors Manual" or the "Walk to Emmaus Team Manual"
- e. Carry out the assigned duties and roles each day.
- f. Three roles that should be rotated daily to enhance ALDs learning experience
  - i. Conference room timekeeper, introduce speakers, keeps conference room process in order. Helps speaker set up power points or other visual aids.
  - ii. Notifies the speakers when to get dressed, accompanies them to Prayer Chapel to be prayed up, drives them to the conference room, and drives them back to prayer chapel after their talk to be prayed out. Help present general agape letters from other communities and wall banners. Communicates with behind the scene teams when pilgrims/caterpillars are leaving the conference room, prayer chapel, and cafeteria.
  - iii. Runs errands, rounds up stragglers after breaks, responsible for ringing the bell, takes table groups that wish to pray to a prayer location on Saturday and Sunday if needed.
- g. Make sure the 3-day schedule is followed, while being flexible for special needs, and a sense of natural flow.

**5. ALD Duties after the walk/flight**

- a. Attend the 4th day follow-up meeting
- b. Help Weekend Lay Director in any other capacity that is needed

**( Note LCAECC Assistant Table Leaders and Table Leaders changed Titles in 2018)**

### **30 E) Assistant Table Leaders (ATL)/ Chrysalis Adult Table Leader(\*ATL)**

1. Shall be selected by the Team Selection Committee and be **able and willing to stay the entire weekend.**
  2. Before being an assistant table leader persons must have served twice in a behind the scenes area
- 3. Before the walk/flight duties:**
- a. Should attend the team formation meetings and preview the talks; provide honest, sincere and constructive feedback.
  - b. *For Chrysalis ATL: if giving a talk, prepare the talk, following the talk outline and honoring the time constraints allotted for the talk. Be prepared with visual aids to preview the talk at the appointed time and on the mountain.*
  - c. Pray in preparation for the walks/flight
- 4. During the walk/flight duties:**
- a. Assistant Table leaders have one of the most important responsibilities in the conference Room. The pilgrims/caterpillars will spend most of the event with their table community and will develop lasting relationships at the table.
  - b. Will sit facing the speaker
  - c. Assistant Table leaders and \*ATL should serve in a low-key manner but careful not to be invisible. ATL's who do not participate may frustrate the table members, especially at tables that need leadership or when pilgrims/caterpillars need to speak with a team member.
  - d. ATL should refrain from talking about their walk or previous walks unless asked.
  - e. ATL will set the tone of the table by their attitudes. A positive, confident, personal openness, and eager participation will create an atmosphere that pilgrims/caterpillars will follow. On the other hand, an attitude of boredom, constant fatigue, and reserved nature will foster the same attributes in other table members.
  - f. Don't try to be someone you are not. You are not to serve as a teacher, therapist, spiritual guru, or table evangelist. Just be authentic, willing to share your own life struggles and successes as someone living in God's accepting grace.
  - g. Create a caring, affirming atmosphere at the table, by giving personal attention to each member of the table at various times throughout the walk/flight.
  - h. Foster a family atmosphere where pilgrims/caterpillars can be comfortable in participating and opening up.
  - i. Create an atmosphere of sensitivity by drawing in those who are withdrawn, and curbing those that want to dominate.
  - j. Guide discussions skillfully by offering discussion starters to enable dialogue and table work. For example... What part of the talk got your attention the most and why?...or ..." of all the things they said in their talk, the one thing that jumped out to me was...." What about you?
  - k. Keep the table on task moving from discussion to summaries to representations of summaries at the appointed time.

**30 Conference Room, Assistant Table leader/Adult Table Leaders duties during the Walk/Flight Continued:**

- I. During poster party and skits, let the pilgrims and caterpillars lead. You should never outshine the pilgrims/caterpillars.
- m. Encourage self-direction at the table. ATL/TL will guide discussion and table work early on but as the weekend progresses the group should assume ownership of the life of the table Community.
- n. Sleep in the same cabins as the pilgrims (unless there is a medical need and prior arrangements made with WLD). Those in the cabins with the pilgrims/caterpillars have a unique role to connect and be aware of the needs of the pilgrims/ caterpillars not shared in the conference room atmosphere.  
*\*\* In Chrysalis the youth table leaders will stay in the cabins with the caterpillars.*
- o. When taking your table to the prayer tables, if a pilgrim/caterpillar chooses not to pray out loud then the **Assistant Table Leader**/ \*ATL should also refrain from praying out loud.
- p. Let the Assistant Lay Directors know of any needs that arise or if a pilgrim/caterpillar leaves the table unexpectedly.

**5. After the Walk/ Flight**

- a. Attend the follow-up meeting
- b. Call and check in with the new 4th day members/ butterflies occasionally, inviting them to a monthly gathering.
- c. Help them get plugged into a reunion group

**( Note LCAECC Assistant Table Leaders and Table Leaders changed Titles in 2018)**

### **30 F) Table Leaders (TL)**

1. Shall be selected by the Team Selection Committee and be **able and willing to stay the entire weekend.**
2. Before becoming a speaking Table Leader, one must have served twice as either an assistant table leader and/ or a non-speaking Table Leader.
3. **Before the walk duties:**
  - a. Should attend the team formation meetings, and preview talks, and provide honest, sincere, and constructive feedback.
  - b. Pray in preparation for the walks/flight
  - c. If giving a talk, prepare the talk following the outline for the talk and staying within the time constraints allotted for the talk.
  - d. If giving a talk, be prepared with visual aids at the talk preview as well as on the mountain.

#### **4. During the walk:**

- a. Table Leaders who are speaking should stay in the same cabin area as the Weekend Lay Director. This is not to set you apart from the table leaders but to allow you a comfortable environment to prepare yourself for the talk you will be giving.
- b. Sit with their back to the speaker during the walk, as the other table members rotate. This prevents a pilgrim from having to sit with their back to the speaker. It will allow the TL to Gage pilgrim awareness and reactions to parts of the talks. It allows others at the table to see the TL example of paying attention and taking notes. It allows the TL to sit next to each member of the table and finally it allows each person at the table to participate from a different position.  
*\*\* In Chrysalis the Youth Table Leaders will stay in the cabin with the caterpillars*
- c. Table Leaders will support the Assistant Table leader by exemplifying full and cooperative participation to other team members. TL and ATL should work together as one team to encourage the pilgrims/caterpillars at your table.
- d. Help foster the family atmosphere by befriending withdrawn pilgrims/caterpillars
- e. Serve without distinction alongside the pilgrims/caterpillars and participate fully as a member of the table.
- f. Do not offer past walk experiences, but if questions arise then answer honestly.
- g. Guide others by example rather than by position
- h. You play an important role at the table simply by being yourself as an agent of God's love and by supporting the Assistant Table Leaders initiatives.

#### **5. After The Walk/Flight Duties:**

- a. Attend the follow-up meeting
- b. Call and check in with the new 4th day members/ butterflies occasionally, inviting them to a monthly gathering.
- c. Help them get plugged into a reunion group

### **30 G) Board Representative (BR)**

1. Selected by the Board of Directors
2. Should be a current Board member, previous board member, or former weekend lay director within the past 3 years.
3. The Board Representative is considered a conference room team member and participates in all the walk activities along with the conference room team.
4. The Board Representative is a single gender position meaning it will be a man on the men's walk and a female on the women's walk. *\*\* In Chrysalis the Board Rep. shall be a man in the boys conference room and a woman in the girl's conference room.*
5. The Board Representative is a single position, meaning they cannot hold another team position while serving as the Board Representative.

#### **6. Before the Walk/Flight Duties:**

- a. The Board Representative will attend all team formation meetings, making sure all talks are previewed by the team and will verify the speakers touched on all points and within the allotted time limit guidelines.
- b. The Board Representative should pray for the upcoming walks/flight
- c. The Board Representative has no leadership authority and will only serve as an advisor.
- d. The Board Representative should offer and lend support to the Weekend Lay Director throughout the preparation process before the walk/flight occurs.

#### **7. During the Walk/Flight Duties:**

- a. The Board Representative is there to observe and advise when needed, not to police the walk/flight.
- b. If an issue arises on the walk/flight the Board Representative should bring it to the attention of the Weekend Lay Director and the Weekend Spiritual Director in private to be resolved.
- c. The Board Representative will function in a low-key support role among team members and will sit at the Table of Servants in the conference room. It is suggested to sit at the far end of the table and not up front.
- d. The Board Representative will carry a copy of the most current version of the "Handbook on the Walk to Emmaus", "Team Manual", "Director's Manual", and "Three Day Schedule", for reference as needed. *\*\* In Chrysalis they will carry the most current version of "The Upper Room Handbook on Chrysalis" rather than the Emmaus handbook.*
- e. The Board Representative should not be involved in skits or poster parties. They are there just to observe.
- f. The Board Representative will primarily observe and take notes on the happenings and events throughout the weekend. They will use these notes to prepare a report to the board at the next scheduled board meeting following the walk/flight. (May for Spring walks/flight and October for fall walks/flight)

#### **8. After the Walk/Flight Duties:**

- a. The Board Representative should attend the Follow-up meeting.
- b. The Board Representative will give a report to the board at the board meeting following the walk/flight, including any suggestions for improvement for future walks/flights.

## **30 H) Music Team (MT)**

1. Will be chosen by the Team Selection Committee
2. The Music Team is to be gender specific meaning it will be men on the men's walk and women on the women's walk. *\*\* In Chrysalis the MT should consist of an adult female and a youth female for the girl's conference room and an adult male and a youth male for the boy's conference room.*
3. The music team will be comprised of two to three (three if one is in training), 4th day persons that have completed a 3-day event sponsored by the Upper Room and has the musical ability to lead the team and pilgrims/caterpillars in spiritual song.
4. It is recommended that the music team members serve in a behind the scenes position at least one time before working in the conference room as part of the MT. *\*\*In Chrysalis the music team is an exception to the progressive servanthood guidelines*
5. Use instruments or media as needed to enhance the musical experience.

### **6. Before the Walk/Flight Duties:**

- a. Provide music at the service for all the team formation meetings
- b. Pray for the upcoming walks/flight

### **7. During the Walk/Flight Duties:**

- a. Provide music for the entire weekend of the walk/flight as outlined in the "Music Leader's Checklist"
- b. Choose a variety of songs that will suit the needs of the diverse backgrounds of the pilgrims/caterpillars at some point during the 72 hours.
- c. Balance fast, slow, new, old, contemporary, and hymns
- d. Select "sing along songs" that encourage participation from the team and pilgrims/caterpillars. Remember music on the walk/flight is not a performance but leading others in song, as a humble servant.
- e. Teach new songs after an opening song that most everyone knows. Do not teach new songs in a time you want people to be in worship.
- f. Lead table grace songs before and after meals. (do not do this for Friday's breakfast nor Saturday's formal dinner) *\*\* In Chrysalis table grace songs are performed at every meal except for the formal meal on the second day.*
- g. Teach pilgrims "DeColores" prior to Saturday's breakfast.
- h. Teach pilgrims "Jesus Jesus" song on Saturday evening prior to walking up for candlelight.  
*\*\* For Chrysalis the caterpillars will be taught "Jesus Jesus" the 2nd evening (Saturday in the Spring flight but Sunday in the fall flight)*
- i. Work closely with the camp superintendent and agape coordinators to move sound systems and instruments around the camp as needed, for services on the mountain and in the pavilion. (dying moments, *clown communion*, community candlelight service, and closings)
- j. Plan and lead music before the community candlelight service
- k. Plan and lead music for the closing service on Sunday. (\*\* Monday for fall flights)

### **8. After the Walk/Flight Duties:**

- a. Plan and lead music for the follow-up meeting.

## **31) Behind the scenes teams**

- A. Behind the scene teams include the Agape, Kitchen, and Prayer Chapel areas. To be eligible to serve in these areas, persons must be a 4th day member having completed a 3-day event recognized by The Upper Room and selected by the Team Selection Committee. These people in their support roles during the weekend, will display channels of God's grace. They offer themselves to God in the spirit of anonymous servanthood to be living agape for the pilgrims /caterpillars. Behind the scenes team provide a low-key service and intentionally stay out of sight of the pilgrims/caterpillars. Members of these teams will serve humbly, selflessly and invisibly insofar as is possible.
- B. Coordinators in these team areas will be chosen by the team selection committee following the criteria outlined on page 21 in section 26 B of this document.
- C. Coordinators should keep detailed attendance sheets of the workers time on the mountain. A copy of these sheets should be given to the registrar and camp superintendent, so the proper amount can be paid to the Camp Mountain Board. (Agape Coordinator should collect these from [agape, kitchen, prayer chapel, conference room], and give to the registrar.
- D. **Other expectations of behind the scenes workers include:**
  - 1. Should attend 2 out of 3 team formation meetings but must attend 1. Workers failing to meet this requirement will be replaced unless overridden by a  $\frac{2}{3}$  vote by the weekend lay director, weekend coordinator for that area, and the board chair for that committee. For example if a kitchen worker does not attend any team formation meetings, they will be replaced unless it is overridden by  $\frac{2}{3}$  vote from the WLD, kitchen coordinator, and the board chair of the kitchen committee.
  - 2. Workers should park in the field behind the pavilion, out of the pilgrims/caterpillar's sight.
  - 3. Workers who smoke **must** only smoke in the designated area behind the pavilion. This rule is in place by Camp Mountain View.  
**\*\*No Smoking is allowed at all during Chrysalis flights.**
  - 4. Pray in advance for the upcoming walk/flight
  - 5. At the team formation meetings get three volunteers to do a team devotion, assign one for each day of the walk/flight. In the event of no volunteers the coordinator and/or co-coordinators should do it.
  - 6. If available be willing to help the agape team in the Saturday evening dinner play.  
*(\*\* Sunday evening dinner play on fall Chrysalis Flights)*
  - 7. If available be present for the candlelight service.
  - 8. If available be in the hug line just prior to the closing service if the weekend lay director elects to have a hug line. The hug line is **only** for those who have worked this particular walk. Community members arriving early for closing **must** not be allowed to participate in the hug line.  
*\*\* In Chrysalis behind the scenes will not participate in the hug line.*
  - 9. Attend the 4th day follow-up/ next step gathering.

## **31 E) Kitchen Team**

**In addition to the expectations listed on page 39**

### **1. Before the Walk/ Flight**

- a.** Follow instructions in "The Kitchen Manual"
- b.** Double check with the registrar and weekend lay director about **special diet requirements** including gluten free for pilgrims/caterpillars or workers.
- c.** Weekend Coordinators will work with the board kitchen committee chair on food inventory and the proper protocol regarding getting extra food if a shortage arises.
- d.** If the Kitchen Coordinator elects, the kitchen team can be introduced at the conclusion of Sunday's lunch. At the team formation meetings, if the kitchen coordinator elects to do this, plans should be discussed how to do this. (ex.Conga lines etc).Even though the Upper Room discourages this because workers are to serve anonymously, it is not done to lift up kitchen servants but rather it is done **FOR THE PILGRIMS** sake, to allow them the opportunity to show their gratitude.

**e. \*\*In Chrysalis the kitchen team will be introduced at the times listed in the 3-day schedule.**

### **2. During the Walk/Flight**

- a.** Be on the Mountain in time to set up and be prepared to serve at the sendoff meal.
- b.** Follow the Menu as posted in the kitchen
- c.** The Kitchen crew should limit contact with the pilgrims/caterpillars while serving them in the dining room. Avoid informal dialog such as asking, "How is your weekend going"? etc..
- d.** The kitchen crew chosen to serve should do so with a warm, caring, cheerful, positive attitude, always there with another helping of food/drink. A cold, sour faced, reluctant server can undermine the atmosphere of the weekend.
- e.** Close friends, family, or sponsors may serve on the kitchen team but should always be out of sight in order to allow the pilgrims/caterpillars to have their own experience.
- f.** Servers should keep their cell phones and watches **out of the dining hall** when pilgrims/caterpillars are being served. Merely hiding them in a pocket or in an apron is not good enough.
- g.** Never withhold salt, pepper, jelly etc... under the guise of "it will only get better"
- h.** The kitchen staff and behind the scenes workers should keep noise levels low when in earshot of the pilgrims/ caterpillars. (especially when hiding in the kitchen before meals)
- i.** Communicate with the conference room regarding mealtime schedule, (if they are running ahead or running behind,) then adjust mealtimes accordingly, to ensure all meals are served fresh, hot, and drinks are served with fresh ice.
- J. have uneaten perishable food ready for pickup to the House of blessing**
- k. \*\*In Chrysalis the kitchen team will be introduced at the times listed in the 3-day schedule.**

## **31 F) Prayer Chapel Team**

### **In addition to the expectations listed on page 39**

1. The prayer chapel will be all women for men's walk and all men for women's walk. It is allowable to switch [all women on women's walk and all men on men's walk] only if **BOTH** Weekend Lay Directors agree to the switch.
2. Under no circumstances should there be a mixed prayer chapel for a walk.
3. Follow the instructions of the Prayer Chapel Manual
4. **Before the Walk / Flight Duties**
  - a. Attend at all 3 team formation meetings, remain afterwards to pray talk preview speakers in and out.
5. **During the Walk/Flight**
  - a. Members should arrive to the Mountain early Thursday before sendoff to walk the grounds, anoint with oil, and pray over beds in the cabins, and chairs in the chapel and conference room. *\*\* Chrysalis members should arrive the night before sendoff*
  - b. Two persons should be in the prayer chapel praying the entire send-off thru closing.
  - c. The prayer chapel should always remain reverent throughout the weekend. Playing soft praise background music throughout the 72 hours is permitted. The Prayer Chapel should be a place of prayer and praise only.
  - d. Have prayer charts at the sponsor's hour after sendoff, fill in open spots with the names on the online prayer chart from our webpage. Hang them on the conference room wall after the Justifying grace talk on Friday for Emmaus walks. *\*\* When directed by 3-day schedule in Chrysalis.*
  - e. Responsible for providing the elements for all 5 Holy Communion Services. Use only 100% grape juice and **7** loaves of bread. (Dying moments uses two and it is advisable to have an extra loaf.)
  - f. Responsible for setting up and tearing down all 5 Communion Services. (Sponsors hour, Friday morning, dying moments, candlelight, closing) *\*\* Clown Communion in Chrysalis replaces Dying Moments from Emmaus.*
  - g. Pray over seat cushions, then contact agape coordinator for placement into the conference room at the appropriate time.
  - h. At no time should a pilgrim/caterpillar be brought to the 72-hour prayer chapel. If they are in need of prayer send the request to the prayer chapel. Have the Spiritual team pray with/over the pilgrim/caterpillar.
6. **After the Walk/Flight:**
  - a. Organize banners and table setup items and place back into the appropriate totes for future walks/flights.
  - b. At the end of the women's walk store totes and banners in the new storage barn.

### **31 G) Agape Team**

**In addition to the expectations listed on page 39**

- 1. Follow the instructions of the Agape Team Manual**

- 2. Before the Walk/ Flight**

- a. At team meetings encourage others to make agape. Discuss themes at the team meetings and other decorations for themes that may be needed.
- 3. During the Walk /Flight**
- a. Remember to adhere to dining room themes set by the board in the Agape Manual
- b. Adhere to the crucifixion/ resurrection skit and music as outlined in the Agape Manual.
- c. Direct traffic before candlelight service to make sure all vehicles are parked in the field behind the pavilion and not out front so that the pilgrims/caterpillars do not see vehicles on their walk up to candlelight.
- d. Make sure pilgrim/caterpillars with special dietary needs have snack agape that they can enjoy. (sugar free, gluten free, etc...)
- e. The weekend Agape Coordinator is responsible for taking the group photo, developing the group photo and having names with photo and placed in pilgrim/caterpillar packets.

### **32) Typist: (a member of the agape team)**

- A. Shall receive the information cards from the conference room **and a typed list from the WLD prior to the walk** and worker lists from behind the scenes.
- B) Typist will type these lists in a manner and font that is clear and legible.
- C) Typist will also need to type group photo names in rows as listed. Copies of photo names and entire teams are to be made and returned to the mountain by no later than the evening of the candlelight service.  
*\*\*In Chrysalis after the team photo has been taken.*
- E. Behind the scenes team should also receive a copy of the typed walk/flight list
- F. On the last afternoon of the walk/flight after the pilgrims/caterpillars have received their packets, they should be asked to check the typing contact list for errors. The Weekend Lay Director will record all corrections as they are being announced, and will make sure the Team selection chair and one call administrator receive a corrected copy of the list so they can update their Community communication lists.

### **33) Other Walk Policy and Procedure and FAQ**

- A. People who have not completed a three-day event approved by Upper Room are not eligible to be in attendance at the sendoff nor candlelight services. (according to the Upper Room board training in Dec. 2017 it was stated that young children can be in attendance if their parents cannot find a babysitter)
- B. When the community arrives for candlelight, they should refrain from going into the kitchen area or inviting other community members into the kitchen area for food or drinks.
- C. At the sendoff meal, the pilgrim/caterpillar and their sponsor should be called together to eat and be the first ones through the line.
- D. Camp Mountain View rules will supersede the LCAECC rules if there is a conflict between the two.
- E. There are two smoking areas at Camp Mountain View (one at the gate posts down by the conference room, and one in the shelter behind the pavilion). Persons wishing to smoke while on the Mountain should only do so in these designated areas.
- F. Medical forms should be collected and destroyed after each walk/flight.
- G. During the candlelight service, the community should not initiate hugs as the pilgrims/caterpillars walk through. However, if the pilgrim/caterpillar initiate the hug, they should not be shunned.
- H. If speakers want to give the pilgrims/caterpillars a handout from their talk, they should bring with them to the Mountain enough copies, and given to the agape team for placement into the pilgrim/butterfly 4th day packets.
- I. Background checks are required for anyone 18 years old or older, that is working a Chrysalis Flight. These background checks must be renewed every five years. The cost of background checks will be covered by the Community.
- J. Team fees are \$90.00 per person
- K. If you pay a team fee and cannot work, you may receive a refund by contacting the Treasurer and requesting the refund before December 31st. Otherwise the fee will go into a scholarship account if requested or by default will be placed in the general account to be used for future Community incurred operating expenses.
- L. The phone number for Camp Mountain View is (606) 348-7812 for medical emergencies

### **34) Changes to Policy and Procedure**

- A. Additions, Subtractions and changes can be made to these policy and procedures by a simple majority vote of voting members of the board in attendance at a regular scheduled board of directors meeting or other duly called board of directors meeting so long as:
  1. A quorum is present
  2. The changes are not in conflict with the Community Bylaws which supersede this document.

### **35) Ratification:**

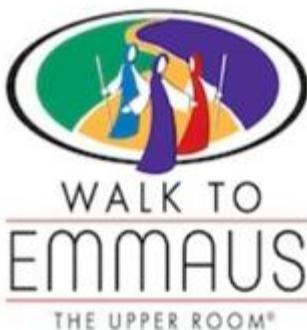
- A. The Policy and Procedures will take effect immediately upon approval, and any additions, subtractions, or changes will take place immediately upon board approval. Any changes should be announced to the community members thru Webpage, Facebook, and The Beacon.

**Adopted December 14, 2019 Board Meeting by unanimous vote.**

## **Lake Cumberland Area Emmaus/Chrysalis Scholarship Policy**

In order to be good stewards of the money used to provide the Emmaus Walks and Chrysalis Flights, the Board of Directors has determined that we must better define and manage the process for obtaining scholarship monies to attend a Walk or Flight.

1. **Eligibility-** All those who attend or serve an Emmaus Walk or Chrysalis Flight are eligible for scholarships based on funds availability.
  - \* **Sponsors-** may request a scholarship for up to 66% of the registration fee (\$90) for their pilgrim or up to 100% to sponsor a caterpillar given their situation. All remaining funds should come from the sponsor, reunion groups, and/or the sponsors/pilgrims/caterpillars church.
  - \* **Team Members-** may request a scholarship for up to 50% of the team fee (\$90) for no more than one (1) walk/flight per year. All remaining funds should come from the team member, reunion groups, and/or the sponsors/pilgrims/caterpillars church.
2. **Process-** Sponsors or team members will submit a scholarship requests by completing and submitting a scholarship application to the registrar as soon as the need is known, but no later than two (2) weeks prior to the walk or flight. These applications can be hand delivered, mailed, or scanned and emailed.
3. **Source of Funds-** Scholarships are only to be funded using funds designated and tracked as scholarship funds by the Treasurer. Monies that are earmarked for scholarships will be determined by the board.
4. **Priority-** Pilgrims and Caterpillars will always have first priority for scholarship funds in the event funds are limited (as determined by the Treasurer)
5. **Decision authority-** Community Lay Director, Treasurer, and Registrar will make award decisions based on funds availability and need.



## Lake Cumberland Area Emmaus/ Chrysalis Scholarship Application

TO BE TURNED IN BY SPONSOR/ TEAM MEMBER  
TO REGISTRAR



### SPONSOR INFORMATION:

Name \_\_\_\_\_ Walk/ Flight # \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Name of Pilgrim/ Caterpillar \_\_\_\_\_

Church they attend and Pastors Name \_\_\_\_\_

Amount Requested (maximum up to \$60 for Pilgrims or \$90 for Caterpillars) \$ \_\_\_\_\_

### TEAM MEMBER INFORMATION:

Name \_\_\_\_\_ Walk/ Flight # \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Church you attend and Pastors Name \_\_\_\_\_

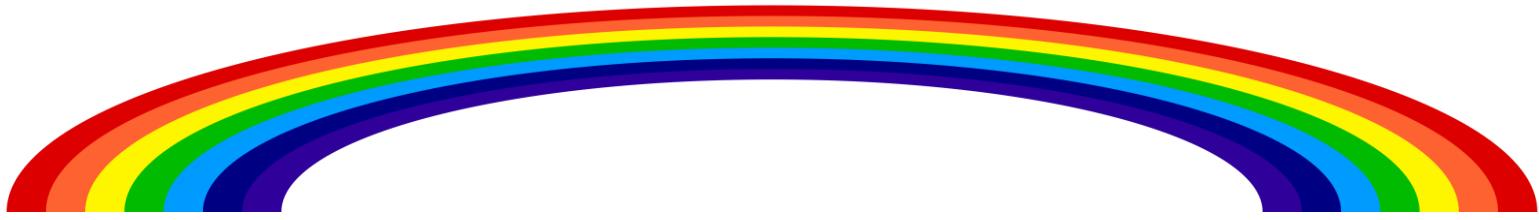
Amount Requested (maximum up to \$45) \$ \_\_\_\_\_

### Board Use:

Approved by \_\_\_\_\_ Amount \_\_\_\_\_

Comments \_\_\_\_\_

Date received by registrar: \_\_\_\_\_



## 4th Day Talk Guidelines

Please accept the sincere thanks of the Emmaus/Chrysalis community for agreeing to give the 4th day talk! We know that God will bless you as you prepare for your talk and the community will be blessed by the words you are led to share. The guidelines that follow are designed to assist in your preparation.

In a spirit of cooperation, when giving your 4th day talk at a gathering, **your talk should be no longer than 10 minutes in length!** It should cover one experience or idea and not your entire life of all your experiences. It is a talk about your 4th day (your post Emmaus journey with the Lord). Your talk should be a personal story, stated honestly and presented in a "down to earth" manner.

### **Some Possible Themes of your talk:**

1. Your talk might tell how you now serve God in your church or community or
2. It might tell how you met God or have experienced his love and power in your own life or
3. It might tell of a specific way in which you have tried to help someone know God's love or
4. It might tell about a recent experience and how you have seen and felt God's presence or
5. It might tell how you have seen God's presence in another person & what that means to you
6. Or it might tell how you try to keep God at the center of your life.

### **Some things your talk should not be:**

1. It should not be a sermon
2. It should not be instruction on Christianity
3. It should not be Bible teaching
4. It should not try to justify a specific doctrinal position.
5. Try to avoid talking about the details of an Emmaus weekend (some visitors at gatherings have not attended a weekend and will not know what you are talking about.)
6. Your talk should not attempt to be emotional or sensational.

You can use the following self-test to confirm that your talk is on track. You should answer yes to all these questions:

1. Does this talk show that Jesus Christ is in my life?
2. Will it show how much I want to follow him?
3. Does Jesus himself hold the most important place in this talk?
4. Will my talk stimulate people to think of things they might plan to do to transform their home, work, church, recreation, or community for Christ?

**We know that God will be present with you as you prepare and present your 4th day talk!**

## **Notes for Sponsors of Emmaus Pilgrims**

Collect at least 12 agape love Letters from family, pastor, & friends. Sequence them from most to least significant to the pilgrim (best guess). Family is always first (especially spouse or child), then Pastor, and finally Christian brothers and sisters. Ensure the letters are marked with the pilgrim's full name centered on the front and mark the upper right corner with "Spouse" "Child" "Parent" "family" "Friend" "Pastor" etc. Wrap your sequenced letters with a rubber band and deposit them in the letter box at sponsor's hour after the send-off meal.

If you bring more than Twelve letters; only 12 will be given to the pilgrims during the walk. The extra letters will be placed in a bag with the pilgrim's name, the bag will be placed on the table at closing and should be picked up by the sponsor before the closing ceremony starts and given to the pilgrim after closing.

- > Answer any and all questions your pilgrim might have honestly.
- > Commit to pray for pilgrims, weekend leadership, workers, during the 72 hours.
- > Pray for the Holy Spirit's presence and lives to be changed.
- > Make pickup arrangements with your pilgrims to take them to the camp on Thursday by 6 p.m.
- > Remind them to have money for T-shirts, sweatshirts, if they desire to purchase one.
- > Help them get settled into their cabin when arriving at Camp Mountain View
- > Take your potluck dish and 2 Liters to the cafeteria and check in your pilgrim.
- > Get their name button and give it to them. Wear your badge
- > Pay any unpaid fees.
- > Go through the line and eat with your pilgrim.
- > Reassure the pilgrim that you will be back on Sunday to pick them back up.
- > Plan to attend the candlelight ceremony on Saturday Night. Remember only 4th Day members are allowed to attend this service.
- > Be at the Closing that begins at 5:00 Eastern Time.
- > Wear your 4th day cross.
- > Pick up any extra letters
- > Remind Pilgrims to get their conference room notebooks, and other materials.
- > Help them pack their bedding and clothing and load it in your car.
- > Bring your Pilgrim to follow-up which will be at 6:00 local time at the announced location and date. (remind the 4th day pilgrim to bring a dish)
- > Help them stay plugged in by helping them sponsor, work future walks, sign the prayer chart, or attend gatherings.
- > If they want to work help them fill out a worker application and send it in, in a timely manner.
- > If they want to sponsor a woman help them get their application in ASAP as women's walks fill up quickly. If they want to sponsor a man, still help them but it isn't as urgent to get their application in.
- > Our Community Website is [www.lcemmaus.org](http://www.lcemmaus.org)

## **Notes For Pilgrims on an Emmaus Walk**

- > This is your weekend to concentrate on the Lord and experience the love and grace He offers as you share your faith with others.
- > Your sponsor should make arrangements to pick you up and have you on the Mountain before 6 pm Eastern Standard Time.
- > Make sure you have packed all the materials you will need from the suggested packing list

### **Suggested Packing List**

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- > Bedding: Sheets, Blankets, or Sleeping Bag, Pillows, Privacy sheets to hang from the bunks
- > Bath Supplies: Soap, Shampoo, Toothbrush/ Toothpaste, shaving materials/makeup, Towels, Wash Cloths, Comb/Brush, Deodorant, etc...
- > Flashlight
- > Bible
- > Sleeping Clothes
- > Comfortable, casual clothes for Friday, Saturday, and Sunday
- > Sweatshirt or light jacket
- > Depending on the weather forecast you might bring an umbrella, raincoat, winter jacket, or T-shirts and shorts.
- > Comfortable Shoes
- > Money for Saturday Store if desired (T-shirts, sweatshirts)
- > **If you forget something let your sponsor know before the potluck supper or a conference room worker know after the walk has started.**

- 
- > Upon arriving on the Mountain your sponsor will take you to your dorm, to setup up your bedding and get you settled in.
  - > You will be asked to put away (or leave at home) your cell phone, watch, or any other device that keeps time or accesses the outside world for the entire 72-hour Emmaus Walk.
  - > Come hungry there will be a large potluck meal starting @ 7:00 EST.
  - > If you have special diet needs, remind your sponsor again at registration.
  - > On Saturday you will have an opportunity to buy a T-shirt or sweatshirt if you wish, so bring money.
  - > When in your dorms at night and if everyone is in bed, feel free to turn off the lights, because there is no one designated to do this. Always leave the Bathroom lights on.
  - > Most people take early morning showers. You can beat the rush by showering in the evenings
  - > After lunch on Sunday during your break, pack your bedding and bags and place on your bed
  - > After the Closing service on Sunday, your sponsor will help you load your belongings, and bring you back home.