

Standing Rules of the Rainbow's End Emmaus Community

Article I Purpose

The purpose of the Standing Rules is to ensure the fair and equitable interpretation and enforcement of the By-laws of the Rainbow's End Emmaus Community while at all times following the Handbook of the Upper Room Walk to Emmaus, the Leaders Manual and being submissive to the Holy Spirit.

Article II Amendments

Amendments to the Standing Rules may be made by a two-thirds vote of the Board without previous notice or by a majority vote with previous notice. Community objections may be made in accordance with Article IX of the By-laws.

Article III Community

3.1 Membership-Persons who have completed a weekend experience of the Walk to Emmaus, Chrysalis, Cursillo, Journey and Tres Dias as sanctioned by the Upper Room Ministries may become members by participating in the activities of the Rainbow's End Emmaus Community and by asking the secretary or Database Chair of the Community to include their names on the mailing list. Our Brothers and Sisters from Kairos and Kairos Outside are welcome to attend our Community meetings.

3.2 Meetings

A. Date and time-Meetings will be on the first Tuesday of each month and will begin at 7:00 p.m.

B. Place and year-Meetings will be at the selected church for one year beginning on July 1. The selection of the church will be determined by a majority vote of the Board without prior notice providing that there is a quorum.

C. Changes-The place and time of a Community meeting may be changed by a two-thirds vote of the Board without previous notice or by a majority vote with previous notice. Notification will be made 60 days before said change and will be posted on the web site and through the Community newsletter.

D. Community meetings are open to all except when Walk discussion necessitates a closed meeting.

3.3 Nominations and objections

When nominations are made, whether they are for Board members, committee chairs and committees or for Team selection, the following shall be the practice of the Community: Should a member of the Board or nominating committee strongly feel that a person should not serve, that member should voice the concern without revealing the reason. If a member or members disagree, then the first member will speak to the Community Spiritual Director (CSD), reveal the reason and the CSD will affirm or reject the reason's validity.

3.4 Training

A. Before being a trainer for any position, a trainer shall be trained.

B. Training shall be provided for: Lay Directors, Spiritual Directors, Board Representatives (both at LD training and as Table/Walk Trainers), Babe Chick Trainer, Outside Servants, Sponsorship and any other training that is deemed necessary by the Board

C. The details for training shall be in the Policies and Procedures

3.5 Donations of Funds and Goods

A. The Board will accept designated donations of funds IF the designation was set up by the Board.

B. The Board cannot accept offers of contributions which specify the use of the funds. This is in order to be in compliance with IRS statutes.

C. The Board has the responsibility to accept or reject the donation of large items and/or tangible goods

Article IV Board of Directors

4.1 Nominations and elections

- A. A Nominating Committee will be appointed by the Community Lay Director no later than the March meeting. The Assistant Community Lay Director will serve as the Chair. There will be three (3) members of the committee selected from the Community and one (1) from elected members of the Board.
- B. Notification of the pending election and the process for nominations will be published in the March newsletter, announced at the March Community meeting and posted on the Community web site.
- C. Qualifications
 - 1. Shall fulfill the requirements of leadership as set forth in the Community By-laws Article IV of the By-laws
 - 2. Shall not have a spouse who will serve concurrently with them as an elected member of the Board
 - 3. Shall have served on at least three (3) Conference Room Teams
- D. A person may nominate himself or herself or another person, pending that person's approval, by submitting the name to the Assistant Lay Director.
- E. There must be at least seven (7) candidates for the four (4) places on the Board.
- F. The Nominating Committee shall make every effort to present a slate that is denominationally diverse.
- G. The Nominating Committee will report the slate of candidates at the April meeting and the slate will be published in the May newsletter and posted on the Community web site.
- H. Ballots will be mailed with the May newsletter and must be returned to the ACLD no later than May 31st.
- I. The election will be by plurality of votes received.
- J. Newly elected Board members will take office on July 1st.

4.2 Duties and responsibilities of officers

- A. General responsibilities
 - 1. Shall fulfil the requirements of leadership as set forth in the Community By-laws Art. IV
 - 2. Shall keep confident discussions held privately in the Board meetings
 - 3. Review the policies of the Community to keep them current
 - 4. Be supportive of the Community Walks and activities with their presence
 - 5. Shall regularly attend Board meetings
 - 6. Whenever a vote is required for a nomination, only elected members of the board and the selected clergy shall be present during the discussion and voting.
 - 7. Selection will be by a two-thirds vote of the Board without previous notice or by a majority vote with previous notice.
- B. Community Lay Director (CLD)
 - 1. Shall be the Chair and preside over the Community and Board meetings
 - 2. Shall be elected by the outgoing Board at the June meeting.
 - 3. Shall be responsible for setting up regular Board meetings as well as notifying Board members of the time and location.
 - 4. Shall prepare the agendas for the Community and Board meetings
 - 5. Shall work with and seek the guidance of the Community Spiritual Director in order to oversee the activities of the Emmaus community and to make decisions as needed for over coming concerns that could affect the Emmaus Community.
 - 6. Will remain on the Board for one year after being the CLD and will continue to be a voting member of the Board.

7. Shall be responsible for one of the three keys to the Community Post Office box.
 8. Shall make sure the board members follow through on all assignments.
 9. Shall represent a mature understanding of the Walk to Emmaus.
 10. Shall participate in Welcome Feast, Candle light, and Closing for all Walks.
 11. Shall communicate information to the community through the website and newsletter .
 12. Shall represent the Emmaus community to the broader community.
 13. Shall carry out his / her responsibilities in a spirit of teamwork with the Board of Directors.
 14. Shall work to see that the community follows the Upper Room Handbook on Emmaus.
 15. Shall work along with the Community Spiritual Director
 16. Shall be allowed to canvas the Board by email for urgent decisions that are needed outside of the regular Board meeting date. A quorum is required and copies of the email replies will be entered into the minutes of the next Board meeting.
 17. Shall, along with the ACLD, approve all Pilgrim scholarships
- C. Assistant Community Lay Director (ACLD)
1. Serve in the absence of the CLD
 2. Shall be elected to the position by the incoming Board at the July meeting.
 3. Will become the CLD the following year if elected by the outgoing Board at the June meeting
 4. Shall serve as the Chair of the Board Nominating Committee
 5. Shall, along with the CLD, approve all Pilgrim scholarships
- D. Financial Officer
1. Shall act as a liaison to the Treasurer when the Treasurer is not the Financial Officer.
 2. Shall be responsible for one of the three keys to the Community Post Office box unless the Treasurer is not the Financial Officer, in which case the Treasurer will have the key.
 3. Shall bring the financial statement to the Board from the Treasurer when the Treasurer is not a Board member
- E. Secretary
1. Shall record the minutes of the Board meeting
 2. Shall provide typed minutes to the Board after each meeting
 3. Shall forward any decision , made by the Board, that would affect the By-laws, the Standing Rules, or the Policies and Procedures, to the Webmaster. Wording must be approved by the Board and designated to the correct document and article within said document.
 4. Shall maintain the sign-in sheet as a record of Board members' attendance.
 5. Shall maintain a roster of Board members' addresses and phone numbers
- F. Community Spiritual Director (CSD)
1. Shall give spiritual direction to the Board and the Community
 2. Shall be responsible for recruiting spiritual directors for each walk
 3. Shall conduct a yearly workshop for the ministers of local churches in order to familiarize them with the Emmaus movement
 4. Shall provide Spiritual Director training
 5. Shall work with and provide guidance to the CLD in order to oversee the activities of the Emmaus community and to make decisions as needed for over coming concerns that could affect the Emmaus Community.
 6. Shall be responsible for communicating that Clergy fees are waived for the Walks
- G. Past Community Lay Director
1. Shall serve as an advisor to the Board in order to maintain continuity.
 2. Shall serve as the Parliamentarian for the Board
 3. Shall be familiar with Parliamentary Procedure

4. Shall advise the Board of any tabled motions that need action
5. Shall be familiar with the Handbook, Leaders' Manual, By-laws, Standing Rules and Policies and Procedures of the Community in order to maintain the integrity of motions made by the Board.

4.3 Replacement of Board Members and/or Officers

1. Replacement or removal of a Board member may be made when a member has to resign for personal reasons or when a member self-withdraws from leadership through an unwillingness to fulfill the leadership expectations in Article IV of the By-laws.
2. Replacement will be made by action of a 3/4 majority of the Elected and Selected Board with a 30 day prior notice.

4.4 Parliamentary Procedure

1. All Board meetings shall be open to the Community except during confidential discussions. When the meeting is closed, only voting members of the Board may be present.
2. The Agenda will be published on the website and/or in the newsletter in order to allow Community members to address an item.
3. Community Members, wishing to address an agenda item, are asked to contact the CLD prior to the meeting. However, only the Board and Ex Officio members of the Board may enter into the discussion concerning the agenda item.
4. Community Members wishing to have an item placed on the agenda, need to make a request through the CLD prior to the meeting in order to allow other Community members to address the same subject. Should the prior notification come after the publication of the agenda, refer to #5.
5. New business items need not be acted upon when introduced but may be tabled in order to allow Community members to address the item.

Article V. Board Committees and Liaisons

5.1 Committee Chairs and Liaisons

A. Committee Chairs and Liaisons-General duties

1. Shall fulfil the requirements of leadership as set forth in the Community By-laws Article IV of the By-laws _____
2. Shall attend Board meetings
3. Shall maintain procedure manuals that will provide direction to their successors
4. Shall bring committee concerns to the Board

B. Team Selection Chair and Committee

1. Responsibilities

- a. Shall select all team members, except the Walk Lay Director, Outside and Spiritual Director.
- b. Shall recommend to the Board a list of Walk LD candidates based on their servanthood
- c. Shall make all the talk assignments based on Progressive Servanthood
- d. Shall make selections using Handbook guidelines and Community By-Laws requirements for leadership while considering Progressive Servanthood.
- e. Shall be responsible for the sign-up boards at each Community meeting

2. Qualifications

- a. Shall have a broad awareness of the Emmaus community membership and a solid understanding of team needs
- b. Shall have demonstrated discretion and the ability to maintain confidentiality
- c. Shall abide by 4.3 of this document
- D. Shall follow the Policies and Procedures for Team Selection

3. Committee composition and terms:

- a. The committee shall be named in 2 classes, of three people each, who will serve for two year

terms on alternate years

- b. Each class shall have one Board member. One class will have the chair who will serve one year. The other class will have the assistant chair who will become the chair the following year.

C. Music Chair(s)

1. Shall be responsible for procuring musicians for Community meetings and all aspects of the Walk Weekend delineated in Policies and Procedures.
2. Shall serve on the Team Selection committee as an advisor regarding music team selection.
3. Shall ensure that songbooks are available for Community gatherings and for all aspects of the Walk weekend.
4. Shall provide music training at Community training events
5. Shall be responsible for the music equipment, its upkeep and replacement as needed

D. Community Agape Letters

1. Shall compose a community agape letter representing the Rainbow's End Emmaus Community to be mailed to various state, national, and international Emmaus communities giving support to each of these communities' Walks, Chrysalis, and Journeys.
2. Shall compose a letter to be mailed to communities stating the dates of our community Walks and Chrysalis events and asking them to respond with their community agape letter.
3. Shall deliver to each Walk and Chrysalis event the copies of the agape letters which have been obtained from other communities.

E. 72 Hour Prayer Vigil -

1. Shall be responsible for providing a 72 hr. prayer vigil sign-up for every Emmaus Walk, Chrysalis, and Journey and
2. Shall have it available at each Community meeting for prayer pledges by Community members.
3. Shall be responsible for its delivery to the Walks, Chrysalis and Journeys.

F. Reunion/Accountability Group Support

1. Shall maintain a current list of Reunion/Accountability Groups, their members, meeting times and meeting places.
2. Shall provide reminders to Reunion/Accountability Groups concerning the refreshments and clean-up for Community meetings

G. Community Gathering

1. Shall be responsible for scheduling Reunion Groups to provide refreshments and clean up for Community meetings
2. Shall be responsible for the needed supplies for refreshments
3. Shall work with Walk Food Agape Chairs to store nonperishable food/drink items

H. Registrar Liaison(s)

1. Shall have a key to the Community post office box in order to regularly check for applications
2. Shall review the Walk applications and decide whether or not an application must be
 - a. returned for completion and/or correction; or if there's a problem then the application
 - b. will be brought before the Board for action
3. Should the Board determine that an application must be rejected, the liaison shall notify the sponsor. Should a problem arise, the liaison shall defer to the Community SD for assistance.
4. Shall deliver approved applications to the Registrar(s).
5. Shall maintain a list of approved applications
6. Shall regularly communicate with the Registrar(s)

7. Shall bring Registration Committee concerns to the Board
8. Shall forward newsletter address changes to the newsletter chair.

I. Communication Liaison

1. Shall communicate any Board announcements to the newsletter editor and the webmaster
2. Shall assist the newsletter editor and webmaster with content

J. Team Notebooks

1. Shall be responsible checking out the bins of notebooks to the assigned ALD, before the first Team meeting, and for collecting the notebooks from the ALD after the last meeting.
2. Shall be responsible for maintaining the contents of the notebooks

5.2 Policies and Procedures - all other duties/clarification of duties and policies of the committee liaisons are in the Community Policies and Procedures.

Article VI. Ex Officio Board Members, Community Committees and Ad Hoc Committees and Chairs

6.1 Selection Process

- A.. The Board shall select the chairs of the Community Committees and the Ex Officio Board Members by submission of names from Board members. Permission from individuals must be obtained prior to submission.
- B. Selection will be by a two-thirds vote of the Board without previous notice or by a majority vote with previous notice.
- C. Only elected members of the board and the selected clergy shall be present during the selection process.
- D. The Board shall abide by Section 4.3 in discussions.

6.2 General Responsibilities

- A. Shall fulfill the requirements of leadership as set forth in the Community By-laws Article IV of the By-laws
- B. Shall abide by the Letter of Agreement, the Handbook of Emmaus, and the By-laws, Standing Rules and Policies and Procedures of the Community.
- C. May attend the Board meetings but Committee Chairs shall report to and receive information from the Board via their respective Board liaison.
- D. In the spirit of progressive servanthood, will train others to take his/her place and will form a committee where appropriate
- E. Shall maintain an operations/procedure manual for successors.

6.3 Committee and Chair Responsibilities

A. Treasurer

1. Shall be responsible for accounting and maintaining proper records of all aspects of the financial condition of the Community.
2. Shall prepare a monthly statement for the Board which accurately indicates the financial condition of the Community. This statement will reflect the income and expenditures of the Community.
3. Shall provide analyses summarizing potential opportunities and problem areas.
4. Shall be responsible for collecting and depositing donations from the Community.
5. Shall be responsible for collecting and depositing Conference Room and Pilgrim Walk fees from the Registrar and from the Outside Coordinator and for depositing book table funds from the Board Representative.

6. Shall make all deposits and payments in a timely manner.
7. Shall pay all legitimate invoices in a timely manner.
8. Shall balance all accounts with Bank records in a timely manner.
9. Shall prepare and submit all reports required by the Internal Revenue Service to maintain the Non-Profit status of the Community
10. May submit applications for any available benevolent gifts or grants.
11. Shall maintain all banking records as required by the Board.
12. Shall be responsible for sending the fee for each Pilgrim to The Upper Room
13. Shall be a co-signer of the checks along with the CLD or ACLD
14. Shall be bonded

B. Registrar

1. Shall be responsible for the recording of the registration for all Pilgrims and Team members before the Walk.
2. Shall maintain contact with the Walk LD, provide him/her with a current list of the Pilgrims and make copies of approved applications for the Walk LD.
3. Shall be the first contact with the Pilgrims by mailing an acceptance letter/card to the Pilgrim
4. Shall send an acceptance letter to the sponsor with sponsorship instructions.
5. Shall collect the balance of the registration fees for ALL Pilgrims and Team members before the Walk.
6. Shall maintain a database of the Pilgrims for each Walk, a waiting list of Pilgrims and those individuals held over from previous Walks who were unable to attend. Upon completion of the Walk, copies of the database shall be given to the Team Selection Committee Chair.
7. Shall serve as a contact person for Pilgrims along with the Lay Director of the Walk.
8. Upon the Pilgrims' completion of the Walk, shall mail a letter from the Community Spiritual Director to the pastors to inform them of their member's participation in the Walk.
9. May attend Board meetings to make reports but shall provide the liaison with a report if not attending
10. During the send off, the Registrar is responsible for checking in the pilgrims and collecting any money that may come in unexpectedly
11. Other duties and responsibilities may be delineated under Policies and Procedure

C. Communications

1. The Newsletter Editor shall be responsible for preparing a monthly newsletter and for distributing the newsletter with the assistance of a committee. The newsletter may also appear on the Community website.
2. The Webmaster shall maintain the website by keeping Community information current and will not make postings without prior approval of the Board.
3. Other duties and responsibilities may be delineated under Policies and Procedures

D. Outside Servant Coordinator

1. Shall maintain a Walk Outside Coordinator Training Manual which will include the Rainbow's End Policies and Procedures for the Outside Servants.
2. Shall provide training of the Walk Outside Coordinator for each Walk.
3. Shall be available to assist Walk Outside Coordinator in obtaining Outside Servants for each Walk.
4. Shall meet with Walk Outside Coordinator and Walk Lay Director prior to first outside team meeting to discuss preferences and fill out Outside Coordinator Information Form.
5. Shall be available to assist Walk Outside Coordinator in determination and collection of lodging and meal fees for Community members who work as Outside Servants. Collected fees will be given to the Treasurer.

6. Shall maintain a database of those who have worked as Outside Servants and be available to consult with the Team Selection Committee or Rainbow's End Emmaus Board.
7. Shall communicate periodically with Walk Outside Coordinator to ensure all areas are being covered, including on the Walk date to help with any last minute details and/or preparations.
8. Shall assist the Lay Director of the previous walk in notifying previous team and pilgrims of their clean up duties for the current Walk.
9. May or may not be on the Board, in which case a liaison will be appointed from the Board members.
10. Shall be responsible for Send-Off and Sponsor's Hour
11. Other duties and responsibilities may be delineated under Policies and Procedures.

E. Trailer Supply and Literature

1. Shall keep the trailer stocked with the necessary Walk supplies for projects, kitchen, medical needs, music and send off as well as being responsible for the purchase of these items.
2. Shall order literature for each Walk as listed in Policies and Procedures. All other Community literature will be order as authorized by the Board in Policies and Procedure Walk trailer assignment
3. Shall make sure that the trailer gets to and from Walks, Journeys or Chrysalis and assist in unloading and loading the trailer

F. Database

1. Shall be appointed by the Board for an indeterminate length of service, shall serve at the discretion of the Board and may be removed from the position by a majority vote of the Board as set forth in these Standing Rules.
2. Shall maintain a Community database with pertinent personal information along with a record of Community service. Such information will be supplied from Walk databases, volunteer information sheets, and Babe Chick database sheets.

G. Candlelight - pending

H. Sponsorship Training

1. Shall be provided for the Community as set forth in the Policies and Procedures
2. Shall follow Community and Handbook guidelines in training

I. Team and Table Training

1. Shall be provided by the Board Representative for the Walk at the first Team meeting
2. Shall have received Team Trainers training and have been a former Lay Director, if at all possible
3. Shall follow the Handbook of Emmaus, the Standing Rules and the Community Policies and Procedures

J. Babe Chick Training

1. Shall offer Babe Chick training before each Community meeting as set forth in Policies and Procedures
2. Shall follow the Handbook of Emmaus

K. Chrysalis Liaison - pending

6.4 Policies and Procedures are guidelines established to assist the Community Chairs and their committees. They shall be developed with the assistance of the Ex Officio members, the Committee Chairs and the liaisons and then sent to the Board for approval.

Article VII “Walk to Emmaus”

7.1 Composition of Conference Room Team

- A. One Lay Director
- B. One Spiritual Director
- C. Four Assistant Spiritual Directors
- D. Three Assistant Lay Directors (two experienced, one inexperienced)
- E. One Table Leader for each table (should have been an assistant TL previously).
- F. One Assistant Table Leader for each table
- G. One Music Leader plus one or two assistants. (one assistant should be inexperienced).
- H. One Board Representative

7.2 Lay Director

- A. Qualifications
 - 1. Shall fulfill the requirements for leadership as set forth in Article IV of the Community By-laws
 - 2. Shall have served progressively in the Community and have been an ALD on at least two Walks
 - 3. Shall have participated in LD training within the past two years
 - 4. Shall have given at least 3 talks.
 - 5. Shall have signed the LD covenant Letter
- B. Choosing a successor-should it become necessary to replace the Lay Director, the Board shall
 - 1. Choose a successor at any regular or special meeting called for that purpose. Should the need to select arise within 10 days of the commencement of the Walk, or at any time during the Walk, the CLD shall be authorized by the Board to select a replacement LD for the Walk. First consideration shall be the Board Representative assigned to that Walk on the condition that the Board Representative is a former L D from a Rainbow’s End Walk.
 - 2. A Lay Director of a Walk may be removed for failing to participate in training, or for willfully, (after notice) refusing to follow the Emmaus Handbook, the By-Laws, the Standing Rules or the Policies and Procedures.
 - 3. The Board shall annually approve a list of former LDs who would be acceptable replacements. Each person on the list must have served as a LD within the past three (3) years and have worked a walk within the past two (2) years. The replacement LD shall be selected either from that list or from the existing team if any member of that team has been a LD of a Walk, in the Rainbow’s End Community, should the Board Representative be unable to fulfil the position.
- C. Responsibilities
 - 1. Shall attend the Team Selection meetings
 - 2. Shall contact the roster of people given to him/her by the Team Selection Committee after they have been approved by the Board and shall not contact anyone that has not been approved by the Team Selection Committee or the Board.
 - 3. Shall provide speakers with a Team Notebook as soon as their talk is assigned and shall stress the importance of the speakers’ following the talk outlines.
 - 4. Shall follow the Emmaus Handbook, the LD handbook, the Team Manual, and the Community By-Laws, Standing Rules, and Policies and Procedures for the development of the Walk, the training of the Team. and the completion of the Walk.
 - 5. Shall schedule Team/Table training the first Team meeting.
 - 6. In the spirit of progressive servanthood, shall train the ALDs to eventually become a LD
 - 7. Shall work closely with and seek the spiritual guidance of the Walk SD
 - 8. Shall keep an accurate record of Team attendance at Team meetings and return this record to the Chair of the Team Selection Committee
 - 9. Shall assign an ALD to be responsible for distributing and collecting the Team Notebooks and

for their return to the Team Notebook Chair after the last Team meeting.

7.3 Spiritual Director

A. Qualifications

1. Shall be ordained
2. Shall be authorized to administer the elements of Communion by his/her denomination
3. Shall have served on at least one Walk as an Assistant SD
4. Shall have received Spiritual Director training

B. Responsibilities

1. Shall train the Assistant Spiritual Directors
2. Shall follow the Emmaus and Director's Handbook
3. Shall, along with Assistant SDs, follow the talk outlines for Spiritual Leaders

7.4 Board Representative

A. Qualifications

1. Shall be a Past Lay Director, if possible
2. May or may not be a present member of the Board

B. Responsibilities

1. Shall serve as a Board Advisor in the event that an opinion on procedure is required
2. Shall follow the Emmaus Handbook, the Team Manual and the Community By-laws, Standing Rules and Policies and Procedures and ensure that **all** Team members follow them as well.
3. Shall complete the proper paperwork upon completion of the Walk
4. Shall monitor (but not direct) the development of the Team and the Walk weekend and
5. Shall, therefore, be present for all Team meetings and for the entire Walk weekend
6. Shall have received training given to LDs within two years of service
7. Shall provide Team and Table training for the Walk at the first Team meeting and will have received training to be the trainer.
8. Shall be responsible for the Book Table, the collection of the money for the books, and for an accurate accounting for those funds and for returning all items to the facility named in Policies and Procedures.

7.5 Team Members

A. Qualifications

1. Shall fulfil the requirements of leadership as set forth in the Community By-laws Article IV of the By-laws.
2. Shall have served progressively to include, in most instances, service as an Outside Servant
3. There shall be no more than two Past Lay Directors, when at all possible
4. Chrysalis members may serve on a Conference Room Team if they shall have reached the age of 18 and have served on the support committees for Walks.
5. No person shall serve (or be asked to serve) on a Team unless he/she is first Board approved.
6. Shall not have served on a Conference Room Team that same fiscal year
7. Shall have completed a weekend experience of the Walk to Emmaus, Chrysalis, Cursillo, Journey or Tres Dias as sanctioned by the Upper Room Ministries

B. General Responsibilities

1. Shall at all times be submissive to the Spirit of the Canon of the Walk to Emmaus and to the leadership of the LD, the SD and the Board Rep, when asked.
2. Shall follow the Emmaus Handbook, the Team Manual and the Community By-laws, Standing Rules and Policies and Procedure
3. Shall be responsible for payment of Walk fees by the last Team meeting. If not, a Team member will have self selected to remove themselves from service on the Team

4. Shall attend all Team meetings
5. Shall sign the Team Covenant Letter

C. Assistant Lay Directors (ALD)

1. Shall have served progressively on at least two inside teams
2. Shall have, when possible, given at least two talks

D. Music Leader

1. Shall have had sufficient team experience to know the place of music in the weekend
2. Shall have served as an Assistant Music Leader on a previous team(s)
3. Shall have received training from the Music Chair
4. Shall follow the Handbook and the Music Leader's Guide
5. Shall attend all Team Meetings
6. Shall have had sufficient practice with the other musicians to competently lead the music for the Walk

7.6 Sponsors and Sponsorship

- A. Sponsors should be an active member of either a Reunion Group or an accountability group.
- B. Sponsors shall be active in a church.
- C. Sponsors cannot be on the Team but may be a "silent" sponsor.
- D. Sponsors shall have attended a Walk to Emmaus, Tres Dias, Cursillo, or Journey. A person who has attended a Chrysalis may sponsor if there is an adult co-sponsor. (Handbook p. 17)
- E. Sponsors shall be willing to follow the Equal Commitment policy of the Letter of Agreement and the *Handbook of Emmaus*.
- F. Sponsorship Training shall be offered before each set of Walks

7.7 Pilgrims

- A. Shall be people who are active members/participants in a Christian church.
- B. Shall be people who, if married, are willing to consider an "equal commitment" to attend a Walk
- C. Shall be people who are not undergoing an emotional crisis or who are psychologically unstable
- D. Shall have reached the age of 18.

7.8 Walk Fees

- A. Pilgrims and Conference Room Teams shall pay the full fee - see Policies and Procedures for rates
- B. Outside Servant Teams pay the reduced fee - see Policies and Procedures for rates
- C. Only Pilgrims shall be eligible for scholarships and then for only up to 50%
- D. Scholarship applications shall be reviewed for approval by the CLD and ACLD
- E. Clergy fees shall be waived and paid for by the Community

- 7.9 Policies and Procedures** -are procedures necessary to carry out provisions of the Community, By-laws and Standing rules of the Community. They may be changed by a majority vote of the Board, a quorum being present.