

ARTICLE III

OFFICERS AND DUTIES

Only lay persons shall be eligible to hold office on the Emmaus Board, with the exception of the positions of Spiritual Advisors.

It is desirable to attempt to achieve an assembled group representing a variety of geographic areas, denominations, age, and gender that is reflective of the diverse greater community which we represent.

The charge of the Emmaus Board is to monitor and maintain the quality of the program and select new leaders. A good representation of both genders shall be maintained on the Emmaus Board to insure that this program continues to perform in the best possible way for both men's and women's Walks. It is also required that the position of president-elect be staffed alternately by each gender.

The time commitment needed by a Board member requires serious considerations. Therefore they shall not serve concurrently on the board of a similar related organization.

In recognition of the multiplicity of duties, and the power and freedom which is afforded the office, the president-elect is required to be either a past Lay Director and/or a previous member of the Emmaus Board. This requirement is made for the purposes of granting the nominee familiarity with what the job may entail; for the invaluable help in performing his/her duties by having a clear sense of the organization and government, its historical context and mission; the perspective and empathy of having gone previously through the system as pilgrim, Lay Director or governance member; and finally for allowing the nominee to be observed directly in a prominent Emmaus-related leadership role for those special qualities of leadership, support and enthusiasm which are sought.

Other members of the Emmaus Board will be selected based on leadership abilities, willingness to serve, and activity in the Fourth Day Activities, in addition to special talents that may make them especially effective. The President-Elect is the only position to have a three year term, first year as President-Elect, second year as President and third year as President Emeritus.

PRESIDENT: Term - one year. The responsibilities of the President are to be sensitive to community issues and to provide leadership for the Walk to Emmaus movement in western Washington, in accordance with the intent of the Upper Room Emmaus movement (National offices located in Nashville, Tennessee). The President shall preside over all Emmaus Board meetings; in addition, the President shall act as the focal point for policy matters which arise between times of the Emmaus Board meetings, and will contact individual Emmaus Board members as needed, to resolve issues. The President shall contact potential Lay Directors, ask them to serve in this capacity, and provide training and orientation for Lay Directors in conjunction with the President-Elect. The President shall also close each weekend Walk to Emmaus by making any necessary announcement, welcoming new members of the Emmaus community, encouraging them to become active in Fourth Day activities, introducing the members of the Emmaus Board, and introducing new Lay Directors. The President is a voting member of the Emmaus Board.

PRESIDENT-ELECT (OR VICE PRESIDENT): Term - one year. The President-Elect shall attend all board meetings. The President-Elect shall perform the duties of the President in his or her absence. The President-Elect shall also assist the President as required, provide training and orientation for Lay Directors in conjunction with the President, and shall take responsibility for keeping track of, and updating, the Lay Director notebooks and all other core team notebooks . It is required that the President-Elect have experienced being a Lay Director or have been a previous Emmaus Board member. The President-Elect is a voting member of the Emmaus Board.

PRESIDENT EMERITUS: Term - one year. The President Emeritus shall attend all Emmaus Board meetings. The President Emeritus shall have the responsibility of being an advisor to provide a historical perspective of the Emmaus Board and all Emmaus committees. He/she shall also have the responsibility of being the chair of the Visionary Committee, attend all its meetings and be its liaison to the Emmaus Board. He/she shall be responsible to arrange a yearly audit of the Emmaus financial records and report the results of the audit to the Emmaus Board. The President Emeritus is a voting member of the Emmaus Board.

SECRETARY: Term - two years (starting on even years). The term of office may be renewed for a second two-year term when desired by the individual holding office, nominated by the Nominations Committee and re-elected by the PSWTE Board of Officers. The Secretary shall attend all Emmaus Board meetings. The Secretary shall take, transcribe, duplicate and distribute minutes of the meetings and remind members of the upcoming meetings. He/she will also have the responsibility of maintaining a channel of communication to the Emmaus Board for the Publications Committee, National and International Palanca Committee, and the Historians.

It will also be the job of the Secretary to identify through the minutes those decisions identified as policy decisions of the Emmaus Board. These items should be accumulated in a reference section at the end of the minutes notebook, and should be added to the addenda of the Bylaws as they occur. A copy should be forwarded to the President-Elect. The Secretary is a voting member of the Emmaus Board.

TREASURER: Term - two years (starting on odd years). The term of office may be renewed for a second two-year term when desired by the individual holding office, nominated by the Nominations Committee and re-elected by the PSWTE Board of Officers. The Treasurer shall attend all Board meetings. The Treasurer shall be the trustee of all funds of the Puget Sound Walk to Emmaus Community and shall be responsible for the safekeeping and disbursing of funds as required. The Treasurer shall keep current records and shall give a written report of the current financial status at each Emmaus Board meeting. His/her duties shall include keeping books and files, filing Federal Income Tax statements as needed, providing financial records to Audit Committee upon request, corresponding with contributors when applicable; receiving and distributing moneys from donations received from community members. The treasurer will submit to the host church a sum of money, to be deemed a love gift, to be sent after each set of Walks, Fourth Day Workshops and Grand Ultreyas with a note of thanks. The amount is to be regularly reviewed by the Emmaus Board as appropriate. He/she will also have the responsibility of maintaining a channel of communication to the Emmaus Board for the Kitchen and Supply committees. The Treasurer is a voting member of the Emmaus Board.

WALK COORDINATORS MALE AND FEMALE: Term - two years non concurrent. The term of office may be renewed for a second two-year term when desired by the individual holding the office, nominated by the Nominations Committee and re-elected by the PSWTE Board Officers. The Walk Coordinator Chair & Elect shall attend all Board meetings. The Walk Coordinator chair will be responsible for the general workings of the Walk to Emmaus weekends. The Walk Coordinator Chairs are both voting members of the Emmaus Board.

Two people should make up the position of Walk Coordinator Chair, one male and one female. These people should have displayed a good understanding of the goals and purpose of Emmaus, and have well rounded team experience, and must be a former Lay Director.

SPIRITUAL ADVISORS: Term - two years non concurrent. The term of office may be renewed for a second two-year term when desired by the individual holding office, nominated by the Nominations Committee and re-elected by the PSWTE Board of Officers. The Spiritual Advisors shall attend all Board meetings. There shall be two Spiritual Advisors that are ordained members of the clergy. They are to give counsel to the Emmaus Board, and are encouraged to assist in the formulation of thoughts and decisions leading to actions taken by the Emmaus Board. The Spiritual Advisors are also to take a leadership role in formulating standards and guide lines to direct Clergy involvement in the Walks, and may be called upon at any time to give specific direction to one of the Spiritual Directors for the Walk. Experience as Spiritual Director for a WTE weekend is strongly recommended. The two Spiritual Advisors are voting members of the Emmaus Board. At least one of the two Spiritual Advisors shall be a United Methodist Church pastor.

ARTICLE IV COMMITTEES (missing Natl./Intern. Palanca; Communications (Historian, Web, Publication); Pre-Walk; and Visionary)

All committees are responsible directly through specific members of the Emmaus Board as outlined below and as outlined in the Attachments to the By-Laws. In order to lighten the work load of organizing Emmaus Weekends and Fourth Day activities, the following Committees are established.

AUDIT COMMITTEE: The President Emeritus will chair the Audit Committee, which will have two members at large from the Emmaus community. They shall support the Treasurer as needed, provide direction in financial matters, and assure fiscal accountability to the community. The at large members must be versed in generally accepted accounting practices, and maintain an independence between the Treasurer and Audit Committee.

The Audit Committee will be responsible to the Emmaus Board and complete the following tasks:

- a. Establish written policies as needed and review annually.
- b. Document present practices and make recommendations to the Emmaus Board on any changes they feel are necessary.
- c. Provide direction in management of monetary resources.

- d. Audit the Treasurer's books on an annual basis.
 1. Perform test of procedures and transaction flow of income to assure proper accounting practices are being followed.
 2. Perform test of procedures and transaction flow of expenses to assure proper accounting practices are being followed.

FACILITY COMMITTEE: This committee will consist of the Facilities Chair & Elect as described in Attachment N of these By-laws (by north, central and south areas) and all Ulteya Representatives as needed.

The Facilities Committee shall research possible locations for Emmaus weekends and Fourth Day activities and set up a complete data base of these facilities. This data should be continually updated. It is recommended that committee members continuously be aware of possible new facility locations and add them to the data-base.

The Facilities Committee shall be responsible for obtaining use of these facilities for Emmaus weekends, team meetings, and Fourth Day activities. The Facilities Chair will coordinate dates through the President Elect and secure these locations and dates a year in advance when possible.

TEAM SELECTION COMMITTEE: This Committee shall be in accordance with page 21 of the National Emmaus Model. The Board appoints the Team Selection Committee. The Committee consists of the Team Selection Chair (President Emeritus), one of the Board Spiritual Directors, three or four members of the Emmaus Community who have a broad awareness of the community membership. See attachment O of these by-laws.

This committee shall use the data base produced by Historians to aid in Emmaus Team selection. The committee will meet with all new Lay Directors (LDs) and Assistant Lay Directors (ALDs). It will act as a resource and support group to the LDs and ALDs. It will review and assure that team members are a good mix of new and experienced pilgrims.

MUSIC COMMITTEE: This committee will consist of the Music Chair & Elect, and three members at large as described in Attachment M of these By-Laws.

The Music Committee shall review and obtain new copyrights and the renewal of existing copyrights on songs used at all Emmaus functions. The committee will coordinate the printing of new song books as needed. It will also review the songs that are placed in the song books and recommend to the Emmaus Board any songs they feel should be deleted or added to these books.

The Music Committee, working with the Historians, shall develop a data base of musically talented pilgrims to help LDs and ALDs with music team selections. They will actively support the individual music teams.

FOURTH DAY ACTION COMMITTEE: This committee will consist of the Fourth Day Chair & Elect, three members at large and all the Ultreya Representatives as described in Attachment K of these By-laws.

This committee will seek ways of improving and increasing participation in the community's Fourth Day activities, ways to follow National Guidelines and research other communities that have successful Fourth Day functions. With this information, they will work with Ultreya Representatives to increase participation of Pilgrims in Fourth Day activities. Another function shall be to educate Pilgrims in what is expected of them when they become sponsors. Especially after the Walk weekend, they will emphasize how important the roles of sponsors are to new Pilgrims. They will assist in development and ongoing support of the local Ultreyas.

The Fourth Day Committee will set up and sponsor Fourth Day Celebrations as established by the Emmaus Board. These Celebrations will be one-day Saturday meetings, with a program that is aimed at developing and encouraging Fourth Day activities primarily for new pilgrims and sponsors.

The Grand Ultreya will be sponsored by this committee and take place in odd numbered years. This is a one-day Saturday meeting designed to bring as many members of the community together at one time as possible.

The Annual Christmas Singing Ultreya will be sponsored by this committee. They shall work with the Music Committee in developing the program. Facilities for these functions will be coordinated by the Facilities Committee.

NOTEBOOK COMMITTEE: This committee shall consist of the Notebook Chair and Elect and three members at large as described in Attachment P of these By-laws.

The Notebook committee shall insure that all changes from the Emmaus Board, relating to teams, be incorporated into the Master Notebooks and all Core Team Notebooks.

This committee shall review the Master Notebooks and make suggestions to the President-Elect on possible changes to improve the quality of these notebooks. Any major changes must be approved by the Emmaus Board, but minor changes that serve the policy of the Emmaus Board may be approved by the President-Elect.

If possible, the committee members should live in the general area of the new President-Elect each year. Committee positions may be replaced with new members each year.

NOMINATING COMMITTEE: This committee shall consist of the President-Elect as Chair, the Historians, the Men's and Women's Walk Coordinator Chairs & Elect, and all Ultreya Representatives.

This committee shall prayerfully consider the names and qualifications for those nominated for the following positions:

1. Lay Directors for the next year.
2. New Emmaus Board members.

3. Open committee positions

The list of names for Items #1 and #2 will be large enough (at least three per position) that the Emmaus Board can use it for their voting process. Item #3 shall be used by the Nominating Committee to nominate, vote on selection, and make contact to fill different committee positions. A report will be given to the Emmaus Board when all the positions are filled with the names of those accepting these positions.

This is not in the job descriptions----SEARCH COMMITTEE: The Search Committee is a sub-committee of the Nominating Committee. It shall consist of the President Elect, Walk Coordinator Elect, Secretary, one Spiritual Advisor and two members at large (could be Ulteya Representatives)

The Search Committee will search the Puget Sound Walk to Emmaus Community for people highly qualified for open board positions. Special emphasis being placed on those positions requiring certain qualifications, such as Treasurer, Spiritual Director and committee positions. Individuals determined qualified will be asked by Search Committee if they are willing to serve in the position. If agreed, their names will be submitted to the Nominating Committee.

The Nominating Committee will continue to operate in the normal process and the Search Committee will be used as an additional tool in selecting board members. The Search Committee will have no duties selecting Lay Directors.

SUPPLY COMMITTEE: This committee will consist of Supply Chair & Elect and two members at large as per Attachment Q in these By-Laws. This committee may add members as needed to help with the work load.

The Supply Committee is charged by the Emmaus Board to maintain the inventory needed for Emmaus weekends, to store, deliver to Facility and return to storage after the weekends. This inventory does not include any of the Kitchen Supplies which shall remain separate and controlled by the Kitchen Committee.

KITCHEN COMMITTEE: This committee will consist of Kitchen Chair & Elect with a Health Advisor and three members of the community as members at large, as outlined in Attachment R in these By-Laws. The Chair and Elect will obtain a State Health Department Food Handlers Card.

The Kitchen Committee is charged by the Emmaus Board to inform all chefs and assistant chefs of information regarding current approved food handling techniques, and *assure that all chefs and assistant chefs take the State Health Dept. test and acquire a "Food Handlers Card"* as outlined in the Kitchen Core Team notebook. The Emmaus Treasurer will reimburse for any fees required for this test.

This committee will maintain an inventory of food supplies (non perishable), kitchen equipment (appliances, towels, utensils, etc.) and provide for the pick up and storage of these items after each Walk.

This committee will maintain a Kitchen Core Team Master Notebook. The notebook will contain a *current* copy of the State Food Handlers guide book. It will review all menus, consolidate and edit the menus down to three approved menus for each meal. Any

exception must have approval prior to the Walk by the Kitchen Committee. The only meal not to be restricted will be the Saturday night feast. The notebook will contain recipes for previous feast menus that the chefs may want to use.

ARTICLE V BOARD ELECTION AND TERMS OF OFFICE

The Board in executive session will review the qualifications of the individuals on the list for Board positions submitted by the nominating committee. By a majority vote the Board may remove a nominee from that list. The Board will then vote to prioritize the names on the list for sequence of contact. The number nominated shall be at least 3 times the number needed and these persons may be designated as alternate, if the Emmaus Board so chooses.

The Final Nominee is required to have at least the following qualifications:

1. Have been active in Puget Sound Walk to Emmaus Fourth Day activities for more than a year.
2. Active member of his/her church fellowship.
3. Meet any additional requirements pertaining to the position as outlined in the Bylaws.
4. Be living a Christ-centered, Bible-based lifestyle, and have demonstrated high levels of dependability, leadership ability, group organizational skills, ability to cope with a crisis, and understanding of the mission of this retreat movement that is supported by that person's actions within the movement as well as within their own congregation, and true spiritual leadership.
5. Have not served on the PSWTE Board the previous year.

The President-Elect shall be elected to serve a three year term, the first year as President-Elect, the second year as President of the Emmaus Board, the third year as President Emeritus.

All other members of the Emmaus Board shall be appointed to serve a two-year term, with the following distribution: on even-numbered years, beginning January 1, Secretary, one Walk Coordinator and one Spiritual Advisor shall begin their terms of service. On odd-numbered years, Treasurer, one Walk Coordinator and one Spiritual Advisor shall begin their terms of service. The term of office may be renewed for a second two-year term when desired by the individual holding office, nominated by the Nominations Committee and re-elected by the PSWTE Board of Officers.

At-large members of support committees shall serve two-year terms. For committees with three at-large members, two shall be appointed in even years and one shall be appointed in odd years. For committees with five at-large members, two shall be appointed in even years and three shall be appointed in odd years.

For committees chaired by individuals other than Emmaus Board members, committee chairs-elect shall serve two years, the first year as chair-elect and the second year as chair.

ARTICLE VIII

LAY DIRECTOR SELECTION

The Nominating Committee will provide a list of recommended candidates for Lay Directors to the Emmaus Board. The Emmaus Board, in executive session, will review the qualifications of the individuals on the list for Lay Director submitted by the nomination committee. By a majority vote the Board may remove a nominee from that list. The Board will then vote to prioritize the names on the list for sequence of contact. The number nominated shall be at least 3 times the number needed and these persons may be designated as alternate, if the Emmaus Board so chooses.

The "Final Nominee" is required to have at least the following qualifications:

1. Have made a Walk and been active in Puget Sound Walk to Emmaus Fourth Day activities for more than a year.
2. Have worked on both Kitchen and Palanca teams.
3. Have served at a Pilgrim table and have given a talk.
4. Have served on a live-in core team as a head chef, head cha, palanca boss, assistant lay director, or worship team leader.
6. Be living a Christ-centered, Bible-based lifestyle, and have demonstrated high levels
7. of dependability, leadership ability, group organizational skills, ability to cope with a crisis, and understanding of the mission of this retreat movement that is supported by the persons' actions within the movement as well as within their own congregation, and true spiritual leadership.
6. Active member of his/her local church fellowship.
7. Have not previously served as a Lay Director for Puget Sound Walk to Emmaus.
8. Nominees must have met all qualifications by June 1st of the year prior to filling position of Lay Director. Experience in Kairos and/or Chrysalis in qualifications 2 and 3 in the above areas will be considered as equivalent to experience in Walk to Emmaus.

ARTICLE IX

REPRESENTATIVE TO NATIONAL ADVISORY COMMITTEE

The President of the Emmaus Board and senior Spiritual Advisor of the Emmaus Board, by virtue of holding their respective offices, shall be the designated lay and clergy representatives to serve on the Walk to Emmaus National Advisory Committee for the year of their term of office.

Need job descriptions for Audit Comm. and Search Comm?

JOB DESCRIPTION

- Job Title:** President
- Term of Office:** Term shall be (3 years total):
- a. First year as President-Elect
 - b. Second year as President
 - c. Third year as President Emeritus
- Reporting** Emmaus Community, Emmaus Board and the Upper Room Representative.
- Responsibility:** To be sensitive to community issues and to provide leadership for the Walk to Emmaus movement in Western Washington and meet annually with the Upper Room Representative.
- Duties:**
1. Preside over all Emmaus Board meetings.
 - Prepare agenda.
 - Guide meetings.
 - Maintain yearly calendar of activities.
 2. Act as focal point for policy matters which arise during Emmaus Board meetings. Contact individual Emmaus Board members as needed to resolve issues. Provide highlights of board decisions to Gazette editors and WebMaster.
 3. Contact potential Lay Directors and ask them to serve. In conjunction with the President-Elect, provide training and orientation for Lay Directors.
 4. Close each weekend Walk experience
 - Make any necessary announcements.
 - Welcome new Pilgrims.
 - Encourage them to become part of the community.
 - Introduce Emmaus Board.
 - Introduce new Lay Directors.
 5. The President and President-Elect shall communicate Emmaus Board policy to the Lay Directors and Men's/Women's Walk Coordinators who provide training and orientation when handing over core team notebooks.
 6. Attend all Closuras.

JOB DESCRIPTION

Job Title: President-Elect

Term of Office: Term shall be (3 years total):

- a. First year President-Elect
- b. Second year President
- c. Third year President Emeritus.

Reporting Relationship: Emmaus Board

Responsibility: The President-Elect shall assist the President as required and perform the duties of President in his or her absence.

- Duties:**
1. Assist the President as required.
 2. Perform the duties of President in his or her absence.
 3. Provide training for Lay Directors.
 4. Be responsible for Notebook Committee.
 5. Preside over the Nominating Committee, Facilities Committee and Ultreya Reps.
 6. Attend all Emmaus Board meetings.
 7. Attend all Closuras.

JOB DESCRIPTION

- Job Title:** President Emeritus
- Terms of Office:** One year (previous two years as President Elect and President)
- Reporting Relationship:** Emmaus Board
- Responsibility:** The President Emeritus shall have the responsibility of being an advisor to provide a historical perspective to the Emmaus Board and all Emmaus committees.
- Duties:**
1. Serve as a member on the Emmaus Board.
 2. Serve as a chair of the Visionary Committee and provide summary to the Emmaus Board.
 3. Be responsible for implementing a yearly audit of the Emmaus financial records and providing a written report of audit to the Emmaus Board.
 4. Be responsible for chairing the Team Selection Committee and assisting the Men's/Women's Walk Coordinators with LD training as needed.
 5. Attend all Emmaus Board meetings.
 6. Be responsible for contacting Kairos Rep and bringing info to the Board.
 7. Attend all Closuras.

JOB DESCRIPTION

- Job Title:** Secretary
- Term of Office:** Two years (Beginning even years)
- Reporting Relationship:** Emmaus Board
- Responsibility:** The Secretary shall have the responsibility of taking, transcribing, duplicating, and distributing minutes of the Emmaus Board meetings. He/she will also have the responsibility of maintaining a channel of communication to the Emmaus Board for the Publications Committee, National and International Palanca Committee and the Historians.
- Duties:**
1. Attend all Emmaus Board meetings and take, transcribe, and distribute minutes of the meetings. Advise the President of inability to attend meetings so minutes will be taken by another Emmaus Board member.
 2. Identify from the minutes Emmaus Board policies and accumulate them in a reference section at the end of the minutes notebook.
 3. Send notices of upcoming meetings.
 4. Update the By-laws as approved.
 5. Provide a written summary of National & International Palanca, Publications, WebMaster and Historians to the Emmaus Board.
 6. Assist the President with maintaining an updated yearly calendar which shall include Chrysalis and Kairos activities.
 7. Attend all Emmaus Board meetings.
 8. Attend all Closuras.

JOB DESCRIPTION

Job Title: Treasurer

Term of Office: Two years (Beginning odd years)

Reporting Relationship: Emmaus Board

Responsibility: The Treasurer shall be the trustee of all funds of the Puget Sound Walk to Emmaus Community and shall be responsible for the safekeeping and disbursing of funds as required. The Treasurer shall keep current records and shall give a written report of the current financial status at each Emmaus Board meeting. He/she will also have the responsibility of maintaining a channel of communication to the Emmaus Board for the Kitchen and Supply committees.

- Duties:**
1. Keep books and files.
 2. File Federal Income Tax Reports.
 3. Correspondence with contributor, when applicable.
 4. Report to community via Emmaus Board as to "State of the Emmaus".
 5. Receive and distribute moneys from the community.
 6. Disburse the "love gift" to the host churches after Walk weekends, Fourth Day Workshops, and Grand Ultreyas with a note of thanks.
 7. Pick up mail from the post office and distribute (or receive from the mailbox distributor)
 8. Provide financial records to the Audit Committee upon request.
 9. Provide a written summary to the Board of the Kitchen and Supply Committees.
 10. Attend all Emmaus Board meetings.
 11. Attend all Closuras.

JOB DESCRIPTION

- Job Title:** Men's Walk Coordinator and Women's Walk Coordinator
- Term of Office:** Term shall be two years (non-concurrent)..
- Reporting Relationship:** Emmaus Board
- Responsibilities:** The Walk Coordinator Chair shall be responsible for: Pre-Walk, Fourth Day Committee, and Music Committee The Walk Coordinator Chair will be responsible for the general workings of the Walk to Emmaus weekends and Fourth Day activities.
- Duties:**
1. Provide guidance and communication to the Pre-Walk, Fourth Day, Music Committee and conducts core team training and support to the Walk Weekend.
 2. After Board review of Lay Director reports, implement any suggestions to the LD training sessions.
 3. Be responsible for contacting the Pre-Walk Coordinator to receive a copy of the Pilgrim list.
 4. Members of the Nominating Committee and attends all meetings
 5. Attend all Emmaus Board meetings and Nominating Committee meetings.
 6. Attend all Closuras.

JOB DESCRIPTION

- JOB TITLE:** Clergy Spiritual Advisor
- TERMS OF OFFICE:** Two Years - non concurrent (one being a United Methodist Pastor)
- REPORTING RELATIONSHIP:** Emmaus Board
- RESPONSIBILITY:** The Clergy Spiritual Advisors are to provide counsel, prayer, and support for the Emmaus Board, assisting in the formulation and implementation of actions taken by the Emmaus Board. The Spiritual Advisors are to take a leadership role, when necessary, on behalf of the Emmaus Board in formulating standards and guidelines to direct clergy involvement in the Walks and community events.
- DUTIES:**
1. Support Lay Directors in the selection and recruitment of the spiritual Teams.
 2. Provide any necessary specific direction on behalf of the Emmaus Board to Spiritual Directors.
 3. In cooperation with the respective Spiritual Directors, provide counsel, prayer, and support for the Lay Directors, Board and its committees.
 4. Assist the Historian(s) in maintaining an up-to-date and complete list of clergy members of the Puget Sound Walk to Emmaus Community.
 5. Attend all Emmaus Board meetings.
 6. Select and recruit members of the Spiritual Team for each weekend in consultation with that Walk's Spiritual Director and Lay Director when identified.
 7. Attend all Closuras.

JOB DESCRIPTION

- JOB TITLE:** Publications Chairperson
- TERMS OF OFFICE:** Two Years (Beginning Odd years)
- REPORTING RELATIONSHIP:** Secretary of the Emmaus Board
- RESPONSIBILITY:** The Publications Chairperson(s) shall be in charge of publishing a newsletter to the entire Puget Sound Walk to Emmaus community prior to each set of Walks. This may be changed to quarterly by the Emmaus Board as the number of Walks increase. The name of the newsletter is the Rainbow Junction Gazette.
- DUTIES:**
1. Maintain communication with the Emmaus community about events and important information of the Puget Sound Walk to Emmaus.
 - A. News of upcoming Walks, Fourth Day Activities, lists of pilgrim and team names and any particular details which are deemed necessary to include in the newsletter for the purpose of continuing the Walks.
 - B. Any news which the Emmaus Board deems important for the community as a whole to have.
 2. Provide a written activity report to the Secretary of the Emmaus Board, prior to each Board meeting.
- FUNDING:** Money for printing and mailing the newsletter comes from the general budget of the Emmaus community.

JOB DESCRIPTION ATTACHMENT Hb

Approved 7/93

Publications Chairperson	JOB DESCRIPTION
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JOB TITLE: WebMaster

TERMS OF OFFICE: Two Years (Beginning Odd years)

REPORTING RELATIONSHIP: Secretary to the Emmaus Board

RESPONSIBILITY: The WebMaster shall be in charge of the Puget Sound Walk to Emmaus website. The WebMaster shall maintain communication with the Emmaus Junction community prior to each set of Walks. This may be changed to quarterly by the Emmaus Board as the number of Walks increases.

DUTIES: Maintain communication with the Emmaus Junction community about events and important information of the Puget Sound Walk To Emmaus.

a. News of upcoming Walks, Fourth Day

1. Maintain a list of sponsors, and community about the details which are appropriate for the Puget Sound Walk to Emmaus which the Emmaus Board deems important for the community as a whole to have.

A. News of upcoming Walks, Fourth Day

2. Provide a written activity report to the Secretary of the Emmaus Board, prior to each Board meeting include in the newsletter for the purpose of continuing the Walks.

FUNDING: Any web internet cost comes from the general budget of the Emmaus community which the Emmaus Board deems important for the community as a whole to have.

2. Provide a written activity report to the Secretary of the Emmaus Board, prior to each Board meeting.

Money for printing and mailing the newsletter comes from the general budget of the Emmaus community.

JOB DESCRIPTION

- JOB TITLE:** Historian
- TERMS OF OFFICE:** Two years (Beginning Odd years)
- REPORTING RELATIONSHIP:** Secretary of the Emmaus Board
- RESPONSIBILITY:** It shall be the Historian's job to keep updated lists of all pilgrims with pertinent information (i.e. date of Walk attended, location, address, telephone number, work experience, etc.). Also maintain an archive of photos from each Walk and be responsible for contacting the Palanca Boss of each Walk to receive a copy of the photo and name list. The Historians are members of the Nominating Committee and the Team Selection Committee.
- DUTIES:**
1. Keep an updated list of all pilgrims with pertinent information available, providing data to Team Selection Committee and Nominating Committee.
 2. Maintain photo history of all Walks with name lists of the pilgrims included.
 3. Maintain an up-to-date clergy roster of the Emmaus Community, with the assistance of the Board Spiritual Advisors.
 4. Maintain up to date rosters of musically talented members as well as a roster of new pilgrims and roster of areas served by all Emmaus teams. Provide the upcoming LD's and Team Selection Committee with these rosters.
 5. Provide a written activity report to the Secretary of the Emmaus Board, prior to each Board meeting.
 6. Provide mailing labels as needed to the Board Secretary or President.
 7. Attend all Nominating Committee and Team Selection Committee meetings.

JOB DESCRIPTION

- Job Title:** National/International Palanca Chairperson(s)
- Terms of Office:** Two years (Beginning even years)
- Reporting Relationship:** Secretary of the Emmaus Board
- Responsibility:** The National/International Palanca Chairperson will coordinate the mailing of Palanca materials from our Emmaus Board and community to other communities. He/she will also maintain communication with the national office of the Upper Room in Nashville.
- Duties:**
1. Coordinate the mailing of Palanca materials from our Emmaus Board and community to other communities.
 2. Maintain communications with the National Board in Nashville, reporting new slated officers making sure that requests for National/International Palanca are announced in the Upper Room's monthly newsletter.
 3. Notify denomination headquarters of walk dates and locations as requested.
 4. Coordinate sending requests for Palanca for upcoming Walks.
 5. Send all Palanca received to the Walk's Lay Director.
 6. Maintain a channel of communication to the Emmaus Board for National and International Palanca.
 7. Provide a written activity report to the Secretary of the Emmaus Board, prior to each Board meeting.

JOB DESCRIPTION

Job Title: Fourth Day Chairperson(s) & Elect

Terms of Office: Two Years (Beginning Even Years)

Reporting Relationship: Men's/Women's Walk Coordinators

Responsibility: The Fourth Day Chairperson(s) shall be responsible for planning and/or facilitating programs to keep alive the commitment of those who have made a Walk to Emmaus.

- Duties:**
1. Assist in and promote formation of Ultreyas. Keep current information on Ultreya meetings and leadership by maintaining contact with and providing training for Ultreya representatives.
 2. Responsible for recruiting the team to organize and put on Fourth Day Celebrations.
 3. Plan one Grand Ultreya every odd numbered year to promote community fellowship.
 4. Responsible for recruiting team for annual Christmas Singing Ultreya.
 5. Reiterate sponsors' responsibilities in the Fourth Day.
 6. Send to all new pilgrims, a welcoming letter and upcoming Fourth Day Celebration information.
 7. Periodically review and update information in Fourth Day packets, Ultreya Representative notebooks, and Fourth Day manual, bringing suggestion of changes to the Emmaus Board meetings.

JOB DESCRIPTION

JOB TITLE: Pre-Walk Chairperson(s)

TERMS OF OFFICE: Two years (Beginning Odd Year).

REPORTING

RELATIONSHIP: Men's/Women's Walk Coordinators

RESPONSIBILITY: The Pre-Walk Chairperson(s) shall be responsible for the registration of all pilgrims for Walk to Emmaus and for notifying sponsors of the status of pilgrims' applications. The Pre-Walk Chairperson(s) shall be guided in the selection process by guidelines set forth by the Emmaus Board.

DUTIES:

1. Receive applications.
2. Place pilgrims in appropriate Walks according to their preference and availability of space. Compile waiting lists for each Walk, as necessary.
3. Send application receipts to sponsors upon receipt of applications.
4. Send sponsor letters to sponsors two months prior to upcoming Men's/Women's Walks.
5. Receive and record sponsor letters of conformation no later than six weeks prior to the team meeting or as directed by the Board, before the upcoming walk.
6. Compile Men's/Women's pilgrim lists and give to Publications Chairperson(s) and WebMaster four weeks prior to upcoming Men's/Women's team meetings with pilgrims name, church and sponsor data, continually updating prior to walk.

ATTACHMENT L
(Continued)

7. Compile Men's/Women's pilgrim lists and give to appropriate Lay Directors four weeks prior to upcoming Menø/Womenø team meeting with pilgrimsø name, church, sponsor, age and marital status data. Continually update with the Lay Directors.
8. Notify Lay Directors of all subsequent pilgrim changes.
9. Notify Lay Directors of any pilgrims having special needs or diets as noted on applications.
10. Provide a written activity report of Pre-Walk to Menø/Womenø Walk Coordinators.
11. Be responsible for contacting the Palanca Boss and give a copy of the pilgrim list.

JOB DESCRIPTION

JOB TITLE: Music Chairperson and Elect

TERMS OF OFFICE: Term shall be two years as follows:
a. First year as Music - Elect
b. Second year as Music Chairperson.

REPORTING RELATIONSHIP: Menø/Womenø Walk Coordinators

RESPONSIBILITY: The Music Committee Chairperson will lead the Music Committee in obtaining new copyrights and renewal of existing copyrights. Copyrights will be reviewed every year. This committee will coordinate the printing of the song books as indicated by the Supply Committee. The Music Committee will support music teams by giving council as needed or requested.

- DUTIES:**
1. Establish new and renew existing copyrights yearly.
 2. Carry out policies as directed by Emmaus Board.
 3. Publish song books as required.
 4. Review song selection as applicable, including theme songs.
 5. Provide a written activity report of the Music Committee to Menø/Womenø Walk Coordinators.
 6. Provide up to date list of musicians to help LD and ALDs with music team selection.

JOB DESCRIPTION

- JOB TITLE:** Facilities Chairs and Elect (North, Central, South areas)
- TERMS OF OFFICE:** Term shall be two years as follows:
a. First year as Facilities - Elect
b. Second year as Facilities Chair.
- REPORTING RELATIONSHIP:** President Elect
- RESPONSIBILITY:** Coordinate the facilities used by the Walk to Emmaus community. Search out facilities that can be used for Walks and Fourth Day activities and establish data base that can be used for Emmaus functions .
- DUTIES:**
1. Select facilities and coordinate for all Emmaus functions and Walks. Secure these locations and dates a year in advance if possible.
 2. Provide written activity report of Facilities to the President Elect or the Emmaus Board.

JOB DESCRIPTION

- JOB TITLE:** Team Selection Committee Chair (President Emeritus)
- TERMS OF OFFICE:** Term shall be one year
- REPORTING RELATIONSHIP:** President Emeritus
- RESPONSIBILITY:** Chair the Team Selection Committee, select members of the community for serving on the team and remain in communications with the PSWTE Board. Work with Menø/Womenø Walk Coordinators in producing and updating materials for the team meetings and review potential team lists with upcoming Lay Directors, according to standards set by the PSWTE Board.
- DUTIES:**
1. Select members of the community for team positions for upcoming walks, assuring a mixture of new and experienced team members, giving attention to serving in different areas to allow growth of team members.
 2. Utilize the data base maintained by Historians to develop members for leadership positions.
 3. Be a resource to Lay Directors in filling teams and reviewing data.
 4. Receive and acknowledge work request from community members and maintain a record of the dates individuals desire to work. Where possible, assign them to the walks desired.

JOB DESCRIPTION

JOB TITLE: Notebook Chairperson

TERMS OF OFFICE: One year

REPORTING RELATIONSHIP: President Elect

RESPONSIBILITY: The Notebook Chairperson will chair the Notebook Committee and will be responsible for maintaining and updating all the Emmaus Core Team notebooks.

- DUTIES:**
1. Insure that all policy changes from the Emmaus Board relating to teams be incorporated into the proper notebooks.
 2. Check each notebook, page by page, with the master notebooks before giving to upcoming LDs and core teams. Make suggested changes to the President Elect for Emmaus Board approval.
 3. Maintain a speedy turn-around time for all notebooks so that new core teams receive their notebooks as early as possible.
 4. Collect all Core Team notebooks from the President - Elect immediately after each Walk.
 5. Provide a written report of the Notebook Committee to the President-Elect at least annually.

JOB DESCRIPTION

JOB TITLE: Supply Chairperson(s) and Chair - Elect

TERMS OF OFFICE: Term shall be two years as follows:
a. First year as Supply Chair - Elect
b. Second year as Supply Chair

**REPORTING
RELATIONSHIP:** Treasurer

RESPONSIBILITY: The Supply Chairperson(s) shall be in charge of all the non-Kitchen Emmaus supplies and shall be responsible to see that needed supplies are ordered and on hand prior to each Emmaus weekend. The Supply Chairperson(s) shall also see that inventory is recorded, stored and transported to and from the facilities hosting each weekend. The Supply Chairperson(s) shall oversee the renewal and/or replacement of supply items, prior to Walk Weekend.

- DUTIES:**
1. Find storage for supplies between walks.
 2. Arrange to transport supplies to each weekend's facility before the Walk, and back to storage after the Walk.
 3. Provide between-Walk access to storage unit to obtain supplies for Ultreyas, Palanca team, etc.
 4. Maintain inventory system. Arrange for inventory to be taken at end of each Walk.
 5. Purchase supplies for each set of Walks based on inventory recorded after each Walk.
 6. Organize and oversee the renewal and replacement of table decorations, banners, signs/barriers, sound systems, crosses, etc.
 7. Provide a written report to the Treasurer of Emmaus Board, prior to Board meetings.

8. NOTE: Future Agape chairperson(s) takes care of cleaning Agape linens. Future Palanca Boss takes care of cleaning Feast linens.

ATTACHMENT R
Approved 3/94

JOB DESCRIPTION

JOB TITLE: Kitchen Chairperson and Chair - Elect

TERMS OF OFFICE: Term shall be two years as follows:

- a. First year as Kitchen Chair-Elect
- b. Second year as Kitchen Chair.

REPORTING RELATIONSHIP: Treasurer

RESPONSIBILITY: The Kitchen Chairperson will maintain purchase records and supplier information. They will coordinate with treasurer the dollar amount spent and oversee an ongoing inventory control. The Kitchen Chairperson will oversee the storage of food supplies and Kitchen equipment between Walks. The Kitchen Chairperson will maintain a file listing of menus and schedules. The Kitchen Chairperson will oversee the regular training of all Kitchen teams. The Chair and Elect will obtain a State Health Department Food Handlers Card.

- DUTIES:**
- 1. Keep purchase and supplier information.
 - 2. Provide delivery, pick-up, and storage of Kitchen items between Walks.
 - 3. Maintain an inventory of food supplies and non-perishable Kitchen equipment (appliances, pans, towels, etc.).
 - 4. Coordinate the refrigeration and food storage needs of each Walk.
 - 5. Maintain a Kitchen Core Team Master Notebook containing: a current copy of the State Food Handler's guidebook and a listing of previous menus with preparation times for the chefs to use.

6. Assure that all Chefs and Assistant Chefs take the State Health Department test and acquire a *Food Handlers Health Card* and give them the location of their local Public Health Office in order to obtain it.

ATTACHMENT R
(continued)

This is in the by-laws and if left might promote more participation of those who don't see themselves as "chefs"?

7. Will review all menus, consolidate and edit the menus down to three approved menus for each meal. Any exception must have approval prior to the walk by the Kitchen Committee. The only meal not to be restricted is the Saturday Night Feast.
8. Coordinate training of all kitchen teams in the areas of proper food storage, appropriate hygiene practices, and recycling.
9. Provide written report of Kitchen Committee to Treasurer of Emmaus Board, prior to Board meeting.

JOB DESCRIPTION

- JOB TITLE:** Ultreya Representative(s)
- TERMS OF OFFICE:** Determined by each Ultreya. It is recommended this position be rotated among Ultreya members on an annual basis.
- REPORTING RELATIONSHIP:** President Elect
- RESPONSIBILITY:** Ultreya Representatives will be a resource for the following:
a. Nominating Committee
b. Facility Committee
c. Fourth Day Committee
The Ultreya Reps will be responsible for bringing concerns of the Emmaus Community to the attention of the President Elect; report on Ultreya activities; provide their Ultreya with information on Board actions and concerns. They will serve on the Nominating Committee and provide names of members from their Ultreyas for Lay Directors, committee members, etc. and on the Facility Committee to help in the selection of facilities in their area for future walks.
- DUTIES:**
1. Attend all Nominating Committee, Facility meetings as needed.
 2. Provide written report of Ultreya to President-Elect prior to Emmaus Board Meetings.
 3. Attend their monthly Ultreya meeting.

Not in by-laws

JOB DESCRIPTION

- JOB TITLE:** Visionary Committee óChair (President Emeritus)
- TERMS OF OFFICE:** Term shall be one year
- REPORTING RELATIONSHIP:** President Emeritus to President/Board
- RESPONSIBILITY:** To facilitate forward planning by the Visionary Committee for the Community as directed by the Emmaus Board.
- DUTIES:**
1. To conduct meetings of the Emmaus Visionary Committee.
 2. To coordinate tasks as assigned by the Emmaus Board.
 3. Provide a written report of the Visionary Committee to the President, prior to Board meeting.

JOB DESCRIPTION

JOB TITLE(S): Kairos Representative(s)
(There are to be three lay representatives and one clergy, nominated by the Nominating Committee, to be given to the United Methodist Bishop for appointment to the Kairos Board of Directors.)

TERMS OF OFFICE: Three Years. (The lay representatives' terms are staggered in order that one term expires each year. The representative having served the longest time on the Kairos Board shall function as the principal liaison with the Walk to Emmaus Community.)

REPORTING RELATIONSHIP: President-Emeritus

RESPONSIBILITY: As the Walk to Emmaus movement has agreed to be one of the three sponsoring movements for the Kairos Prison Ministry of Washington, it renders its support by providing four members from its community to serve on the Kairos Board and by actively encouraging its community members to participate in the Kairos programmed events. The four Representatives provide the necessary liaison between the movement and the ministry.

- DUTIES:**
1. Serve as Directors on the Kairos of Washington Board, representing the views, practices, and principles of the Puget Sound Walk to Emmaus Community in the deliberations of the Kairos Board.
 2. Keep the Emmaus Community aware of the Kairos activities, needs, accomplishments through reports, articles for the Rainbow Gazette, and announcements at Closuras, etc.
 3. Monitor the level of support provided by the Emmaus Community and keep the President - Emeritus advised of the status of this level.