

Born Again Emmaus Community  
Responsibilities and Duties

## Community Trainer

(A contracted position with the Emmaus Ministries International Office (EMIO). This is an appointed, one-year term to be held by an elected, voting member of the Community Board who has met the requirements of the EMIO. Option to extend tenure up to two additional year(s) if individual continues to hold an elected position, the EMIO renews the contract and the Board approves.)

July 2019

To support the functioning of the Born Again Emmaus Community, in accordance with the Upper Room (UR) model, by facilitating required training (and other training as necessary) for the Board, Walk Teams, and other interested community members. The trainer will be appointed to this position after consultation between the Emmaus Ministries International Office (EMIO) and the local Board. Contacts are the International Lay Director, the International Spiritual Director, the Community Lay Director and the Community Spiritual Director.

### 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. Possess extensive service experience on Born Again Emmaus teams in a combination of Support and Conference Room. (Preferably a former Lay Director or a minimum of six years of team service)
4. Acquire and become familiar with all aspects of the Upper Room Model: Emmaus Ministries Community Manual, Emmaus Director's Manual, Emmaus 3-Day Schedule, Emmaus Position Specific Resource Manual, Emmaus Coordinator's Manual, and Emmaus Team Manual. Possess these documents for regular consultation as needed.
5. Attend Board Training annually.
6. Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL
7. Protect the intent and integrity of the Emmaus Movement and Model.

### Specific duties and tasks:

1. Plan, assist in organizational efforts of, and conduct/direct required training sessions at least once a year for Lay and Clergy Board members and interested community members.
2. Administer or direct Walk Team Training. Maintain updated Powerpoint presentations for the training (review potential revisions with prior Trainer). (Presenter should be a former Lay Director.)
3. Administer or direct Walk Table/Assistant Table Leader Training. Maintain content and materials for the training. (Presenter should be a former Lay Director.)
4. Administer or direct biannual Walk Leadership Trainings based on availability of key future leadership. Maintain updated Powerpoint presentations for the training (review potential revisions with prior Trainer). (Presenters should be former Lay Directors – one male, one female.) Provide future training dates to Community Newsletter Editor.
5. Communicate/coordinate with Team Selection Chair
6. Receive (along with the Walk Coordinator) a copy of the Board Rep Report after each Walk. Review the Report and advise the Board of any issues that need addressing.
7. Manage and document training received within the community.
8. Respond to community inquiries in partnership with the Emmaus Ministries Area Communicator.
9. Develop content for specific community training needs in partnership with EMIO.
10. Provide report of training(s) to EMIO.
11. Participate in UR annual training either online or in person in consultation with EMIO.
12. Maintain a portable USB drive of all relevant documents to pass on to next Community Trainer

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**Knowledge and/or skill essentials:**

1. Knowledge of the Emmaus Ministries program(s) the local community runs
2. Experience with an understanding of how an Emmaus Community functions at a Board level.
3. Knowledge of Upper Room resources.
4. Communication skills and a passion for the ministry.
5. Presentation and facilitation skills.
6. Ability to handle opposing views through influence and negotiating skills.
7. Planning and organizational skills.
8. Emotional intelligence.
9. Ability to work with a team.
10. Ability to stay on track and remain in charge.
11. Comfortable addressing sensitive issues.
12. Computer skills in Windows Office Suite, especially WORD, PPT, and EXCEL.
13. Competent in the use of standard audiovisual equipment.

The person recruited for this position will receive extensive training to develop the necessary skills for the work, as well as gain knowledge of the Emmaus Ministries program.