

Community Lay Director and Board Chair Responsibilities

Community Lay Director Overview

- The Community Lay Director chairs the Board of Directors and is elected annually by the board from among returning board members to serve during the upcoming year.
- The Community Lay Director, with the help and support of the Spiritual Director, oversees and orchestrates the activities of the Emmaus Community. The Community Lay Director plans and conducts board meetings and makes sure board members follow through on their assignments.
- The Community Lay Director represents a mature understanding of the Emmaus movement, the Emmaus Ministries programs, and team formation in order to help the board make decisions that ensure that Emmaus is of high quality and a positive influence in the life of the Christian community.
- When unusual problems arise in team formation or during Emmaus Ministries events that seriously threaten the possibility or integrity of the event according to the Community and Upper Room Emmaus Ministries standards, the board takes responsibility to make decisions about the situation. If that is not possible, the Community Lay Director can act with the Spiritual Director and the Board Representative on the team to consult with team leaders in Christian love and help them evaluate their leadership in relation to their commission from the board. In such unusual circumstances, the Community Lay and Spiritual Directors can make decisions as needed on behalf of the board. The Community Lay Director never unilaterally or arbitrarily interferes with the appointed leadership of an Emmaus Ministries event or with its efforts to carry out assigned responsibilities.
- The Community Lay Director participates in Closings of Emmaus Ministries events, as indicated in the Closing agenda, by welcoming the event participants to the Emmaus Community, announcing upcoming Emmaus activities, and presenting the team leaders for the next event(s). If the Community Lay Director cannot be present, then they make sure an appropriate lay leader on the Emmaus Board undertakes this.
- The Community Lay Director represents the Emmaus Community to the broader Emmaus Ministries Community.
- The Community Lay Director carries out his or her responsibilities in a spirit of teamwork with the Board of Directors.

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Requirements, Responsibilities and Tasks

1. Read the Emmaus Ministries Community Manual and other Upper Room materials regarding leadership of the Emmaus Community.
2. Complete the three courses in the online Upper Room Emmaus University.
3. Set Agenda for Board meetings (print enough copies for guests also) and submit it to the Secretary at least four days prior to the meeting.
4. Ensure all Amendment to Bylaws or other important Board decisions must be added to list in the Bylaw Manual. This may be done in cooperation with the Secretary.
5. Make sure Board members follow through on assignments.
6. Remind Board members that any updates to their procedures must be given to the Board Chair and Secretary for back-up purposes.
7. Address any correspondence or issues in a timely manner.
8. Write an article for the newsletter monthly. Submit one week before month end to newsletter coordinator.
9. The Lay Director is an ex-officio member of Chrysalis and Face to Face boards.
10. The Chairperson of the Board will be an ex-officio member of all standing committees, and the chairperson of the Team Selection Committee.
11. Attend monthly Chrysalis Board and Face to Face meetings or delegate someone to attend.
12. Liaison with the Upper Room District 8 representative.
13. Ensure and direct compliance with the Upper Room Covenant.
14. Direct the leadership toward fulfilling the goals of the Emmaus Community. (See Emmaus University online or Emmaus Ministries Community Manual for guidance.)
15. Initiate requests for event specific insurance coverage for all Walks/Flights/Encounters with insurance agent. Sign documents and submit them to insurance agent **after the decision is made to go forward with the event**. Any request for insurance is binding upon submission of the forms to the agent and requires payment of premium even if

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the event is cancelled. Chairperson and treasurer will receive bills from the insurance company. Ensure bills are paid on time.

16. Ensure Emmaus Walk event dates are planned at least one year in advance. Communicate dates and requirements to appropriate host venues.

Visioning and Development (This role may be fulfilled by a committee led by the Chair.)

- Engage the leadership team in a vision for the Community.
- Recruit and develop prospective leaders.
- Initiate at least one board retreat during the year for planning and visioning.

Walks

- Address Pilgrims and team at Walk Closing per the script provided.

Gatherings

- Give announcements at Gathering. Keep the Emmaus community informed.

Contact Information

- Upper Room Emmaus Contact – Lisa Jean Herr, Region Eight Emmaus Leader, emmcomm8@upperroom.com. Work through Lisa for other Upper Room contacts.
 - Upper Room Ministry Manager Contact - ministrymgrspt@gmail.com
 - Upper Room Finance Contact - Rev. Lilia Ramirez (877-899-2781 ext.7113, (615)340-7113)
 - Upper Room Supplies Contact - Dawn McCullough dmccullough@upperroom.org
 - Upper Room Leadership Contact – Hess B. (Doc) Hall (hhall@upperroom.org)
- Insurance contact – Jeannie Mangon from Whitaker-Myers in Wooster, jeanniemangon@whitaker-myers.com.
- Website Updates – Emmaus Community Webmaster
- Camp Otyokwah Director, Monty Harlan - Monty@otyokwah.org

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Monthly areas of focus for the Emmaus Board (The Chair is responsible for ensuring that the board is aware of these needs and acts upon them in a timely manner.)

Prior to start of new year

- Update all information for current year Board Chairs then pass info to Newsletter Editor to post in Newsletter.
- Make sure the key to the church that hosts Gatherings is with someone who will be in charge of opening the church for all Gatherings.
- Approve clergy who have applied to be part of the leadership pool of clergy.

January

- Elect officers of the Board of Directors.
- Ensure all Board members sign The Walk to Emmaus Covenant. Goal should be to complete by end of January. The Data Administrator (currently Carolyn Fergus) initiates the request to sign. All board members must sign electronically, the Data Admin may sign for persons who cannot sign electronically.
- Approve no clergy fees for Spiritual and Assistant Spiritual Director(s) for walks/flights/encounters in the coming year. As per the bylaw amendment supporting this, any fee paid by clergy for the walk is to go into the scholarship fund.
- Reserve camp dates for next year Chrysalis flights.
- Initiate insurance requests for upcoming walks, flights, encounters.

February

- Reserve camp dates for next year spring walks.
- Follow up on Digital Covenant signing.
- Conduct insurance review every 3 – 5 years. Last one done in 2023.
- Begin recruitment efforts for new board members.

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March

- Remind Lay Director and Board Representative to report following Emmaus walks and Chrysalis Flights.
- Follow up on Digital Covenant signing.
- Update policies and procedures every five years. Policies last updated 2012.
- Update job descriptions as needed. Last updated 2023.

April

- Remind treasurer regarding tax preparation. Deadline is May 15 for nonprofits.
 - Charitable Registration Annual Report to state of Ohio.
 - Federal form 990-N.
- Remind Lay Director and Board Representative to report following walks.

May

- Initiate insurance requests for walks, flights, encounters.
- Continue recruitment efforts for new board members.

June

- Identify Board Rep for upcoming Face to Face Encounter.
- Delegate planning of community picnic for August.

July

- Remind Lay Director and Board Representative to report on the Face to Face Encounter.

August

- Initiate plans for recruiting board members for next year.
- Initiate insurance requests for walks, flights, encounters.
- Continue recruitment efforts for new board members.

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September

- Reserve camp dates for next year fall walks.
- Remind Lay Director and Board Representative to report following walks.
- Start planning for board retreat.
- Report on potential new board members.
- Publish names of board member nominees in newsletter prior to October gathering.

October

- Remind Lay Director and Board Representative to report following walks.
- Next month, the Emmaus Community elects officers for the next year.
- Delegate planning of Christmas Gathering.
- Take nominations from the floor for board members.
- Finalize list of new board members for voting in November.

November

- The Emmaus Community elects officers for the next year.

December

- Thank outgoing board members, welcome new ones.

9/16/23 – Job description revised and updated by Mike Bell

10/30/23 – Updates by Mike Bell

- Added “The Chairperson of the Board will be an ex-officio member of all standing committees, and the chairperson of the Team Selection Committee.”
- Added additional information in the September and October monthly areas of focus regarding information responsibilities for election of board members.