

GREAT RIVER WALK TO EMMAUS
STANDING POLICIES
Approved on June 27, 2022

PURPOSE OF POLICIES

To outline procedures and structure of the Great River Walk to Emmaus Board providing a timeline of duties performed.

STANDING APPOINTMENTS ON THE BOARD

Board members are responsible for making sure things are taken care of; this doesn't mean they have to be the one doing everything.

Gatherings

He/she will organize gatherings-who, what, when, where, order of worship, music, food and supplies, advertising, and anything else connected to the gathering.

Registration/Weekend Check-in

He/she will communicate with the registrar all the details of registration (before and during a walk). He/she will also ask people to help carry pilgrims' luggage at each walk.

Facility Set-up/Break-down

He/she will work with walk site representatives and the Emmaus community to organize set-up and break-down of the facilities for each walk.

Agape Chapel

He/she will get a committee together to set up the 72 hour schedule in the Agape chapel for each walk. He/she will also contact Lay Directors of each walk to see what personal touches could be added to the table/room.

Agape Acts/Workroom

He/she will get a committee together to work in the workroom (letters agape gifts, printing of rosters, setting up spaces, and any other behind the scenes needs) during each walk and help with transportation for supplies when needed.

Group Reunions/Follow-up

He/she will keep a list of group reunions in the area and start new ones when needed. He/she will contact new pilgrims and help them in an existing group or set up a new group.

Kitchen/Food Service

He/she will set-up people to work in the kitchen/cafeteria during walks (including Saturday night “special meal”). He/she will also be responsible for keeping the “snack room” supplied with snacks during the walks. In addition, he/she will set up meals and workers for prep weekend.

Supplies/Storeroom

He/she will order supplies from Upper Room and make sure we have supplies (poster board, pens, tape and other supplies needed on the walk) on hand for each walk.

Team Selection Committee Chair

He/she meets with the Team Selection Committee before each walk to come up with team member suggestions using the current Great River Walk to Emmaus database.

Communications

He/she will find person/persons to create the newsletter, do advertising, post to the webmaster and information into the current Great River Walk to Emmaus database.

Music and Entertainment Chair

He/she will make sure there is music for all events outside the conference room during the walks. Events include Thursday night Sponsor’s Hour, Saturday Night Entertainment (gut bucket), Saturday Night Apostolic Hour/Candle Light, Sunday Afternoon Closing.

Candlelight/Sponsor’s Hour

He/she will coordinate (scripture, message, music, communion, etc.) with the Weekend Spiritual Director and the Music and Entertainment Chair to plan the Sponsor’s Hour on Thursday and the Apostolic/Candlelight on Saturday on each walk.

Historian/Other Ministries

He/she will keep track of paperwork/pictures/rosters pertaining to the Great River Walk to Emmaus.

Community Training

He/she, probably the Community Lay Director, would be in charge of planning any training that is needed.

The Team Selection Committee's Role (see bylaws)

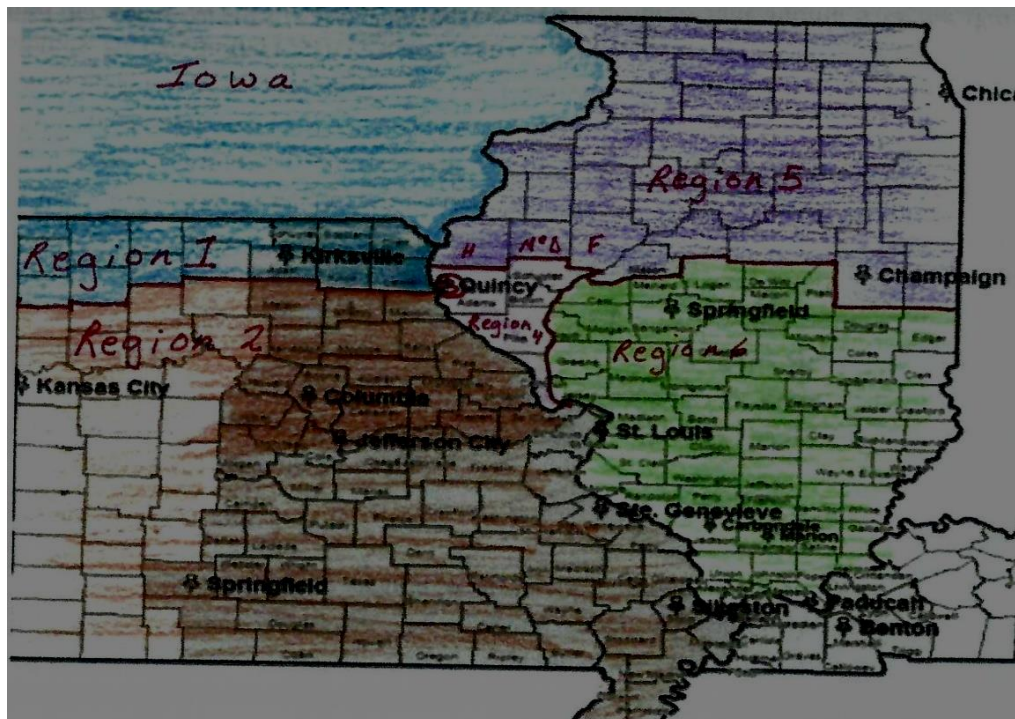
The Team Selection Committee shall be comprised of the Team Selection persons from the Board, the Community Spiritual Director, and **two members** from each geographic area defined below. Ideally, one male and one female member are selected in each geographic area to facilitate selections from the men's and women's team service lists. If a representative is unable to attend, a designee from that area should be substituted.

Each geographical area submits **only one** nomination in a Team Selection round. If both team selection representatives are present, they may still submit only one nomination. The Board representatives and the Community Spiritual Director submit names for potential team candidates when their turns come during round selections.

Terms of those each Team Selection member will be two years, with terms staggered so as one new Team selection member from each region is selected each year.

The Great River Emmaus Community shall consist of the following **PROPOSED** area groups:

- **Region 1 North Missouri/Iowa** (North Missouri counties of Lewis Clark, Scotland, Knox, all other Missouri counties to the north of dividing lines and Iowa.)
- **Region 2 South Missouri** (South Missouri counties of Marion, Shelby, Ralls, Monroe and all other counties south of dividing line)
- **Region 3 Quincy addresses**
- **Region 4 West Central** (rural Adams, Schuyler, Brown, Pike, Calhoun)
- **Region 5 north and east** (IL counties of Hancock, McDonough, Fulton and all others north and east of defining line)
- **Region 6 south and east GPS** (IL, counties of Green, Pike, Scott, and all other counties south and east of dividing line)



The database of individuals will be available and used throughout the Team Selection meeting to create a call list of possible team members. New pilgrims shall be added to the database following each walk. The Lay Director and Spiritual Director for the walk will have access to the database for developing the team.

Members in good standing of the Great River Walk to Emmaus Community are the only ones eligible to serve on the Board and on teams, with the exception of musicians and clergy. Since there are fewer clergy and musicians available, people who are members of other Emmaus communities or Cursillo or similar 3-day weekens would be accepted.

The Assistant Spiritual Directors for each Great River Walk to Emmaus weekend shall be selected by the Team Selection Committee from a list supplied by the Community Spiritual Director and/or the database. The weekend Spiritual Director and weekend Lay Director can make suggestions, but the Team Selection Committee does not need to honor these requests.

Individuals may not serve on two consecutive Great River Walk to Emmaus, teams, with the exception of Clergy and musicians.

Ideally If a person serves as a Lay Director, he/she may not serve in any other capacity that same calendar year, including Board Advisor, except in an emergency situation.

Team members shall be selected from the list provided by the Team Selection Committee. If the Lay Director would like to ask someone not on the list to serve, a request must be submitted to the Team Selection Chairs for approval.

Every effort should be made to ensure that each team is composed of a geographical and demonination mixture.

No person should repeat any position until after they have served as Weekend Lay Director except in an emergency/last minute situation, to be approved prior to the weekend by the Team Selection Chairs.

The Lay Director is not to contact any individuals to be on the team until the call list is given to her/him by the Team Selection Committee

The call list is not to be given to any individual or group unless specifically approved by the Great River Walk to Emmaus Board. It is only intended for use of the Lay Director and Team Selection Committee.

The Great River Walk to Emmaus Board's Role

WEEKEND BOARD REPRESENTATIVE- Appointed by the Great River Walk to Emmaus Board. The Weekend Board Representative should be an active member on the Board. If there are not enough Board Representatives for the year, a past Lay Director or past Board member could be used. If a past Board member or past Lay Director as as Board Advisor, he/she must meet with the Community Lay Director or his/her designee to be updated on current Board policies regarding team training issues.

WEEKEND LAY DIRECTOR- appointed by the Great River Walk to Emmaus Board from the eligibility list supplied by the database. The Board of Directors shall select a Lay Director for each weekend. Lay Directors should be persons who have successfully served as per requirements listed below. A list of eligible Lay Directors shall be provided to the Board prior to the April Board meeting. At the April Board meeting, Weekend Lay Directors should be nominated for the following calendar year. The Board of Directors at a regular meeting will nominate at least five people for Lay Director. After sufficient time is given for

each nominator to briefly present and support his/her nominee (telling who they are, where they're from, why they're a good choice, etc.), a short period of silent prayer shall be observed, followed by secret balloting for the Lay Director. Voting may be for one, two or three nominees. The person receiving the most votes will be placed in first position. The person receiving the second most votes will be placed in second position, etc. Ideally this process should continue until the Board has five choices for both the men's and women's list. The Community Lay Director will contact the elected persons in that sequence until and individual has agreed to serve for each walk for the year. Requirements:

- * Must have 5 or more team experiences
- * Must have 2 team experiences as an Assistant Lay Director including one talk as Assistant Lay Director
- * May serve only once as a Weekend Lay Director
- * Will give the Perseverance talk during the weekend he/she serve as Lay Director

WEEKEND SPIRITUAL DIRECTOR

The Weekend Spiritual Director must meet the following requirements

- * Must serve as an Assistant Spiritual Director at least twice
- * Must give at least two different grace talks
- * Will give the Means of Grace talk during the weekend he/she serve as Spiritual Director

The Weekend Lay Director's Role

All of the following positions on the weekend will be chosen and called by the Weekend Lay Director from the call list supplied by the database.

ASSISTANT LAY DIRECTORS

- * There will be 3 Assistant Lay Directors per team
- * One of the 3 assistants will give the Priorities talk
- * One will give the 4th Day talk
- * One assistant will be a first-time assistant with no talk
- * All should have at least 3 conference room team experiences at Table Leaders/Speakers

MUSICIAN

- * Must have at least one conference room team experience before being a musician

- * Cannot serve as a table leader/speaker on any given weekend in which they are serving as a musician, except in an emergency or last minute situation which must be approved by the Team Selection Chairs
- * Should be encouraged to serve in other positions and move up the ladder towards Lay Directors
- * May serve in this position more than one time, but will not count as advancement in team service; only the first team experience will count.

TABLE LEADERS/SPEAKERS

- * Must have served as an Assistant Table Leader
- * Preferably have served on at least one background service
- * Speakers will give Priesthood, Piety, Study, Christian Action, Discipleship, Changing Our World, or Body of Christ talks. He/she will also be responsible to lead his/her tables in conversation following all talks with the exception of his/her own. The table leader will ALWAYS sit with his/her back to the speaker.

ASSISTANT TABLE LEADERS

- * Will help the table leader with conversation following all the talks
 - * This should be a first time conference room experiences
 - * Service on a conference room team is a privilege and it is preferable that Assistant Table Leaders serve on one of the background services before serving in the conference room.
- * Someone can serve as an Assistant Table Leader one time. An exception would be if the list of eligible Assistant Table Leaders has been exhausted

Team Member Responsibilities

1. The schedule for team meetings is to be developed by the Weekend Lay Director, Weekend Board Advisor and Weekend Spiritual Director at the leadership meeting.
2. Team attendance is mandatory at all team meetings, Prep weekend, Anointing, Orientation and the entire Weekend. First time team members who are not in attendance will be replaced. Team members who have served before who are not in attendance will be at the discretion of the Weekend Board Advisor and Weekend Lay Director. If unexpected absences arise, the Weekend Lay Director and/or Weekend Spiritual Director, along with the Weekend Board Advisor shall evaluate if the team member should be replaced or not.

3. After the weekend, the Weekend Board Advisor, Weekend Lay Director, Weekend Assistant Lay Directors, Weekend Spiritual Director, Assistant Spiritual Directors and musician shall prepare evaluation on the team. These evaluations will be collected by the Board Advisor and submitted to the Team Selection Committee for review. Any discrepancies will be handled by the Team Selection Committee guidelines. If a team member was not with a servant's heart it will be noted in the database with a NTP notation. Team members should be made aware of the evaluation process during the orientation/team training process.

AGAPE CHAPEL

The Agape Chapel Chairperson selected by the Board, with the help of his/her committee will coordinate individuals to assist in the Agape Chapel throughout the 72 hour walk. All people in the Agape Chapel need to have attended an Emmaus Weekend.

FACILITIES TEAM

The Facilities Chairperson selected by the Board, with the help of his/her committee will coordinate the set up on Thursday and the clean-up on Sunday. They would coordinate with the Registration/Weekend check-in Chairperson to make sure people would be there to help with luggage.

WORKROOM

The Workroom Chairperson selected by the Board, with the help of his/her committee will coordinate the workroom. They will enlist volunteer to help prepare packets for the conference room, distribute agape, sort through pilgrim letters, prepare areas for the weekend events and perform any other "behind the scenes" duties required to ensure that the weekend runs smoothly.

KITCHEN/FOOD SERVICE

The Kitchen/Food Service Chairperson selected by the Board, with the help of his/her committee will coordinate all aspects of the kitchen. They will be responsible for contacting people to help serve, set up tables, get food on the serving tables (from the food service), have drinks ready, serve pilgrims, clean-up, do dishes and do anything else needed in the cafeteria.

MATTERS OF DISCIPLINE POLICY

The following are intended to retain integrity of the movement while providing the most open forum for the ministry of the Holy Spirit in what has always been a highly structured format.

1. As an ecumenical movement it is necessary to follow a biblically based path of discipline and restoration to govern areas of dispute within the movement. The weekends are highly structured with a straightforward nondenominational gospel message, and that must be protected from those with “personal agendas” no matter how sincerely held in areas not crucial to the message of the Gospel and where men and women may draw different conclusions biblically, those differences can be acknowledged without taking sides or calling for action, and we can concentrate on where we can agree. Examples might include beliefs as to communion elements and/or *baptism*.
2. Team service and ministry within Great River Walk to Emmaus is to be considered a privilege to be earned and not a right conferred by completing a weekend. Evaluation by the Team Selection Committee of both lay and clergy will be used to recommend further team service at each step of the process. Personal likes and dislikes are not to be a part of the selection process, but both spiritual wk and growth of the individual along with willingness to be submitted and committed to the Weekend, is paramount.
3. The authority of the weekend is the Board whose representative is the Weekend Board Advisor. He/she is both the liaison between the Board and the team training process as well as the Board and the Weekend. While the Board Advisor should be basically invisible on the Weekend, the Board Advisor has the full authority of the Board at his/her disposal, even to include discontinuation Weekend after consultation with the Great River Walk to Emmaus Community Lay Director and/or the Great River Walk to Emmaus Spiritual Director. Redress against a Board Advisor should be made at the highest level, which is the Board. The Board Advisor is to carry out the dictates of the Board.
4. The Great River Walk to Emmaus Community Lay Director will conduct an Orientation meeting for the Weekend teams. For each set of walks, the men’s and women’s teams will meet together for their Orientation.
5. On the Weekend, the Weekend Lay Director is the authority in partnership with the Weekend Spiritual Director who consults in spiritual matters, un the authority of the Board Advisor. The actual mechanics of the Weekend are under the direction of the Assistant Lay Directors.
6. There is no room for openly challenging the governing authority during training or the actual weekend. If questions arise they can be handled in private. Abortion, female clergy, sexism (feminism/male superiority) and “alternate lifestyles” as defined by the world are not appropriate platforms for an

Emmaus Weekend any more than form of baptism, differences in communion practice or denomination preference would be appropriate. Other inappropriate actions would include but are not limited to: selecting team members outside of the guidelines, announcing that you are to be Lay Director before the prior Lay Directors have completed team selection, refusing to modify a talk following a preview where major changes have been called for by the weekend authority, or not fulfilling the commitment to team training. Team members who are given these guidelines during orientation and ongoing team training but who willfully fail to comply, give up the privilege to be called again for team service.

7. During a weekend or team meeting, the Weekend Lay Director and Weekend Spiritual Director will take the first step to confront problems using the Weekend Board Advisor in a consulting role. If not resolved at that level, the situation will be taken to the Community Lay Director, Assistant Community Lay Director, and/or Community Spiritual Director, depending on availability and situation for resolution. The resolution will be communicated to the Team Selection Committee for future reference.

8. If the offense occurred at a community-wide service such as an Anointing Service, Apostolic Hour or Closing, the authorities will be the Great River Walk to Emmaus Community Director and Community Spiritual Director.

OTHER GENERAL POLICIES

1. AGAPE- A formal policy of AGAPE is given to each pilgrim on the walk in their take home packet.

2. ROOMS- Under NO circumstances should anyone enter a team member's or pilgrim's room during the Weekend.

3. APPLICATIONS FOR MARRIED COUPLES- Married couples are encouraged to apply together

4. ATTENDANCE IN CONFERENCE ROOM- Attendance in the conference room during talks, posters, presentations and discussion is limited to team members and pilgrims ONLY. Once the Weekend has started, NO ONE from the outside should ever be in the conference room while it is being used by the team and pilgrims.

5. BAPTISM/TRACTS- No baptisms are to be allowed on Weekends. Persons desiring such are to be directed to their own clergy and church. Also, no tracts are to be allowed in the agape sacks.
6. BOOK TABLE- The Book Table shall contain only Christian materials and books for Christian study or Christian CDs, DVDs and tapes. A table labeled "Free Books" is also encouraged to be made available for the pilgrims.
7. PILGRIM APPLICATION PRIORITY- All applications will be considered in sequence of receipt and payment of the fee.
8. PILGRIM REGISTRATION- A Weekend must consist of at least 10 pilgrims whose applications are in the hands of the registrar with deposit by the Thursday, one week prior to the walk. Failure to have 10 pilgrims registered will result in canceling the walk. If a pilgrim doesn't cancel by Monday night prior to the weekend and is a "no show" on the Weekend, the deposit is nonrefundable, but the pilgrim's will be returned to the sponsor who will be asked to resubmit it with a new deposit when that person is able to attend. If a pilgrim cancels by Thursday prior to the anointing, the sponsor/payer will have the choice of a full refund of the registration fee or the opportunity to apply this money toward another pilgrim of their choice.
9. EMERGENCY TEAM SELECTION- In an emergency, the Team Lay Director, Assistant Lay Directors will discuss the plan with the Board Advisor who has the authority to select a past Team member to fill a vacant team position.
10. MEANS OF GRACE TALK
11. CANDLELIGHT AND CLOSING Anyone who has NOT attended a 4th Day Movement recognized by the Upper Room should NOT attend the Saturday Night Candlelight.
12. Anyone who served in another Emmaus-like weekend will be granted one team service experience.

13. In the Great River Walk to Emmaus database, INACTIVE members would be individuals who have not been active in Great River Walk to Emmaus in the last five years.
14. The name of the newsletter is Great River Walk to Emmaus Community Update.
15. Pilgrims must be sponsored by a member of Emmaus or other recognized fourth day movement and be at least eighteen (18) years of age.
16. Once the Board has taken action on a proposal, the Board position may be announced in the newsletter and published on the Great River Walk to Emmaus Community website.
17. The books of the treasurer shall be audited at least one time per year by someone other than a member of the Great River Walk to Emmaus Board.

MONEY COLLECTED FOR PREP WEEKEND AND WALK WEEKENDS

1. The Registrar (or designed) will collect the money for all pilgrims and team members attending Walk Weekends.
2. The Lay Director or Board Advisor may choose to collect all money from team members for the Prep Weekend.
3. The Weekend Lay Director and Spiritual Director will not be asked to contribute funds for the weekend.
4. Money taken during Registration, Candlelight and Closing should be handled by the Treasurer or a designated person person.

MUSIC

1. "Sing Alleluia" will be sung before each talk except Priority.
2. There are no songs sung after a talk. This allows the pilgrims quiet reflection after the talk without interruption.
3. "DeColores" will be sung in English during Walks.

4. WORSHIP MUSIC- The Music Chairperson may use songs from sources covered by CCLI (Christian Copyright Licensing International) or in public domain during the three liturgical services (Sponsor's Hour, Apostolic Hour, Closing) with permission from the Weekend Spiritual Director.
5. When required by CCLI a record of all songs used during all Great River Walk to Emmaus functions must be reported as specified by the license.

REVIEW OF STANDING POLICIES

Policy changes can be made with a majority vote of the board. They do not need to be approved by the community.

These Standing Policies were approved on June 27,2022 and are to be reviewed three years from this date.