

Born Again Emmaus Community
Qualifications and Responsibilities

Community Fourth Day Gathering Coordinator and Assistant

(An appointed, one-year term to be held by an elected, voting member of the Community Board. Option to extend tenure additional year(s) if individual continues to hold an elected position and the Board approves.)

April 2019

Qualifications:

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.
4. Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL.
5. Protect the intent and integrity of the Emmaus Movement and Model.

The Gathering Coordinator establishes a team who is responsible for coordinating all aspects of the Fourth Day Gathering, hereinafter referred to as FDG. This team shall provide an inviting environment for the FDG events.

The Assistant Gathering Coordinator works in unison with the Gathering Coordinator to accomplish the duties as described. Both share responsibilities for the FDG events.

The Gathering Coordinator and Assistant shall coordinate with their team to bring Speakers, Music, Video Design and Communion to each event. They provide space or tables when necessary for the Prayer Vigil Coordinator and/or the Reunion Group Coordinator at the events. The Gathering Coordinator or Assistant shall be present at all FDG Events.

Responsibilities:

The following areas are considered sub-committees and should be assigned to an individual in the community to coordinate. (If necessary, Board Members may chair these, but the intent is to involve as much of the Community as possible.)

Access – Ensure that the FDG events are on the Spring Creek UMC schedule and that necessary facilities will be unlocked. Be aware of the person or persons specifically scheduled to unlock and lock the building associated with each of the FDG monthly schedule events. Maintain a contact list to be able to gain access in case the facility has not been unlocked.

Speakers – Schedule speakers for FDG monthly events. Utilize information such as Pilgrim walk rosters to contact prospective speakers and fill calendar. The speakers should be advised to follow the current guidelines for a 10-12-minute talk. A speaker outline letter can be emailed to the speaker (a letter outline is available). The Speaker, along with selected others, should be asked/scheduled to help serve communion as a follow-up to their talk. Confirmation with each speaker should happen prior to the FDG event evening.

Music – Coordinate with the current music developer and music team to have quality, uplifting spiritual presentation. Music team shall coordinate music with the planned scheduled focus or speaker for each FDG event.

Video design – Coordinate the development of the slides for the presentation of photos, updates, and schedules of the FDG community. Regularly update the photos, announcements and other relevant information. Ensure nothing confidential or sensitive in nature is shared. Share the slides with Spring Creek UMC point of contact in a timely manner for each FDG event. Format of the slides for presentation shall be compatible with SCUMC preferences already in place.

Communion – Utilize the community for supplies of bread (King's Hawaiian) and juice (grape). Work with the Agape Coordinator to maintain the sign up at SignUpGenius.com. Set up the altar at the FDG events with the elements necessary to distribute Communion to the community. Partially slice the round bread loaves. Pour the juice into the chalices. Provide separately a gluten free bread or cracker and juice for our gluten free attendees.