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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 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 the 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 as a fluid document, in which provisions can and should be changed to meet the ever-changing needs of The Lake Cumberland Area Emmaus and Chrysalis Community. May God's Kingdom be expanded, enhanced and glorified by following these policy 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 Chrysalis Flight sponsored by the Lake Cumberland Area Emmaus/ Chrysalis Community. Or any persons who 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 the Lake Cumberland Area Emmaus / Chrysalis Community.

** Pilgrims/Caterpillars who make it through candlelight will be considered to have completed the weekend experience and are qualified to serve on future Emmaus/ Chrysalis teams or in support roles. Pilgrims/Caterpillars who leave before the Candlelight event will not be considered as 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

4-A) Purpose

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

4-B) 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 members recommended by the Chrysalis Board and approved by the Community Board. The Community Spiritual Director, the Registrar, the Community Newsletter Editor, and the Treasurer whom are selected by the Board and become full Board members for the duration they hold those positions. These 24 members will be the voting members of the Board of Directors.

4-C) Terms of Office

The fifteen adult directors shall be elected by the Lake Cumberland Area Emmaus / Chrysalis Community members in three (3) panels of five (5) adults for three (3) year terms. The two adult Chrysalis members and the three (3) youth Chrysalis members also are to serve three year terms.

Elected Board members who serve for three years cannot succeed themselves in consecutive terms. However Board members who are 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, Newsletter Editor, and Treasurer will be appointed in the January Board meetings by majority vote and will serve at the pleasure of the Board and have no set term.

4-D) Attendance

It is expected that Board of directors will attend a minimum of 8 out of the 10 Board meetings each year. It is not mandatory but highly recommended that Board members attend the meal and service that follow 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.

4-E) Meetings and Quorum

Regular meetings will be held on the second Saturday of every month except for April and September. The meetings will start at 4:30 local time unless previously announced differently. Special 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.

4-F) 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 will serve on at least one committee established in the Bylaws.

Be a voice for the Community that elected you.

4-G) Board Election

Board Members are elected by the Community. The nominating committee shall submit to the Board a slate of seven nominees to elect five board members. The ballot shall be provided to the Community members as part of the newsletter, as a downloadable document from the webpage or (by US mail only if requested by an individual). Ballots should be available at the later of October 15 or three days after the October Board Meeting.

Ballets can be mailed back to the Community Lay Director and should be postmarked by November 15. Ballets can also be hand carried and dropped into the ballot box at the November or December Gatherings. At 6:45 p.m. local time at the December gathering the voting will stop. All ballets 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.

4-H) Replacement of Board members during their Term

The Board may elect persons, upon the nomination by the chair, to fill a vacant term until the next regular election **for that term**. Such persons are eligible for election to a full term by the Community at such regular election.

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
- Finance Chairperson or 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. Take roll at board meetings, keep attendance records, remind board members of their duty to attend meetings.
- E. Attend Upper Room board trainings and help newly elected members get signed up and attend also in order for them to meet this obligation.
- F. Insure that the Covenant Letter between the Upper Room and Lake Cumberland Area Emmaus/ Chrysalis Community is signed by all board members and sent in annually.
- G. Responsible for arranging churches to host monthly gatherings.
- H. Responsible for securing a 4th day Speaker and music for each gathering. (usually host church will help fulfill this obligation).
- I. Extends the welcome and announcements at monthly gatherings.
- J. Write an article each month for the community newsletter.
- K. At walk closings, will welcome new 4th day members and introduces the Weekend Spiritual Director
- L. Will only vote at board meetings to break a tie vote.
- M. 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 the term ended at the end of their 3rd year.
- N. Work with the Facilities Chair to sign contracts with the Mountain View Board.
- O. Insures the board has insurance that meets our agreement with Upper Room guidelines.
- P. Keeps a record of the election results in case a member needs to be replaced.

- Q.** Works in conjunction with Team Selection Chairperson to contact candidates for Weekend Lay Directors in training and secure their commitment.
- R.** 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.
- S.** Plans an extended session for the January board meeting to plan the next year's course and organize committees. May call extended sessions throughout the year as needed.
- T.** Calls special meetings as needed.
- U.** Forms Ad-Hoc committees as needed
- V.** Serves on the team selection committee
- W.** 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 Chair
- B.** Shall be available and prepared to lead the Community in whatever capacity is needed in the absence of the Community Lay Director. This would include but is not limited to presiding at the monthly board meetings, making announcements and comments during the walks at candlelight and 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 next monthly meeting
- C.** Include the names of the members that were absent in the minutes.
- D.** Keep a notebook of all previous Board minutes: This notebook should be brought to each board meeting.
 - This notebook should include agreements for both Emmaus and Chrysalis Communities. It should include a copy of the current Bylaws and a copy of the Policy and Procedure Manuel. It should include copies of Community member's resignations from the Community, as well as any other documents of pertinent historical value to the Board.
- E.** Keep stationary of LCAECC on hand.
- F.** 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.
- G.** Performs other assignments as requested by the Board

9) Financial Chairperson or Treasurer

The Financial Chairperson or Treasurer has the following responsibilities:

- A)** Maintains detailed records of all financial transactions including receipts and documentation.
- B)** Maintains Community financial accounts
- C)** Pay all bills incurred by the Community
- D)** Maintains the official office of the Corporation, including registering the Corporation with the state.
- E)** Prepares and submits yearly tax records to the Federal Government and State for all years they serve in this office.
- F)** Submits a monthly financial report to the Board of Directors at each monthly board meeting.

Each report will have an ending balance but will also include outstanding bills, money earmarked for scholarships, as well as future expected expenses so a balance of available money can be determined.

- G)** Provide a summary of Community income and expenses for the previous year in the March newsletter.
- H)** Keep records for total income and total expenses for each set of walks so Team Fees can be adjusted if needed.
- I)** Will work under the authority of the Financial Committee.

10) Community Spiritual Director

The Spiritual Director of the Community shall have the following responsibilities:

10 A) Board Responsibilities:

- 1)** Attends all Board meetings and participates as a member of the Board of Directors
- 2)** Confers with the Community Lay Chairperson on any issues to be put on the agenda
- 3)** Participates in Team Selection
- 4)** Submits the names of the Weekend Spiritual Directors for Board approval.
- 5)** Secures the Assistant Clergy for the walks/ flights.
- 6)** Keeps an updated list of Clergy available to serve on walks/ flights
- 7)** Has an emergency back- up list of Clergy to replace a clergy member that has to drop out at the last minute.

10 B) Gathering Responsibilities:

1. Provides the Communion Elements, glasses and tray for monthly gatherings
2. Secures 3 other people* to assist in serving Communion at the end of the service preferably clergy but laity in the absence of enough clergy
3. Leads the Service: brief message, prayer requests and Communion
4. Encourage clergy working weekends to attend the team dedication services
5. Secure a replacement to carry out the gathering duties in the event an absence.

10 C) Walk/ Flight Weekend Responsibilities

1. Lead the Community (or secure a replacement) for all Sendoffs, Candlelight Services, and Closings* as described in the Three- day Schedule.

* It has become customary in the LCAECC for the Weekend Spiritual Director to carry out the responsibilities at closings in lieu of the Community Spiritual Director.

2. Has the authority to replace **any** clergy that drops out after the team dedication service.

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:

- Gatherings
- Registration
- Agape
- Prayer
- Spiritual
- Facilities
- Kitchen
- Weekend Supplies
- Book Table
- Upper Room Supplies
- Leadership Training
- Communications
- Finance
- Team Selection

It is hoped that the guidelines that follow will help the chairperson of each committee 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) Gatherings 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 are to be held the 2nd Saturday of every month except for the months of the flights or walks. Currently April and September
 - D.** 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 meetings before 6:00 local time as to NOT keep the Community waiting.
- E.** The meal should begin at 6:00 local time.
 - F.** It is expected that the host church will provide the paper products and drinks. The Community members will provide the pot luck meal and desserts.
 - G.** The service will start 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. Chrysalis is to be in charge of the team dedication services (March and August), where there will be no 4th day speaker. Chrysalis will also be in charge of the July service and will provide the 4th day speaker.
 - I.** The committee will make sure the Community Spiritual Director has the Communion Elements, glasses and serving tray. The chair may offer to bring these items as an act of agape love.
 - 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.** At the service the chair should welcome those in attendance, make announcements, and introduce music team, 4th day speakers, and Community Spiritual Director at the appropriate times.
 - L.** Help host church clean afterwards
 - M.** Should be the first to arrive and the last to leave
 - N.** Send a “Thank You” card to 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 Registration Committee will have the following responsibilities:

- A.** Enlistment, confirmation, and registration of the pilgrims for the walks and caterpillars for the flights.
- B.** Collect all fees related to the walks/flights and give to treasurer for deposit **OR** deposit the fees themselves and report the amount of the deposit to the treasurer within 2 days.
- C.** Works with Weekend Lay Directors and keeps a detailed account of all registration deposits and walk/flight fees for each pilgrim/caterpillar and team member.
- D.** See that name tags are made and handed out at sendoff for walks and flights.
- E.** Provide a confirmed list of accepted pilgrims and caterpillars to Weekend Lay Directors of walks/ flights and also to the Beacon Editor.
- F.** Receive, review, and recommend to the board all written scholarship requests for all pilgrims, caterpillars and team members.
- 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 any health needs and special dietary needs.
- I.** Makes kitchen coordinator aware of any special dietary needs.
- J.** Works the registration table at the sendoffs to collect any unpaid dues
- K.** Deposits into the Community checking account monies collected from registration fees, offerings, or any other source.
 - Must report the amount (phone call or text) of all deposits to the Treasurer within two days of making the deposit.
 - Mail or send a copy, of the deposits, with a breakdown of the source of the funds to the treasure within 7 days of the deposit
- L.** Provide an end of the year report of the complete list of scholarships awarded
- M.** Make sure all upper room supplies are on the Mountain for the walks/flights.
- N.** Work with the Treasurer to issue refunds for Pilgrim, Caterpillar, or workers who cancelled and request the refund
- O.** Keep detailed records of the Community members, including contact information and their Walk/ Flight work history.
- P.** Serve on the Team Selection Committee
- Q.** Maintains and updates the 4th day Registry of all workers, the areas they served and talks given, so progressive servanthood can be tracked.

14) Agape Committee:

The Agape Chair will have the following responsibilities:

- A.** In cooperation with team selection committee choose the agape team coordinator and co-coordinator for the walk.
- B.** As above in cooperation with team selection committee choose the Agape team for each walk.
- C.** Make phone calls to each team member to get their response about working. Write down their address and phone number to best be reached at. When team list becomes exhausted contact team selection chair for more eligible worker names for the agape team.
- D.** When team is set, communicate this list (as quickly as possible) to the Weekend LD along with address and phone numbers of each team member. Remember if the list changes then notify them and ask them to do the same. Ideal protocol is for agape chair to set the team with the help of team selection chair when necessary. With the spirit of cooperation, if someone drops out and LD has a replacement in mind get their name and number. Check with Team selection chair first, in case there is someone on wait list. If not, then contact the replacement LD suggests.
- E.** Meet all agape coordinators and give them the Agape book for the weekend. Discuss any new agape or board policies that they may not be aware of. Make sure that the coordinator has a clear understanding of what is expected for the team meetings and walk weekend. Remind them to let you know about team attendance.
- F.** Keep in touch with your weekend coordinators. Check in on them to let them know your there to help if they have a question or need anything.
- G.** As Agape chair you will receive agape letters from other communities via email. Send out our community letter to them in return in a timely manner.
- H.** Request Agape letters from other communities. The international directory is found on the Upper Room Emmaus web site and has a listing of all the communities. Contact the Agape chairperson of these communities via email to request agape letters from their community. Many times you will also find these letters on their community web page. Maintain a file of these letters for our community walks.
- I.** Maintain a list of other community walks that have contacted us for prayer. Give this list to prayer chapel during walk to be prayed over.
- J.** Make sure agape wall letters from other communities are at camp by registration time and given to the LD or weekend SD to be presented at the proper time.

- K. At least 4 weeks before the walk purchase napkins, table cloths and placemats for both Men's and Women's walk. Before you place an order communicate with the Chrysalis Agape board rep. to see what they need. Try to order their placemats with Emmaus place mats due to shipping charges. Placemats can be found on the web. It is advisable to order in wrapped packages of 50 due to storage on the mountain.
- L. Make sure that the tub with table cloths, napkins and placemats are on the mountain prior to walk weekend.
- M. Maintain condition and care of drama costumes for the walk weekend. Check costumes before and after walks. Wash them after each set of walks.
- N. Have a tub marked "extra agape" for the teams to place left over agape into. Collect this at the end of the set of walks. Store, and pass on to the next set of walk coordinators.
- O. At the end of each walk, don't forget also to collect your Coordinator manual. It is best practice to keep the manual with you. Pass out to coordinators of next walks when you meet with them.
- P. After a walk is over sort through walk agape after every walk. Disperse to Chrysalis or have it prepared (by counting and bagging) to use on next set of walks. Remove any edible agape and discard.
- Q. Follow up with walk coordinators for any comments or suggestions that they may have regarding the weekend.

15) Prayer Committee:

The Prayer Committee Chair will have the following responsibilities:

- A. In cooperation with the Team Selection Committee choose from the progressive servanthood list the Prayer Chapel Coordinator for each walk and flight.
- B. In cooperation with the Team Selection Committee choose the prayer chapel team for each walk or flight.
- C. After team selection, make phone calls to each team member to get their response about working. Write down their address and phone number to best be reached at. If the team list becomes exhausted contact team selection chair for more eligible worker names for the prayer team.
- D. Order Prayer Charts for Chrysalis Flights (Boys and Girls) Men's & Women's walks.
- E. Make sure all supplies are available and stored properly before and after each walk or flight.
- F. Check to make sure linens are clean and pressed
- G. Responsible for bringing the Communion Elements for the entire weekend for each walk and flight.
- H. Make sure the prayer charts are brought to each gathering and other events prior to walks and flights for the purpose of getting signatures from the Community

- I. Make sure prayer charts are at the camp by registration for all walks and flights.
- J. At the end of each walk, don't forget also to collect your Coordinator manual. It is best practice to keep the manual with you. Pass out to coordinators of next walks when you meet with them
- K. Follow up with walk/flight coordinators for any comments or suggestions that they may have regarding the weekend.

16) Spiritual Committee:

The Spiritual Committee Chair will have the following responsibilities:

- A. The Community Spiritual Director shall chair this committee
- B. Select the Spiritual Director for each walk and flight subject to approval by the Board of Directors
- C. Have Communion elements at all gatherings and lead the Communion service.
- D. Lead the Communion service for all Sendoff, Candlelight, and Closing* services or ask the co-chair or other suitable replacement to conduct the services in the absence of the chair.

*It is acceptable to allow the Weekend Spiritual Director to conduct the Communion service at closing for walks and flights.

17) Facilities and Arrangements Committee:

The Facilities Committee Chair 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, Secretary, Registrar, and Lay Directors for all Walks and Flights.
- B. Set the date for "Camp Set Up" and make sure there are enough people to available to set up camp as needed prior to the flights and walks.
- C. Assist the camp superintendent in setting up the camp for each walk and flight according to his direction.
- D. Assist the camp superintendent in taking down the camp after each walk and flight according to his direction.
- E. Make sure the camp is restored as the camp superintendent directs, after the Women's walk in both the spring and fall.

18) Kitchen Committee:

The Kitchen Committee Chair will have the following responsibilities:

- A. Cooperate with Team selection committee from the progressive servanthood list, help select a coordinator, co-coordinator and kitchen team members for each walk/flight.
- B. Contact each coordinator and team member, and make a list of names who have confirmed to work. Supply each Lay Director with a list of confirmed team.
- C. Meet with each Kitchen coordinator prior to the walks for the purpose of training.
- D. Work with the facilities board chairperson to secure the use of the kitchen for each walk and make sure that kitchen is clean and ready for each walk.

- E. Post the menu in the kitchen and update when needed.
- F. Order all food for each walk, stock kitchen for each walk, and make sure there is proper quantity and quality for each walk
- G. Check with the registrar and the weekend lay for any special dietary needs and purchase these foods as needed.
- H. Keep all receipts for purchases and forward to the treasurer as soon as possible after each walk or flight.

19) Weekend Supplies Committee:

The Weekend Supplies Committee will have the following responsibilities:

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

20) Book Supplies Committee:

The Book Supplies Committee will have the following responsibilities:

- A. Have a table set up at camp by noon on Saturday for the Men and Women walks. Items suggested to sell are t-shirts and sweatshirts with the Community logos,
- B. T-shirt and Sweatshirt sales table at the pavilion for sales to the Community members prior to the start of Candlelight service. This table must be taken down and put away at least 30 minutes before the pilgrims or caterpillars begin their candlelight journey to the pavilion.
- C. Keep an inventory and have ample amounts of sizes and colors of shirts and reorder as needed
- D. Proceeds collected will be documented and given to the treasurer, financial committee member or board member for deposit

21) Upper Room Supplies Committee:

The Upper Room Supplies Committee will have the following responsibilities:

- A. Purchase hand crosses, neck crosses, brochures, reunion cards, worship booklets, candles for prayer chapel set up, manuals, and other supplies as needed.
- B. In charge making sure the new Thursday night “Walk to Emmaus” video is on the mountain before each set of walks.
- C. Responsible for making sure the wake-up bell is on the mountain for each set of walks and flights
- D. Stores all Upper Room inventory between sets of walks/flight.

22) Leadership Training Committee:

The Leadership Committee will have the following responsibilities:

- A. Responsible for an educational moment at all the gathering services. Where they will choose one topic and very briefly go over it with those in attendance.
- B. 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
 - 4. the responsibilities of a sponsor
 - 5. upcoming gatherings and community events
 - 6. How to access the Webpage, Facebook, the Beacon, and One Call
- C. Write a Did You Know? column in the community newsletter
- D. Keep up on Upper Room activities for Emmaus/ Chrysalis.
- E. Notify the National Newsletter or Upper Room of Walk and Chrysalis Flight dates.

23) Communications Committee:

- 1. It is suggested but not required that the Assistant Lay Chairperson serve as chair of the communications committee
- 2. 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 One Call.
- 3. Work with Team selection county representatives and communication 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. Members failing to respond will get a 2nd notice (preferably a phone call) before purging occurs.

23-A) Community Newsletter

- The Newsletter editor will be a full member of the Board 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 will have the following duties:

- A.** Send out the Newsletter between the 20th and 25th day of the month with the exception of April and September (walk months), in which it will go out within 7 days of the Women's closing.
- B.** Publishes a monthly newsletter:
- C.** Gather and edit Articles
- D.** Create a photo ready layout
- E.** Include the Community Lay Chairpersons article
- F.** Include the **Did You Know?** article from the Leadership Training Chairperson
- G.** Include all upcoming events
- H.** List of the entire years gathering places as they become available
- I.** Driving directions to the current gathering location
- J.** Weekend walk times for sendoff, candlelight, and closing.
- K.** List and contact information of all elected board members
- L.** Ballot for Board of Directors in the October 15th Newsletter.
- M.** Other information and tidbits as needed.
- N.** Maintains Community mailing list:
 - Gets new pilgrims/butterflies addresses from the corrected list after each walk from the Weekend Lay Directors.
- O.** Obtain addresses from new members that transfer in who attend gatherings or other community functions.
- P.** Keeps a list of members that requests the Community Newsletter be mailed to them via the postal service. And mails them out a copy of the monthly Newsletter.
- Q.** Receive payments for the newsletter subscriptions and turn into the Financial Chairperson.
- R.** Work with the One Call administrator to send out the newsletter via email to those not requesting a postal mailed copy
- S.** Provides a copy of the Community Newsletter in each pilgrim's/butterfly packet that includes information about other communication avenues such as the webpage address, Facebook Page address and information how to opt in and out of the One Call system. As well as upcoming community events.

23-B) Facebook Administrator

- The Facebook Administrator will serve at the pleasure of the Board and has no minimum or maximum term.
- The Facebook administrator will have the following duties:
 - A. Post upcoming events such as gatherings, walks, team selection, team meetings and any other community event.
 - B. Post event pictures of gatherings and other events that pertain and revolve around our community
 - C. Link to our community webpage
 - D. Cover photo and profile picture should relate directly to our Emmaus/ Chrysalis Community.

23-C) Webpage Administrator

- The Webpage Administrator will serve at the pleasure of the Board and has no minimum or maximum term.
- The Webpage Administrator will have the following duties:
 - A. Establish, Maintain and update the Community's Webpage at a minimum of once a month but more often as needed.
 - B. The background picture should relate directly to our Emmaus/Chrysalis Community
 - C. The Webpage should be user friendly with the following Tabs:
 1. Welcome/ Homepage
 2. About us (History, purpose, and other pertinent information)
 3. Contacts: names and contact information of all officers and current Board members with a list of the committees they chair
 4. Sponsorship applications: Downloadable for both Chrysalis and Emmaus along with the Sponsorship Criteria and Expectations
 5. Worker Applications : Downloadable worker applications for both Chrysalis and Emmaus with Worker commitment expectations
 6. Calendar of Upcoming events. Will include dates, times, and 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 break down dates.
 7. Community Newsletter Tab
 8. Past Community Newsletters Tab

9. Team Selection: Dates and times of meetings. Current members and their contact information and what county they represent.
10. Donation Tab with ability to donate or pay fees through Pay Pal
11. Election Tab where people can Download a current Ballot with instructions on how they can submit their ballot (Mail or hand carry)
12. Three Day schedule
13. Upper room link
14. Current Bylaws tab
15. Current Policy and Procedure Manual tab
16. Prayer Chart* this is not to replace the current written charts but to allow others to sign up and pray as well during walks and flights. Furthermore this list can be used to fill in holes in the physical prayer chart after Sendoffs.
17. Downloadable Agape Letter from our Community for other Communities to use during their walks.
18. Put the current Board meeting agenda on the webpage
19. Put past Board Meeting minutes on the webpage
20. Any other tabs or items deemed necessary by the Communications Chairperson as requested by the Board of Directors.

23-D) One Call Administrator:

- The One Call Administrator will serve at the pleasure of the Board and has no minimum or maximum term.
- The One Call Administrator will have the following duties:
 - A. Establish and maintain database by adding pilgrims/caterpillars who have just attended a walk/flight and remove names that opt out. Update information on phone numbers or emails that are no longer in working order. A report is generated through One-call.
 - B. Use sub groups to contact teams or community through calls, text or email.
 - C. Publish Beacon Newsletter/voting ballots/community needs via email.
 - D. Use One-call in a mindful manner (such as time of day when call is generated) and in a timely manner for reminders.
 - E. One-call should only be used for events that are in direct relation to the Community. Events should relate to: Team meetings, Camp set-up, Walks/Flights, Candle lights, Team selection. Keep in mind One-call should never be used for prayer chain request.

24) Financial Committee:

The Financial Committee will be made up of 4 members, (The Treasurer, The Registrar, and 2 members appointed by the Board of Directors). The Board of Directors will appoint the chair of the committee. Members will serve one year terms but can succeed themselves if so chosen to serve again. *(amended at Feb. 11 2017 meeting)removed "elected board" wording*

The Financial Committee will have the following responsibilities:

- A. Conduct a comprehensive audit of the financial records in November so results can be reported at the December Board meeting.
- B. See that offerings are taken up at gatherings and candlelight services.
These offerings will be counted by two board members at the time of collection, the amount of the offering will be announced before the end of the gathering or Candlelight service. If the Treasurer is present they will take the offering for deposit, but if they are not present a Financial Committee member or current Board of Director will deposit the money at any Monticello Bank location and report the amount of the deposit to the Treasurer by the first Wednesday following the date of collection.
- C. Research and move towards obtaining 501C status so donations will be tax deductible.

25) Team Selection Committee:

The Team Selection Committee for Emmaus walks should be composed of:

- Board Team Selection Chairperson * Community Spiritual Director
- Weekend Lay Directors *Board Agape chair
- Board Kitchen chair *Board Prayer Chair
- Community Lay Director *Registrar
- A county representative from the following counties: Adair, Casey, Clinton, Cumberland, Pulaski, Russell, and Wayne

The Team Selection Committee for Chrysalis Flights should be composed of:

- *2 Elected Chrysalis Board Representatives* * *3 Appointed Youth Chrysalis Reps.*
- *Community Spiritual Director* **Weekend Lay Directors*
- *Chrysalis Board Agape chair* **Chrysalis Board Kitchen chair*
- *Chrysalis Board Prayer Chair* **Community Lay Director*
- *Adult/Youth representing the following counties: Adair, Casey, Clinton, Cumberland, Pulaski, Russell, and Wayne*

The Team Selection Committee will have the following responsibilities:

- A. Will keep on file a list of names of persons eligible to serve as Weekend Lay Directors.
- B. At the March Board meeting submit the names (to be approved by the Board) to serve as the Fall Weekend Lay Directors.
- C. At the August Board meeting submit the names (to be approved by the Board) to serve as the Spring Weekend Lay Directors.
- D. Set a team selection date in May (for the 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 mailed in worker applications and should attempt to work as many of these persons as possible while maintaining the **“One-third Rule.”**
- E. **“The One-third rule” means team selection will strive to staff each team with approximately 1/3 new members, 1/3 second or third time workers, and 1/3 seasoned veterans.**
- F. It is also recommended that each team have an equal representation from all the counties served by the Lake Cumberland Area Emmaus and Chrysalis Community.
- G. *Chrysalis will meet before the men’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.*
- H. *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)*
- I. The Community Spiritual Director will set the Weekend Spiritual Director whom must be approved by the Board.
- J. The Community Spiritual Director will work with the Weekend Spiritual Directors in setting the weekend spiritual team.
- K. If Clergy wish to work in an area behind the scenes, they are allowed, and should be encouraged to serve in these areas to avoid conference room burnout.

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

- L.** The board Agape Chair will call the prospective agape team members to confirm their willingness and availability to work. A list of confirmed names with a current address and phone number should be given to the Weekend Lay Director so they can mail out team meeting materials.
- M.** The board Kitchen Chair will call the prospective kitchen team members to confirm their willingness and availability to work. A list of confirmed names with a current address and phone number should be given to the Weekend Lay Director so they can mail out team meeting materials.
- N.** The board Prayer Chair will call the prospective prayer team members to confirm their willingness and availability to work. A list of confirmed names with a current address and phone number should be given to the Weekend Lay Director so they can mail out team meeting materials.
- O.** The Weekend Lay Directors will call the prospective conference room team members to confirm their willingness and availability to work. A list of confirmed names with a current address should be kept so they can receive the mailed out team meeting materials.
- P.** The Community Spiritual Director along with the Weekend Spiritual Director will assign the clergy talks.
- Q.** The Community Spiritual Director will give a confirmed list of the spiritual team and the talks they will give, along with a current address and phone contact information to the Weekend Lay Director so team meeting information can be mailed out.

26) Progressive Servanthood guidelines:

26 A) Conference Room

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 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 twice behind the scenes (Agape, Kitchen or Prayer Chapel) before they are eligible to be a Table Leader or non-speaking Assistant Table Leader.
5. All persons shall serve twice as a table leader or non-speaking table leader, before they are eligible to give a talk as an assistant table leader.
6. After giving two talks as an Assistant Table Leader, persons are eligible to serve as an Assistant Lay Director
7. *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.*
8. After giving the **Priority** and **4th Day** talks a person is eligible to be a Weekend Lay Director.
9. *In Chrysalis after working in the position as Chrysalis Assistant Lay Director twice, persons are eligible to serve as weekend Lay Director 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.

26 B) Behind the Scenes Progressive Servanthood:

1. These guidelines will include Agape, Kitchen and Prayer chapel.
2. It is suggested that a person willing to serve as a co-coordinator of 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 seasoned co-coordinator will serve on that team.

Section 2 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

1. Flights and Walks will be conducted each year in April and September.
2. The order will be Chrysalis followed by the Men's Walk, followed by the Women's walk.
3. **Flights** begin on Thursday night in the Spring with a team meeting and Caterpillars arriving Friday morning and will conclude with the closing ceremony on Sunday. In the fall, the team meeting is on Friday night with Caterpillars arriving on Saturday morning and conclude with the closing ceremony on Monday.
4. Walks will begin with sendoff on Thursday evening and conclude with closing service on Sunday afternoon.
5. The Minimum number of pilgrims for a walk will be 20 and the Maximum number of pilgrims will be 35.
6. If there are less than 20 pilgrims the number of tables should be reduced so that there are at least two pilgrims at each table, **but cancelling a walk should be avoided at all costs.**
7. *The minimum number of caterpillars to hold a flight is 12 boys and 12 girls. The maximum number for either conference is 24.*
8. Deadline to register a caterpillar/ pilgrim for a flight/walk is 2 weeks prior to the start of the flight/walk.
 - The Community Registrars can register pilgrims after the deadline at his/her discretion.
9. All persons who have completed a 3 day sponsored event recognized by upper room and are 18 years old can work a LCAECC walk. All adults 18 and older who have completed a 3 day sponsored event recognized by upper room and has a current background check on file can work a Chrysalis Flight.
10. Members transferring into our community will have to start over in the progressive servanthood status regardless of work experience with other communities.
11. If requested by clergy, they can and should be encouraged to work in other areas on walks

28) Sponsors

Sponsorship is an act of love for God, pilgrims, and the Emmaus Community. Good sponsorship is vital to the Emmaus movement in every community. In fact sponsorship is the most important role in Emmaus. It is so much more than “signing people up”. The quality of sponsorship influences the pilgrims/butterfly’s, 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 a new life and vision back to their church, home, workplace, schools and community.

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

Possible candidates could be:

- The backbone of the local church
- Less active members who need their awareness of grace rekindled and their commitment renewed
- Christians who are hungry for “something more” and want to grow spiritually
- Church leaders (clergy and lay) who will bring new vision and vitality back to the church and who need the renewal and to experience the grace unique in Emmaus

Questionable candidates could be:

- Non- Christians and persons without connections to the church.
- Persons undergoing an emotional crisis (recent divorce, severe grief, etc.)
- People whose theology and/ or practice is notably different with the traditional theology and practice represented by The Walk to Emmaus.
- “Church hoppers”, members who always 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”.
- Persons fighting substance abuse or who are psychologically unstable.

How do we sponsor!

Before the walk

1. The first part of sponsorship is to pray and seek guidance from the Holy Spirit.
2. Make an appointment with the person or couple for the purpose of discussing participation in Emmaus/ Chrysalis. Have them pray on it
3. The equal commitment rule: when at all possible when a husband and wife are both possible candidates and are both willing to participate then they both should be sponsored and both should attend the same set of walks.
4. In Chrysalis, it is important to talk with the parent/guardian of the candidate before sponsoring.

5. 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.
6. Take the application to the prospective pilgrim/caterpillar and have them fill it out in your presence answering any questions that the prospective pilgrim/caterpillar might have. You do not have to tell them in detail of everything that is going to happen in the three days, but answer honestly any questions they ask
7. Pilgrim/Caterpillar applications can be downloaded from our website:
<http://www.lcemmaus.org>
8. Be forthright in explaining the sleeping and bathing arrangements, as well as there will be no contact with their family and businesses (except emergencies).
9. Mail in the completed application with fees to the Emmaus Registrar whose address is on the application.
10. **Make sure the Registrar is aware and passes the information on to the Weekend Lay director of any special needs that the pilgrim/caterpillar might have.** This includes but is not limited to any special dietary needs, or special medical needs.
11. After you have received confirmation of the pilgrims/caterpillars "Walk date" 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)
12. Give the pilgrim/caterpillar a suggested "packing list" of the things that they will need to take with them on the mountain. This list should include things like pillows, bath towels, Bibles, flashlights, etc.
13. Remind pilgrims to take money if they wish to buy a t-shirt or sweatshirt at the book table after Saturday's lunch.
14. Remind the pilgrim/caterpillar to leave watches, cell phones, cameras, laptops etc. at home.

During the walk

15. You should be the one to take your pilgrim/caterpillar to the sendoff. Help them find their cabin and help them get situated.
16. **Please do not leave any special agape gifts for the pilgrim/caterpillar to find that night or later during the walk.** 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 after the closing ceremony. If you feel led to give your pilgrim/caterpillar a special gift please do so before you bring them to the Mountain or after you pick them up after Sunday's closing service.
17. Register the pilgrim/caterpillar at the sign in table, getting their name button and giving it to them.

18. Bring the 12 letters to registration at sendoff and make sure that the first and last name is on the envelope otherwise there is a chance of miss delivery. Letters from family should have “family”, “spouse”, or “child” etc. on the envelope. Other letters should have “friend”, “Sunday school teacher”, etc. on the outside of those envelopes. The pastor of the church should be ask to write a letter to be included in the top 12.
19. Eat with your pilgrim/caterpillar during sendoff
20. Pray throughout the 72-hour prayer vigil for your pilgrim/caterpillar and the walk/flight in general.
21. Check on the pilgrim’s family throughout the weekend helping out in any areas of need (babysitting, feeding pets, providing a meal, yard work etc.) while the pilgrim is on his Walk. Let the family know they have arrived and all is well.
22. Be present at the candle light service. (remember this service is only open to 4th day members of those who have attended a 3-day event sponsored by the Upper Room)
23. Be present at the closing ceremony. (this service is open to all, so it is ok to bring family members who are not 4th day members)
24. Help the pilgrim/caterpillar pack and take them home. Offer to take the pilgrim/caterpillar out to dinner that evening to give them an opportunity to share the events of the weekend.

After the walk

25. Continue to pray for the pilgrim/butterfly
26. Take the pilgrim/butterfly to the follow-up gathering
27. Invite the pilgrim/butterfly to the first few monthly gatherings.
28. Help the pilgrim/butterfly find a reunion group or start a group with him or her
29. Help and encourage the pilgrim/butterfly in their commitment to their church, family, workplace and community
30. Inform and guide the pilgrim/butterfly in ways of serving the Emmaus/Chrysalis Community on future Walks/Flights.
31. Help the pilgrim/butterfly sponsor others

Who can sponsor?

Any 4th 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 team members on Walks/Flights with persons they are sponsoring. If persons choose to work on Walks/Flights they should be behind the scenes and arrange for other co-sponsors to carry out the duties (such as checking on families) that they cannot attend to while working.

29 Pilgrims/Caterpillars

1. Pilgrims/caterpillars must be sponsored by a 4th day member
2. Pilgrims/caterpillars applications must be turned in by the sponsor before the deadline (two weeks prior to the walk/flight) however the registrar at his or her discretion can add a pilgrim/caterpillar after the deadline.
3. Under no circumstances should a person bring a pilgrim/caterpillar to sendoff who hasn't been registered. In this event the pilgrim/caterpillar will not be allowed to Walk and will be sent home from the mountain.
4. Pilgrims/Caterpillars will be selected on a first come-first served basis, from the applications received by the registrar.
5. Pilgrims/Caterpillars should meet the requirements of possible candidates listed above (Section 28 Sponsors)
6. 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 candlelight will be considered to have completed the walk/flight and will become a full member of the Community.
7. Any pilgrim/caterpillar that has to leave before 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.
8. Pilgrims/Caterpillars are expected to cooperate and follow rules. If a pilgrim/caterpillar becomes disruptive defiant or in other ways a deterrent to those around them, then after meeting in private with the Weekend Spiritual Director, Weekend Lay Director and advisory from the Board Representative, if the situation cannot be resolved then the sponsor should be called to pick up the pilgrim/caterpillar.
9. Pilgrims/caterpillars should never be taken to the 72-hour prayer chapel. If they need prayer, then the spiritual team should pray with them and the prayer request delivered to the prayer chapel.
10. Pilgrims/Caterpillars should not be allowed into the back of the kitchen. If an emergency occurs and a phone is required, the phone should be taken to them on the porch area.
11. Pilgrims/Caterpillars on a walk/flight should all feel as if they are treated equally, therefore no special gifts should be given to a pilgrim/caterpillar during the walk/flight.

30 Conference Room Team

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

The Conference team will consist of the Weekend Spiritual Director, 4 Assistant Spiritual Directors, Weekend Lay Director, 3 Assistant Lay Directors, 1 Table Leader per table, 1 Assistant Table Leader per table, 2 or 3 music leaders and a board representative. The conference room team is encouraged to attend all the team formation meetings and are required to attend at least two out of three team formation meetings. If they cannot meet these obligations the Weekend Spiritual Director, the Weekend Lay Director and the Board representative will evaluate the reason for missed team meetings and decide to allow them to work or to replace them. All team members are expected to attend the team dedication service at the monthly gathering preceding the walk.

**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. And must have attended Upper Room Clergy Training.
 - b. **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 have 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 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

- 9) Meet with the clergy team and assign talks and emphasize the importance of following the outlines and 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 of the Spiritual Director assignments on the walk, meet with the Assistant Spiritual Directors and assign the responsibilities you want to assign.
- 12) Pray for the upcoming walks.
- 13) Attend Team meetings
- 14) Attend the 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:
Persons who are active in ministry, in good standing with their church, practice common Christian teaching and are highly recommended by our Spiritual Director or other clergy in our community. As well as to have attended the clergy training sponsored by Upper Room.
- 3) Meet with the Weekend Spiritual Director and perform the tasks and duties assigned.
- 4) Prepare and present the talk that was assigned to them. In a spirit of cooperation the talks should follow the outline and be within the allotted time for the talk. These talks should be previewed at a team formation meeting.
- 5) Pray for the upcoming walks.
- 6) Attend Team meetings
- 7) Attend the Team Dedication service
- 8) Attend the follow-up meeting

30-C) Weekend Lay Director (WLD)

- Shall be selected by the Team Selection Committee and approved by the Board by March for the fall walks and August for the spring walks.
- Criteria to be a Weekend Lay Director include:
 - A.** Working up through the progressive servanthood criteria
 - B.** Spiritually and technical readiness for this role.
 - C.** Pray for the upcoming walks
 - D.** Attend Board meetings from November to May for Spring walks and from June to October for fall walks.
 - E.** Serve on the team selection committee
 - F.** Contact the conference room team (except clergy) by phone and confirm their commitment to serve.
 - G.** Contact Team selection chair if or when new names are needed to complete the conference room team.
 - H.** Mail out a “welcome to the team” letters to each team member enclosing a team meeting schedule, team roster, talk outlines (if speaking), and the talk preview schedule.
 - I.** Meet with Assistant Lay Directors and go over ALD checklist, clarify their responsibilities on the Walk, and divvy up duties.
 - J.** Contact the One Call Admin. in order to have 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 date and time other than Saturday mornings to accommodate workers whose job requires them work on Saturday mornings.
 - M.** Have all Holy Communion elements and supplies, handouts, prayer partner assignments, talk preview sheets, refreshments, receipt books, projector or easels at the meetings.
 - N.** Choose the table names and let the board agape chair know so table signs can be made if necessary. **doesn’t pertain to Chrysalis Flights.
 - O.** Work with registrar and treasurer to account that all team dues and background check fees are accounted for. After the last meeting give the registrar a list of team members still owing dues or fees.
 - P.** Meet with Agape, Kitchen and Prayer Chapel Coordinators about any questions or concerns.
 - 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.** Conduct the Walk according to *The Walk to Emmaus Directors Manual*

- S. Prepare, preview and give Talk # 14 Perseverance for Emmaus and Priesthood of All Believers for Chrysalis
- T. Rely on Assistant Lay Directors to carry out the bulk of the responsibilities during the three days.
- U. 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 let the Community know 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.
- V. Determine if they want to allow the hug line and if so let the behind the scenes coordinators know at the team formation meetings.
- W. Correct typing errors on the pilgrim/caterpillar names and conference room worker lists and make sure the Registrar, Community Newsletter Editor and One Call administrator have a corrected copy.
- X. Present the Weekend Spiritual Director with the cross necklace at Sunday's closing ceremony.
- Y. Secure a location and plan the 4th day follow-up.
- Z. 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 it can be done as a single walk follow-up.
- AA. Attend the Board Meeting following the set of walks, 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 Director (ALD)

- Shall be selected by the Team Selection Committee
- Criteria to be an Assistant Lay Director include:
 - 1) Working up through the progressive servanthood criteria
 - 2) Spiritually and technical readiness for this role.

Before the walk

- 3) Workhorses of the team
- 4) Work with the LD to help prepare the team prior to the Walk and make sure the event runs smoothly and on schedule.
- 5) Pray for the upcoming Walks
- 6) Will give Talk #1 Priority or Talk #15 Fourth Day if giving a talk. Prepare, preview and deliver the talk you are responsible for.

** For Chrysalis ALD's are not responsible giving a talk but are prepared to give an adult talk if necessary.*

- 7) Arrive early at team formation meetings, take roll, and give out name tags, **record** team fees that have been collected.
- 8) At team meetings, escort speakers to prayer chapel to be prayed in for talk preview
- 9) Assist speakers with visual aids
- 10) Escort speakers to be prayed out and remain with them during discussion time.
- 11) Take notes of the discussion and give the feedback to the speaker. Always start and end the feedback with positive comments.
- 12) Get to know all team members and be available, especially to first timers, to help with talks, offer support, and share ideas.
- 13) Be a servant at all times to others on the team.

During Walk

- 14) Serve as time keepers for the three days
- 15) Should free up the WLD of concerns for details as much as possible so they can pay attention to teams, pilgrims/caterpillars, and overall progress of the Walk/Flight.
- 16) Follow the detailed ALD checklist in *The Walk to Emmaus Directors Manual* or *The Walk to Emmaus Team Manual*
- 17) Carry out assigned duties and roles each day.
- 18) Three roles are as follows and should be rotated daily to enhance ALD's learning experience.
 - a) Conference room as time keeper, introduces speakers, and keeps conference room process in order. Helps with speaker set up PowerPoints or posters.
 - b) Notifies speakers to get dressed, accompanies them to chapel to be prayed up, drives them to the conference room, and drives them back to the prayer chapel after their talk to be prayed out. Helps present general agape letters and banners. Communicates with outside teams when pilgrims are leaving the conference room
 - c) 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.
- 19) Make sure the 3-day schedule is followed while being flexible for special needs and a sense of natural flow.

After the Walk

- 20) Attend the 4th day Follow-up meeting.
- 21) Help Weekend Lay Director in any other capacity that is needed.

30-E) Table Leaders (TL)/Chrysalis Adult Table Leaders(ATL)

- Shall be selected by the Team Selection Committee
- Before being a Table Leader persons must have served twice in a behind the scenes area.
- 1. Should attend the team formation meetings and preview talks and provide honest, sincere, and constructive feedback.
- 2. *For Chrysalis ATL: if giving a talk, prepare the talk following the outline for the talk and staying within the time constraints allotted for the talk. Be prepared with visual aids at the talk preview as well as on the mountain.*
- 3. Pray in preparation for the walks/ flights.
- 4. Table Leaders have the most important responsibility in the conference room. Pilgrims/Caterpillars will spend most of the event with their table community and will develop lasting relationships at the table.
- 5. Sit with their back to the speaker during the walk as others rotate. This prevents pilgrims 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 different positions.

** For Chrysalis, the ATL will sit facing the speaker.*
- 6. Table Leaders and ATL should serve in a low-key manner but careful not to be invisible. TL and ATL 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.
- 7. TL should not talk about their Walk or previous walks unless asked.
- 8. TL/ 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 the other table members.
- 9. 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 experiences as someone living in Gods accepting grace.
- 10. 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.
- 11. Foster a family atmosphere where pilgrims/caterpillars can be comfortable in participating and opening up.
- 12. Create an atmosphere of sensitivity by drawing in those who are withdrawn and curbing those that want to dominate.

13. Guide discussion 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? orof all the things they said in their talk the one thing that jumped out at me was..... because..... What about you?
14. Keep the table on task moving from discussion to summaries to representations of summaries at the appointed times.
15. During poster parties and skits, let the pilgrims/caterpillars lead. You should never out shine the pilgrims/caterpillars.
16. Encourage self-direction at the table. Table leaders/ATL 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.
17. Sleep in the same cabins as the pilgrims (unless there is a medical need and prior arrangements made with WLD) those in the cabin 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 cabin with the caterpillars*

18. When taking your table to the prayer tables if a pilgrim/caterpillar from the table doesn't pray then the Table Leader should also refrain from praying.
19. Let the Assistant Lay Directors know of any needs that arise or a pilgrim/caterpillar leaves the table unexpectedly.
20. Attend the follow-up meeting.
21. Call and check in on the pilgrims/butterflies occasionally and invite them to a monthly gathering.

30-F) Assistant Table Leaders (ATL)

- Shall be selected by the Team Selection Committee
 - Before being a Speaking Assistant Table Leader persons must have served twice as either a Table Leader or nonspeaking ATL.
1. Should attend the team formation meetings and preview talks and provide honest, sincere, and constructive feedback.
 2. Pray in preparation for the walks/flights.
 3. If giving a talk, prepare the talk following the outline for the talk and staying within the time constraints allotted for the talk.
 4. Be prepared with visual aids at the talk preview as well as on the mountain.
 5. Assistant Table leaders who are speaking should stay in same cabin area as the LD. This is not to set you apart from the table leader but to allow you a comfortable environment to prepare yourself for the talk you will be giving.

** Youth Table leaders will stay in the cabin with the caterpillars*

6. Assistant Table leaders will support the Table leader by exemplifying full and cooperative participation to other team members. You and your table leader should work together as one team to encourage the pilgrims/caterpillars at your table.
7. Help foster the family atmosphere by befriending withdrawn pilgrims/caterpillars.
8. Serve without distinction alongside the pilgrims/caterpillars and participate fully as a member of the table.
9. Do not offer past walk experiences but if questioned answer honestly.
10. Guide others by example rather than by position.
11. You play an important role at the table simply by being yourself as an agent of God's love and by supporting the Table Leaders initiatives.
12. Attend the follow-up meeting
13. Call and check in on the pilgrims/butterflies occasionally and invite them to a monthly gathering.

30-G) Board Representative (BR)

1. Selected by the Board of Directors
2. Should be a current Board Member, previous Board Member or a former Weekend Lay Director within the last 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 woman on the women's walk. *In Chrysalis The Board rep shall be a man in the boys conference room and a woman in the girls conference room.*
5. The Board Representative is a single position meaning they cannot hold another team position while serving as the Board Representative.
6. The Board Representative will attend all team 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.
7. The Board Representative should pray for the upcoming walk/flight
8. The Board Representative has no leadership authority and will only serve as an advisor.
9. The Board Representative should offer and lend support to the WLD throughout the preparation process before the walk/flight occurs.
10. 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.

11. 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. You are only there to observe and advise when needed.
12. The Board Representative will carry a copy of the most current version of *The Handbook on the Walk to Emmaus, Team Manual, Directors Manual, and Three Day schedule* for reference as needed. For *Chrysalis*, they will carry the most current version of *The Upper Room Handbook on Chrysalis, rather than the Emmaus Handbook*
13. The Board Representative will primarily observe and take notes on happenings and events throughout the weekend and present a report to the Board of Directors at the next scheduled Board meeting following the walks (currently May for spring walks and October for Fall walks)
14. The Board Representative should not be involved in skits or poster parties. It's your job to just observe.
15. The board report should include any suggestions for improvement for future walks.
16. The Board Representative should attend the follow-up meeting if possible.
17. You are only there to observe and advise when needed, not to police the walk/flight.

30-H) Music Team (MT)

1. Will be chosen by the Team Selection Committee
2. The Music Team is gender specific meaning it will be men on the men's walk and women on the women's walk. The Music Team for *Chrysalis* 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 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 music ability to lead the Team and Pilgrims/Caterpillars in spiritual music.
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 music team.
5. Provide music at the service for all the team formation meetings
6. Provide music for the entire weekend of the walk/flight as outlined in the Music Leaders Checklist.
7. Pray for the upcoming walk/flight
8. Choose a variety of songs that will suit the needs of the diverse backgrounds of the pilgrims/caterpillar at some point.
9. Balance fast, slow, new, old, contemporary, and hymns.

- 10.** Choose “sing along songs” that encourage participation from the team and pilgrims/caterpillars. Remember music on the walk is not a performance but leading others in song as a humble servant as part of a team in God’s service.
- 11.** Use instruments and other media as needed to enhance the musical experience
- 12.** 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 closing)
- 13.** Teach new songs after an opening song that everyone knows. Do not teach new songs in a time you want people to be in worship.
- 14.** Lead table grace songs before and after meals. (do not do this for breakfast on Friday and for Saturday’s formal Dinner)
 - *For Chrysalis Table grace songs are performed at every meal **except** for the formal meal on the second day.*
- 15.** Teach pilgrims “DeColores” prior to Saturdays Breakfast
- 16.** Teach pilgrims “ Jesus Jesus “ song on the Saturday* evening prior to walking up for candlelight.
 - * For Chrysalis the caterpillars will be taught Jesus Jesus song on the 2nd evening of the flight prior to the candlelight service which will be Saturday in spring but Sunday in fall*
- 17.** Plan to lead music before candle light service with the Community.
- 18.** Plan and Lead music at the closing service Sunday. (*Monday for fall flights)
- 19.** Plan and Lead music at the Follow-up service.
- 20.** *In Chrysalis, the music team is an exception to the progressive servanthood. The music team is made up of an adult member and a youth member for each conference room*

31 Behind the Scenes Teams

Behind the scene teams include the Agape, Kitchen, and Prayer Chapel areas. To be eligible to work in these areas, persons must be a 4th day member having completed a 3 day event recognized by The Upper Room, and be 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. 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 that is possible.

Coordinators of these team areas will be chosen following the criteria outlined on page 21 in section 26-B of this document.

Coordinators should keep detailed attendance sheets of the workers time on the mountain and this should be given to registrar so the proper amount can be paid to the Camp Mountain View Board. (Agape Coordinator should collect these and be sure they are given to the registrar)

Other expectations 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 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 make it to a team formation meeting they will be replaced unless it is overridden by 2/3 vote from the Weekend Lay Director, The Weekend Kitchen Coordinator, and the Board Chair of the Kitchen Committee.
2. Workers should park in the field behind the pavilion out of sight of the pilgrims.
3. Workers who smoke should only smoke in the designated area behind the pavilion. This rule is in place by the Camp. **No Smoking is allowed at all on Chrysalis Flights**
4. Pray in advance of the 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 Coordinators and 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 the Fall Chrysalis flight)
7. If available be present at the Candlelight service.
8. Be in the hug line prior to closing if the Weekend Lay Director elects to have a hug line. Hug line is only for those who have worked this particular weekend.
**In Chrysalis behind the scenes will not participate in the hug line.*
9. Attend the fourth day follow-up gathering if possible

31-A) Agape Team

In addition to expectations listed above on 37.

- 1. Follow the instructions of the Agape Team Manual**
2. At team meetings encourage others to make agape. Also discuss themes at team meetings and other decorations for the themes that may be needed.
3. Remember to adhere to dining room themes set by the board in the Agape manual.
4. Direct traffic before Candlelight to make sure everyone is parked in the field behind the pavilion and not out front so that pilgrims/caterpillars don't see vehicles on their walk up to candlelight.
5. Make sure there is snack agape (sugar free, gluten free, etc.) for pilgrims/caterpillars with special dietary needs to enjoy.
6. Agape weekend coordinator is responsible for taking group photo, having photo developed and placed along with names in pilgrim/butterfly packets. See guideline in Team Manual.

31-B) Kitchen Team

In addition to expectations listed above on page 37.

- 1. Follow the instructions of the Kitchen Team Manual**
2. Double Check with the Registrar and Weekend Lay Director about **special diet requirements for pilgrims or workers.**
3. Weekend Coordinators will work with the Kitchen Committee Chair on food inventory and the proper protocol regarding getting extra food if a shortage arises.
4. Follow the Menu as posted in the kitchen
5. Be on the Mountain in time to set up and be prepared to serve at the sendoff meal.
6. The Kitchen crew should limit contact with the pilgrims/caterpillars to serving them in the dining room.
7. The kitchen crew chosen to serve should do so with a warm, caring, cheerful and positive attitude, always there with another helping of food. A cold, sour faced, reluctant, server can undermine the atmosphere of the weekend.
8. Servers should avoid informal dialog with the pilgrims/caterpillars such as asking "How is your weekend going?" etc.
9. Servers should keep 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.
10. Never withhold salt, pepper, jelly under the guise of "it will only get better"
11. 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)
12. Communicate with the Conference room and if they are ahead or running behind then adjust meal times as needed to ensure fresh hot meals, and drinks with fresh ice.

13. Close friends, family members, or sponsors of pilgrims/caterpillars 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.
14. If the Kitchen Coordinator desires, the entire Kitchen team can be introduced at the conclusion of Sunday's lunch. Even though upper room discourages this because workers are to serve anonymously, it is not done to up lift the kitchen workers but rather done **FOR THE PILGRIMS SAKE**, to allow them the opportunity to show their gratitude.
**The Chrysalis Kitchen Team will be introduced at the times listed in the 3-day Schedule.*

31-C) Prayer Chapel Team

In addition to expectations listed above on page 37.

1. The Prayer Chapel will be all women for the 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 switch.
2. Under no circumstances should we have a mixed prayer chapel of both men and women on the same walk.
3. Remain after the Team formation meetings to pray talk preview speakers in and out.
4. Follow the instructions of the Prayer Chapel Team Manual
5. The prayer chapel should always remain reverent throughout the weekend. You are encouraged to play soft praise music throughout the 72 hours. Prayer chapel should be a place of prayer and praise only.
6. Members should arrive to the Mountain early Thursday before sendoff (*for Chrysalis the members should arrive the night before sendoff*) to walk the grounds, anoint and pray over beds in cabins, chairs in conference room, and chapel.
7. At no time, should a pilgrim/caterpillar ever be brought to the 72-hour prayer chapel. If they need prayer have the weekend spiritual team pray with them.
8. Have the prayer charts at sponsor's hour after sendoff, fill them in and hang in the conference room after the Justifying Grace talk on Friday for Emmaus Walks and when directed by the 3-day schedule for Chrysalis flights.
9. Pray over seat cushions, then contact agape coordinator for placement into the conference room at the appropriate time.
10. Responsible for setting up and tearing down all 5 Communion services.
 (Sponsors hour, Friday morning, Dying Moments, Candlelight, Closing, and Clown Communion in Chrysalis)
11. Responsible for providing the elements for all Holy Communion Services. Only use **100% grape juice** and have **7** loaves of bread. (Dying moments uses two and it is advisable to have an extra loaf)
12. Two persons should be in the chapel praying the entire time from send-off thru closing.
13. Keep banners and table items organized for future walks/flights

32) Typist:

Shall receive the information cards from the conference room and worker lists from the behind the scenes. Agape coordinators will have these ready on Friday morning for typist, or after the team photo has been taken for the Chrysalis. Typist will then type these lists in a manner and font that is clear and legible. 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.

- Behind scenes teams should also receive a copy of the walk list.
- On the last afternoon of the walk/flight after the pilgrims/caterpillars have received their packets, and ask to check for errors, the Weekend Lay Director will record the corrections as they are being announced, and will make sure the Registrar, Beacon Editor and One Call administrator receive a corrected copy of the list to update their Community communication lists.

33) Other Walk Policy and Procedure and FAQ.

- 1) People who have not completed a three-day event approved by The Upper Room are not eligible to be in attendance at Sendoff and Candlelight Services.
- 2) When the community arrives for candlelight they should refrain from going into kitchen area or inviting other community members into kitchen area for food or drinks.
- 3) At the meal proceeding sendoff, the pilgrim/caterpillar **and** their sponsor should be called together to eat and be the first ones through the line.
- 4) Camp Mountain View rules will supersede the LCAECC rules if there is a conflict between the two.
- 5) There are two smoking areas at Camp Mountain View (one at the gate posts down by the conference room and one in the shelter, in the field, behind the pavilion) people wishing to smoke while on the Mountain should do so only in these designated areas.
- 6) Medical Forms should be destroyed after the walk.
- 7) The Community should not initiate hugs as the pilgrims/caterpillars walk through the Candlelight lines. However, if the pilgrims/caterpillars initiate the hug, they should **not** be shunned.
- 8) 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 packets.
- 9) Background checks are required for anyone over 18 years of age, working a Chrysalis Flight. These Background checks must be renewed every 3 years.

34) Additions, Subtractions and Changes to Policy and Procedure:

Additions, Subtractions and changes can be made to these policy and procedures by a simple majority vote of those 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 and
- 2) The changes are not in conflict with the Community Bylaws which supersede this document.

35) Ratification:

The Policy and Procedures will take effect immediately upon approval, and any additions or changes will take place immediately upon Board approval. Any changes should be announced to the Community thru the Webpage, Facebook, and The Beacon.

Adopted at December 10, 2016 Board Meeting by unanimous vote.

Changes:

Feb. 11th Meeting -on Page 18 removed "elected board" wording

Original

24) Financial Committee:

The Financial Committee will be made up of 4 members, (The Treasurer, The Registrar, and 2 **elected board** members appointed by the Board of Directors). The Board of Directors will appoint the chair of the committee. Members will serve one year terms but can succeed themselves if so chosen to serve again.

new

24) Financial Committee:

The Financial Committee will be made up of 4 members, (The Treasurer, The Registrar, and 2 members appointed by the Board of Directors). The Board of Directors will appoint the chair of the committee. Members will serve one year terms but can succeed themselves if so chosen to serve again. (amended at Feb. 11 2017 meeting)removed "elected board" wording

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