



Midwest Crossroads Emmaus Community
Policies & Procedures

1. Team Selection

- a. It is expected that every person considered for LD will have served as an ALD (with appropriate progression) at least twice. As long as the above requirements have been met, it is not necessary for the upcoming LD to serve as an ALD on the Walk immediately preceding his/her Walk, though it is recommended. (12/7/01)
- b. Those selected to serve as ALD's will be informed that serving in this position for two times will qualify them to "potentially" be asked to be a walk Lay director. They will give a talk. The weekend LD is asked to submit for consideration 2 past ALDs, along with kitchen, music and servant team leaders.
- c. Reading the team manual is required of team members
- d. Agape servant support team should expect to stay at the site until clean-up and all lights turned off is complete.
- e. A past LD should be on Team in some capacity. This person would be available to fill in at the last minute if an LD becomes unavailable. This person would otherwise not be at the back table ("Table of Confusion").
- f. Service as an ALD or LD in other communities does not count as service in our Community.
- g. The immediate past LD is to sit out the next walk.
- h. No commitments are to be made to potential team members until team selection committee has met.
- i. The manual is to be followed regarding team selection's normal progression from servant support to Lay Director.
Team positions are filled, only, from candidates recommended by Team Selection Committee.
- j. An LD can only serve in that capacity once. If someone has served as an LD in another community, they may serve as LD in MCEC by going thru the normal progression of the community.
- k. All conference room members are required to attend team meetings and all would be required to stay all weekend.
Lay Director recruits the servant support heads (servant, kitchen & prayer).

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The heads then recruits the rest of the support team. These names are submitted to team selection. Part timers, both men and women, will still be needed and encouraged to volunteer.

Servant support heads (kitchen, agape, prayer chapel) or co-head should spend the night. All other servant support members should stay if possible.

Team Selection selects all conference room team positions, except Lay Director and Spiritual Director, which are selected by the Board.

Qualifications for Moving into the Conference Room"

24 hours of service on a servant support team is required before being selected for a conference room position.

Serve once in 2 or 3 servant roles (kitchen, agape, or prayer chapel).

Service must be on at least 2 walks. Be actively involved with a Church.

Team Manual deposit:

There will be a refundable \$ 15.00 deposit required to check out the green three-ring binder containing the team manual. This deposit will be refunded when the manual is returned. This manual should be returned by the last team meeting. An ALD will be in charge of distributing the binders and will collect the deposit and when the binders are returned, he/she will refund the \$15.00 deposit. If the binder is not returned, then the \$15.00 will be used to purchase a new team manual.

Team Meetings

- a. Communion during Team Meetings is to be served by a clergyperson who is part of the team, or, as a last resort, by other Emmaus clergy. It is inappropriate to invite a non-Emmaus pastor to serve Communion at the Team Meeting, as team meetings are "closed." Permission must be secured from the host church pastor, and if permission is not granted, the Community will need to change the location of the Team Meeting.
- b. Conference room team members must attend at least 3 out of 4 Team meetings.
- c. Team meetings will not be scheduled during board meeting times unless permission has been received by the Community Lay Director.
- d. Speakers are to have their talk complete at time of preview. All power point, music and handouts are to be ready. All talks must be previewed at a regularly scheduled team meeting.

2. The Board of Directors

- a. Officers: Chair, vice-chair, secretary, treasurer.
- b. The vice-chairperson will be expected to serve the following year as the chairperson. The vice-chairperson (or another representative) will attend the Regional Gathering at MCEC's expense (hotel, registration).

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- c. Elections are to take place in Sept.-Oct., with new Board members taking office in January of the new year.
- d. Meetings will be held the 1st Saturday of each month.
- e. Spouses cannot serve on the Board at the same time, though they may serve on committees.
- f. Single-task committees need only to submit a report of their meetings to the board.
- g. A nominating committee is to prepare and submit annual nominations to the board and names for filling in vacancies.
- h. Attendance policy: After 3 consecutive months of non-attendance, a board member is placed on a month's probation. If not in attendance at the next meeting, at board discretion, that member may be voted to be removed from board.
- i. If the Community Spiritual Director resigns before their term is over, the present board will be responsible for finding a replacement. The Community Spiritual director must be recognized as an Ordained Elder or equivalent in another Denomination..
- j. J By-Law change: There must be 50% in attendance or the board cannot conduct business.
- k. Cost to members: Day use (meals) \$15.00, overnight \$17.00, total day \$32.00, all weekend \$95.00. Meals to be \$5.00 per meal on walks.
- l. The Treasurer, CLD and PCLD will be the signatories on the checking account. A third party, who is not one of the signatories on the account, will be mailed copies of the bank statements for inspection. A minimum "regular funds" checking account balance of \$2000.00 should be maintained. If expenses threaten to cause the account balance to drop below \$2000.00, the board will review and use ways of fundraising to increase account. Annual audit to be performed by a qualified person. A scholarship bank account will be separate from the regular checking.

3. Pilgrims

- a. Must have 15 confirmed registrants 4 weeks prior to walk and 20 registered two weeks prior to walk. If we are at a threshold of 15 pilgrims, the board will consider keeping registration open for 2 more weeks.
- b. Couples are encouraged to attend the Walk together, but the Registrars are not to hold space for husbands or wives of already-registered pilgrims.
- c. "Late Registration Exceptions" must be approved by a committee of the Weekend Lay Directors, Weekend Spiritual Directors, Registrar and 2 Board Members.

- d. Applicants of a non-Christian faith must be approved by the Board.
- e. Pilgrims must be actively involved in a Church.

4. Pre-Walk Preparation

- a. Quartermaster is responsible for supplying materials for Fourth Day Packets. Servant Team is responsible for assembling the packets at the site.
- b. The cut-off for receiving applications will be the Friday before each walk.
- c. Lay Director (and ALDs) to decide on sleeping arrangements
- d. The Community Quartermaster will meet with the head of each servant support team agape (servant), kitchen, prayer chapel or designated appointee, prior to each set of walks to perform an inventory and assure that walk procedures are understood.
- e. The food budget is \$ 1 100 for each walk .
- f. The Agape head is given \$200.00 to cover expenses during the weekend. Kitchen and Agape heads will keep track of all monies spent and turn in receipts after each walk.

5. Sponsor's Hour/Send Off

- a.. Kitchen to have cookies and coffee for pilgrims/sponsors hour.
- b. Prayer chapel to have large cross and pilgrims crosses readyu before pilgrims arrive. They should also have Communion elements there for sponsor's hour
- c.. LD will name off all pilgrims and conference room team who will then circle up around the room and then leave for the conference center.
- d. Table with large cross and pilgrim crosses will be brought into room for Pastor to announce pilgrim's name. Sponsor will come forward, hold the pilgrim's cross and pray over it, then put it on hook of the pilgrim's name.
- e. Communion will follow for the sponsor's and community and then everyone will leave.
- f. Agape should provide a laundry basket to collect any agape

6. Candlelight- see MANUAL

- a. Weekend SD (or designee) is to ask Community to leave quietly and promptly after the Candlelight Walk so pilgrims can focus on Christ.
- b. The Assistant Lay Director is responsible for Candlelight occurring according to the manuals and this policy. The Board member who is assigned Candlelight/Sponsor's Hour is responsible for the content of the ceremony. (i.e., Clergy, communion, music, etc.) Community should use songbooks for Sponsor's Hour and Communion before Candlelight.
- c. Appropriate accompaniment books will be provided to the song leaders and musicians for those events in advance.

- d. There will be Holy Communion, with silent prayer for the pilgrims for each walk
- e. The weekend Lay Director has no responsibilities concerning Candlelight other than informing and insuring that team members understand the purpose and intent of the actual Candlelight ceremony itself. e. One assigned Assistant Weekend Lay Director will coordinate with the community when the pilgrims are ready for the community.
- f. Candlelight will be conducted the same way for every walk. Bonfires, cutout of Jesus, updates on Pilgrims or the weekend or any other additions to the service are not in the manual and are not to occur. Attached are the documents that outline the basis from which the Board and the Assistant Lay Director are to work.
- g. All Pilgrims walk Candlelight as well as those team members who have not been revealed. No other team members (conference or support) "walk" candlelight. Conference Team members follow the Pilgrims into the Chapel and stand behind the Community. Servant support team members (Agape, Kitchen, Prayer Chapel) light the pathway for:
 1. Community members arriving at the site to include traffic control, parking, directions for child care.
 2. Pilgrims walking from the conference room to the chapel for candlelight.
 3. Conference room team members from the conference room to the chapel.
 4. Community from the chapel to the parking area.
 5. Pilgrims and conference room team from the chapel to conference Room. The only verse that is to be sung is the "Jesus, Jesus" verse and this will be practiced with the gathered community in the chapel prior to the start of candlelight. The music team will practice with the pilgrims and the conference room team the "Jesus, Jesus" verse as required by the manual.

The Board's intent is to standardize and to eliminate confusion for team members and community, as well as to provide a safe and memorable experience for both the pilgrims and community. This policy is to be reviewed in one year.

7. Walk in General

- a. One ALD should be assigned to make sure the speaker is ready and to the conference room door on time.
- b. Speakers are to provide 3 copies of talk. One for the Board Rep., one for the podium, one for ALD or computer tech for the power point. By Thursday, speaker will have handouts and talk with any visuals or power
- c. point turned in to ALD and any music to be used. Power points need to be loaded on laptop by tech person.
- d. Talks are for the conference room only, no outside listeners are permitted.
- e. Only conference room members participate in or listen to talks or activities.
- f. Only Conference Room Team is to be in the Conference Room during the weekend.
- g. Agape servants need to be aware of where childcare is for Candlelight and Closing in order to give directions to Community.
- h. It is the responsibility of the ALDs to make sure that the inventory of supplies is completed at the close of each walk. Agape servant support team should help with this responsibility throughout the Walk.
- i. The Board Representative is responsible for collecting copies of each talk and the talk outlines for community records.
- j. No solicitations by pilgrims or team are allowed during the Walk.
- k. Agape and Kitchen Team are allowed to wear "distinctive clothing" from the beginning of the walk. Other Team Members are expected to refrain from wearing Emmaus clothing until Sunday.
- l. Agape servants to designate for community "smoking area" - And supply a can for disposal of cigarette butts. All buildings are nonsmoking.
- m. Speakers need to make 3 copies of their talks and overheads: 1 for community folder to assist future speakers(Board Rep), 1 for tech (ALD), and 1 for podium(speaker)
- n. Pictures are to be professionally processed as cost effective as possible. Group pictures are to be 4x6. LD receives an 8x10 of the group, a 4x6 of each table, table of confusion, music team, and agape, kitchen, prayer chapel.
- o. Kitchen should try their best to stay within the \$1100 budget.
- p. All part-time team will pay \$5.00 per meal they eat while at the walk, including Saturday night servers.

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- q. Medication Dissemination:
At Thursday night's check in, determine any Pilgrims medication requirements other than first thing in the morning, before bedtime or at

mealtime. Those other times are given to the Board Rep. When meds are needed, the Board Rep will have an ALD inform the pilgrim the medication is due. The Pilgrim will have their meds on their person to take themselves. No one else gives them their meds unless it is something that is "over the counter" like ibuprofen, cold meds, etc. and they are to be in blister packs. The board rep will be responsible for medications that are needed during conference time. Any medication that we dispense requires a medical form filled out and on file in the medical cabinet.

- r. Two Babysitters each for Candlelight and Closing shall be paid \$25 each per night. Treasurer will write a check for \$200 to the LD for babysitting for each walk to pay the sitters; then the cash donations will go to the treasury.

There are instruction and procedure books to assist the servant support head roles (agape, kitchen, prayer chapel)

- s. Communications & Newsletters

- 1. The Monthly Community Newsletter is to always include the names and responsibilities of all Board members and officers.
- 2. It was approved that MCEC members may advertise mission trips, projects and events that our churches are involved in.
- 3. It was approved that there be a change in the format from what is being used whether it be a publisher or word document or Microsoft publisher so the newsletter would be able to be put in a PDF format so it can be easily copied and sent out.

- t. Gatherings — (planning format to be given to each church to follow)

- 1. The pastor of the church hosting the Gathering will be invited to serve Communion at the end of the Gathering. If that pastor is unavailable, another elder (or local pastor with permission of the District Superintendent) in the Community can be invited to serve the Communion. This must be done with the knowledge and the permission of the pastor of the host church.
- 2. If the host pastor is unavailable and will not allow another clergy person to serve communion, the Community will either move the location of the gathering or celebrate an "Agape Meal" instead.

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- 3. Solicitations or presentations at Gatherings must be approved prior to the Gathering.
- 4. Host church will be sent the Gathering format.
- u. Scholarships

- a.1. Team members may apply for MCEC to pay 50% of team fees if a scholarship is requested. Local reunion groups are asked to help out as well. Policy changed to non-refundable \$25 to accompany pilgrim application. Next 50% donated by church, reunion or other, next 50% given by Board.
- v. In unusual situations, the Board may vote to cover the entire amount or give a larger amount toward any scholarship.

- w. LD & ALD Training — Currently Bob and Sandy Coolman
 - 1. Lay Directors' training, Lay Directors should be given a copy of the annual International Emmaus covenant between MCEC and International.
LD and ALDs must attend training session prior to Walk. SD and ASD are encouraged to attend (date?)
 - 2. Trainer requirements:
 - Currently active in community
 - Two or more years involvement with in MCEC
 - Available to mentor current Lay Directors
 - Do annual follow-up with last four LD's for any revision and improvement suggestions
 - Distribute newest edition of manuals and handbooks

- x. Team orientation:
Team orientation takes place at the beginning of the first team meeting. If possible, and preferable, this 1st team meeting, for both the men's and women's walks, should be scheduled on the same day at the same church so the orientation can be presented to both teams. If not possible, then orientation will be arranged for the first team meeting of each walk. It was voted to have one set of walks a year in an effort to better fill the walks.