

Born Again Emmaus Community
Responsibilities and Duties

Walk Coordinator

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

July 2019

Responsibilities:

1. Be active in an Emmaus Reunion Group or similarly structured weekly accountability group.
2. Regularly attend Born Again Emmaus Community Gatherings.
3. Possess extensive service experience on Born Again Emmaus teams in a combination of Support and Conference Room roles to include Table Leader, Assistant Table Leader, at least one talk, serving in two separate areas on Support; at least one being in a lead role in Agape, Food, or Chapel. (Preferably a former Lay Director or a minimum of six years of team service)
4. Facilitate continuity by “shadowing” the current Walk Coordinator during one year serving on the Board, followed by one year as Walk Coordinator. (Continuing up to five years if a Board member serving for 2 consecutive terms)
5. 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.
6. Attend Walk Leadership Training at least twice prior to acceptance of Walk Coordinator position.
7. Attend Board Training annually, or at least every time it is offered within one’s tenure as Walk Coordinator.
8. Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL.
9. Protect the intent and integrity of the Emmaus Movement and Model.

Duties:

1. Coordinate future Walk dates with the Omega Retreat Center. Send an e-mail each June to Omega to request the Walk dates for three years in advance (Men’s – Last weekend in April; Women’s – Last weekend in Sept.) Send a follow-up contact in July to confirm the dates.
2. Work with Community Treasurer to ensure deposit deadlines are met for future Walks. Deposit Deadline for each Walk is 18 months in advance. Put these on a personal calendar with a pre-date to remind the Treasurer.
3. Maintain an up-to-date list of the Boerne and Born Again Emmaus Community Walk History.
4. Maintain a list of those wishing to be considered as future Walk Lay Directors. Maintain a spreadsheet with their Walk service history and plans for the roles they should be placed in for subsequent years up through the Walk Lay Director position. Provide this spreadsheet to incoming Lay Directors and, as needed to the Team Selection Committee.
5. Chair the Team Selection Committee.
6. Identify lay Community Members for the Team Selection Committee; present them to the Board for approval. (one man, one woman from the Community to start each year for a two-year term)
7. Receive (along with the Community Trainer) a copy of the Board Rep Report after each Walk. Review the Report and advise the Board of any issues that need addressing.
8. The month after each walk, send the Lay Leadership Application to the probable upcoming Walk LD.
9. Present proposed upcoming Walk LD and BR to Board. (Remind Community Spiritual Director to present proposed Walk SD to the Board after talking with Walk LD.)
10. Present Leadership Team Covenant Agreement to the Walk Leadership for signatures. Maintain this document until after the Walk is held.
11. Send Lay Leadership Applications to upcoming probable Walk Leadership (ALD1, 2, 3, Support Lead), after Walk LD has been approved by the Board. Be aware that there may be multiple people applying for initial entry into the Lay Leadership line-up.

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12. Present Lay Leadership Applications with the Walk LD's proposal for Leadership line-up to the Team Selection Committee via e-mail; or in person if it would be best to have face to face discussions.
13. TSC proposes the best candidate between multiple applicants; with input from the incoming Lay Director.
14. Present TSC's Proposed ALD1, ALD2, ALD3, and Support Lead to the Board. Board has final say in Leadership line-up for each Walk.
15. Schedule general Team Selection Committee meetings via communication with each Walk Lay Director.
16. Chair TSC Meetings for each Walk.
17. Present TSC's Proposed Team Rosters to Board for vote.
18. As changes are made to the Conference Room Team, present LD proposed changes to TSC and then to the Board.
19. Ensure incoming Walk Lay Directors, the Team Selection Committee, and the Board are aware of and following the recommendations for service roles for future Walk Lay Directors; as well as the Upper Room Guidelines and Born Again Recommendations for Walk Service.
20. The Walk Coordinator shall provide each TSC member a copy of the section of the Emmaus Ministries Community Manual that addresses Team Selection (pages 53-65).
21. Maintain a portable USB drive of all relevant documents to pass on to next Walk Coordinator