

Born Again Emmaus Community
Responsibilities and Duties

Newsletter Editor

(An appointed, one-year term that may be held by either an elected, voting member of the Community Board or a non-voting Community member. Option to extend tenure additional year(s) if individual and the Board approve.)

July 2019

Responsibilities:

1. Be active in an Emmaus Reunion Group or similarly structured weekly accountability group
2. Regularly attend Born Again Emmaus Community Board Meetings and Gatherings
3. Attend Board Training annually (if a Board Member).
4. Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL, and proficiency with email.
5. Protect the integrity and intent of the Emmaus Model

Duties:

1. The newsletter has an important role of communication, conveying timely information to the community.
2. The newsletter is to be emailed monthly to those persons who have indicated a desire to receive the publication.
3. The newsletter is to include such items as:
 - a. News articles from the Spiritual Director
 - b. News articles from the Community Lay Director
 - c. News about current Emmaus Walks
 - d. News about previous Emmaus Walks
 - e. News articles from the Board members regarding responsibilities
 - f. News regarding other communities and International news
 - g. Announcements regarding monthly FDG events, Walk information and other community events
4. Communicate the Newsletter for publishing on the Born Again Emmaus Website
5. Coordinate with Walk Lay Directors to receive Team and Pilgrim email addresses to update the directory
6. Provide copies of the current Newsletter to Walk Lay Director to include in Pilgrim Closing Packets

Process:

1. The day after the Born Again Emmaus Board meeting – send email to Board members (board@boerneemmaus.org; individual board member emails maintained by Website Administrator) requesting input to the Newsletter – this includes current Walk Lay Directors.
2. Input from Board members and Walk LDs is due no later than the last day of each month.
3. Update Newsletter template, in Word format
4. Save in PDF format and send to Directory, NLT 3rd day of each month