

Valley Emmaus Fourth Day
and Chrysalis Next Step Group
of the Southwest Texas
Greater Emmaus Conference

Policies & Procedures
Manual

2012

Adopted by the Valley Emmaus Board March 22, 2012

The Valley Emmaus Fourth Day & Chrysalis Next Step Group Policies and Procedures Manual is to be used to supplement the latest edition of “The Upper Room Handbook on Emmaus,” the “Walk to Emmaus Director’s Manual,” the “Walk to Emmaus Coordinator’s Manual,” and the “Walk to Emmaus Team Manual,” as well as the Southwest Texas Conference Emmaus Community Policies and Procedures Manual. Therefore, all Emmaus materials published by The Upper Room take primary precedence over this document, followed by the Southwest Texas Conference Emmaus’ most recent publications.

The procedures set forth in this manual are established by the Valley Emmaus Fourth Day & Chrysalis Next Step Group, hereinafter referred to as the Board, to assist in leading the Walk to Emmaus experience.

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Bylaws of the Valley Emmaus Fourth Day and Chrysalis Next Step Group

Article I. Name.

The name of this group shall be *The Valley Emmaus Fourth Day and Chrysalis Next Step Group*, hereinafter referred to as the Community.

Article II. Purpose.

The purpose of the Community shall be to inspire, challenge, and equip church members for Christian action in their homes, churches, places of work, and the world community through the “Walk to Emmaus” experience.

Article III. Affiliation

The Community is affiliated with the Southwest Texas Conference Emmaus Community of the Southwest Texas Methodist Conference, San Antonio, Texas, hereinafter referred to as SWTXEC, and the International Emmaus Program of Upper Room Ministries, Nashville, Tennessee, hereinafter referred to as the Program.

The policies and procedures of the Community shall be in harmony with the policies and procedures of the SWTXEC and the Program, with the Program taking precedence if the three are in disagreement.

Article IV. Membership

Section 1. All persons who have completed a weekend experience of The Walk to Emmaus, Chrysalis Flight or Chrysalis Journey sponsored by an Upper Room Emmaus community and residing in the geographic area from Kingsville, Texas, South to the United States / Mexico border and from Laredo, Texas, East to the Gulf of Mexico, permanently or seasonally, shall be members of the Community.

Section 2. Persons who have completed any three-day event recognized by the Roman Catholic Cursillo Movement International, which currently includes Walk to Emmaus, Chrysalis Flight, Chrysalis Journey, Via de Cristo, Tres Dias, Karios Prison Ministries International, Episcopal Cursillo, and Presbyterian Pilgrimage, may become members by participating in the activities of the Community and asking the Secretary of the Community to include their names on the mailing list.

Article V. Board of Directors

Section 1. Purpose. Direction of the Community shall be vested in a Board of Directors, hereinafter referred to as the Board.

Section 2. Composition.

- The Board will consist of fifteen (15) elected lay members, three (3) clergy members, and two (2) ex-officio members.

- Lay persons who have served as a team member on a Walk to Emmaus, Chrysalis Flight or Chrysalis Journey for the complete 72-hour weekend and who are active in a local reunion group, (2) the Community, and (3) their church are eligible to represent the Community as members of the Board.
- Clergy persons who are qualified in accordance with the “Clergy Criteria for Emmaus/Chrysalis” as set forth in the current SWTXEC Policies and Procedures Manual and have served on a Spiritual Team for a Walk to Emmaus, Chrysalis Flight or Chrysalis Journey three day weekend are eligible to represent the Clergy on the Board. Clergy are nominated by the clergy members serving on the Board and are elected by the Board.

Section 3. Terms of Office.

- Laypersons and Clergy on the board shall be elected by the Community members for three (3) year terms in three (3) classes, each class having five (5) lay members and one (1) clergy member.
- Board members cannot succeed themselves in consecutive terms, a term being three years.
- Immediate family members shall not serve on the Board concurrently.
- Terms of office shall begin June 1 and shall terminate May 31 of the following year, except for officers, who shall serve until election of new officers in June as provided in Article V.

Section 4. Election of Board Members.

- Board members are elected by the Community.
- The Nominating Committee shall submit to the Board a slate of nominees that includes the number of vacant positions plus, at minimum, two additional nominees.
- The ballot shall be provided to the Community members as part of the newsletter, in print or electronic format, and shall be available no later than the Third Saturday of April of each year.
- Ballots are to be received by the Board no later than the third Saturday of May of each year.
- Election is by majority vote of the ballots cast.
- The immediate past Lay Director and immediate past Spiritual Director shall serve on the Board one additional year or the normal period of the term, whichever is longer, as ex-officio members.
- The Board may elect persons, upon nominations by the chair, to fill a vacant term until the next regular election for that term. Such persons are eligible for election to a full term by the Community at such regular election.

Article VI. Officers of the Board

Section 1. Officers. Officers shall be the: Lay Director (chair of the board), Assistant Lay Directors (2), Spiritual Director, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and Conference Board Representative. In case of absences, officers will chair meetings in this order. The Assistant Lay Directors, Assistant Secretary and Assistant Treasurer must be eligible to serve an additional year on the Board and serve as the Lay Director, Secretary and Treasurer, respectively, if elected to that post. Officers can accept responsibility for a work area in addition to an elected position on the Board.

Section 2. Election of Officers. Officers shall be elected annually by the Board of Directors at the June meeting for a one year term of office effective with the close of the June meeting.

Section 3. Spiritual Directors. The Spiritual Director of the Community shall be selected from the Community clergy members annually by the Board of Directors and must be eligible to serve as Walk Spiritual Directors according to the guidelines of the Program and SWTXEC. The two additional clergy members of the Board shall be Assistant Spiritual Directors. Term of office shall begin June 1. The Spiritual Director or Assistant Spiritual Directors may be replaced during the term by two-thirds (2/3) of the Board affirmative votes.

Article VII. Duties of Officers

Section 1. The Lay Director shall:

- Be the chief administrative officer of the Board and Community.
- Call all meetings and preside over such meetings and shall be a member ex-officio of all committees.
- Be responsible and responsive to the Board for all administrative decisions made on behalf of the Board.
- Maintain the programmatic intent and integrity of the Program.
- See to the setting of the next Board meeting, including the first Board meeting of the next term after the Lay Director steps down.
- See to the election of the next Board, as provided by these Bylaws.
- See to the ratification of any Bylaws and amendments thereto by the Community.
- Be the Community Coordinator of the Emmaus Leadership Training Seminar schedules and attend Leadership Training Sessions at least once a year.
- Perform such other duties as directed by the Board.

Section 2. The Assistant Lay Directors shall:

- Assist the Lay Director in preparation for possible service as Lay Director.
- Preside at Board meetings and shall serve as a member ex-officio of all committees in the absence of, or at the pleasure of, the Lay Director.
- Maintain control of the Community Storage facility and its contents.
- Maintain the programmatic intent and integrity of the Program.
- Attend Leadership Training Sessions at least once a year.
- Perform such other duties as directed by the Lay Director.

Section 3. The Secretary shall:

- Keep and distribute the minutes of Board and Community meetings and maintain record of Board members' attendance and leaves of absence.
- Preside at Board meetings in the absence of the Lay Director and Assistant Lay Directors.
- Maintain the programmatic intent and integrity of the Program.
- Train the Assistant Secretary in preparation for possible succession.
- Perform such other duties as directed by the Lay Director.

Section 4. The Assistant Secretary shall:

- Assist Secretary and assume duties in Secretary's absence.

Section 5. The Treasurer shall:

- Maintain financial records, financial reporting, receipt and distribution of funds, and safekeeping of Community financial assets and records in accordance with generally accepted accounting principles.
- Submit a detailed financial report at each regular Board meeting.

- Submit annual financial reports to the SWTXEC Board, Community Board, and overseeing church for audit and review no later than January 31 of each year.
- Preside at Board meetings in the absence of the Lay Director, Assistant Lay Directors, and Secretary.
- Maintain the programmatic intent and integrity of the Program.
- Train the Assistant Treasurer in preparation for possible succession.
- Chair the Finance Committee.
- Perform such other duties as directed by the Lay Director.

Section 6. The Assistant Treasurer shall:

- Assist the Treasurer and assume the duties in the Treasurer's absence.

Section 7. The Spiritual Director shall:

- Be the theological and spiritual leader of the Board and Community, including ensuring worship and communion occur at Board and Community events.
- Have veto power on any suggested Walk Lay Director.
- Communicate relevant information to Walk Spiritual Directors and Assistant Spiritual Directors.
- Maintain the spiritual intent and integrity of the Program.
- Be a coordinator of Emmaus leadership training events.

Section 8. The Conference Board Representative shall:

- Serve as outlined in the Bylaws and Policies and Procedures of the SWTXEC as an active representative from the Community to SWTXEC Board of Directors.
- Notify the Community Lay Director of need to call special Board meetings, as necessary.
- Council and oversee Walk Board Representatives to ensure the integrity of each Walk to Emmaus weekend is maintained according to the guidelines set by the Program and the SWTXEC.
- Maintain the spiritual intent and integrity of the Program.

Article VIII. Executive Committee

Section 1. Membership. The Executive Committee shall consist of:

- Lay Director
- Assistant Lay Directors (2)
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer
- Spiritual Director

Section 2. Authority. The Executive Committee shall act on behalf of the Board between meetings and shall have the authority to carry out the intent of the Board.

Section 3. Reports. The Executive Committee shall maintain minutes of all meetings and report to the Board all actions taken on behalf of the Board.

Section 4. Meetings. Meetings of the Executive Committee may be conducted in person, by telephone, facsimile transmission, or by electronic mail.

Section 5. Quorum. A quorum shall consist of four members, including at least one clergy member and three lay members of the Board.

Article IX. Vacancies on the Board

Vacancies may be filled in the following manner at a regular or called meeting of the Board.

Section 1. Officers. The Lay Director may appoint a lay member of the Board to fulfill the duties of a vacated lay office, if such becomes vacant, until the next regular meeting of the Board, or if urgency exists, at the next called meeting of the Board. At the next regular or called meeting, the Nominating Committee shall submit at least one candidate to be elected for the unexpired term of the vacated lay office. Vacated clergy offices shall be filled by the Lay Director after consultation with the Spiritual Director. Nominations for lay officers may be received from the floor.

Section 2. Clergy. If a clergy member becomes unwilling or unable to serve the full term for which elected, the Spiritual Director shall submit at least one candidate for election to the unexpired term.

Section 3. Nominating Committee. If a member of the Nominating Committee becomes unwilling or unable to serve the full term to which appointed, the Lay Director shall appoint a member to fulfill the unexpired term of the vacated position.

Article X. Meetings

Section 1. The Board shall meet every two months in regular meetings unless otherwise ordered by two-thirds (2/3) vote of the Board in a regular meeting.

Section 2. Quorum. A quorum shall consist of one-half (1/2) members of the Board present at a duly called meeting. The one-half members must include one Spiritual Director or Assistant Spiritual Director and the Lay Director or one Assistant Lay Director.

Section 3. Special or Called Meetings. Special Board meetings may be called by the chair or when requested in writing by one-half (1/2) members of the Board.

Section 4. Faithful Attendance. Three unexcused absences within a fiscal year by a Board members from regular or called Board meetings shall constitute cause for the board chair to send written notification via U.S. Postal Service or electronic mail to the absent member that the member will be automatically released from the Board if the absent member fails to attend the next Board meeting unless there is adequate reason. An excused absence is defined as contacting the board chair or secretary via telephone or electronic communication in advance of the regular or called Board meeting with adequate reason for missing a meeting.

Article XI. Committees

Section 1. Special Committees. The Board of Directors shall name board members to chair the following Special Committees:

- Agape Coordinator
- Candlelight & Sponsor's Hour
- Community Training
- Finance
- Gatherings / Community Events
- Group Reunions / Follow-Up
- Kitchen
- Literature/Supplies
- Music/Entertainment/Sound
- Outreach / Missions
- Prayer Vigil
- Walk / Flight Team Selection (See Article XII Section 5)
- Website/Newsletter
- Weekend Set-up/Break-down

A board member may not chair a committee for more than one year consecutively nor shall they chair more than one committee. Each committee shall include three to seven Community members that are not board members.

Section 2. Executive Committee. As provided in Article VIII Section 1.

Section 3. Nominating Committee. A Nominating Committee shall prepare and present a slate of nominees for election to fill vacancies on the Board as outlined in Article V Section 4. The Committee shall be comprised of the Spiritual Director or an Assistant Spiritual Director, Lay Director or an Assistant Lay Director, and one to three additional appointees that are familiar with and representative of the Community. The Committee members shall be appointed for a term of one year.

Section 4. Chrysalis. Members of the Chrysalis Committee must have served on a Chrysalis Flight or Chrysalis Journey team for the duration of the Flight or Journey weekend. The committee should be comprised of both adult and youth members. A board member will serve as chair of the committee. Committee members shall work with the nearest Chrysalis Next Step community to assist with Flight / Journey weekends, team development, and care of butterflies after the Flight/Journey. At least one member of the Chrysalis Committee shall attend that community's Chrysalis Board Meeting each month to maintain lines of communication and support.

Section 5. The Lay Director and Spiritual Director will be ex-officio members of all committees.

Article XII. Walk to Emmaus and Chrysalis Flight/Journey

Section 1. The Community shall follow the guidelines of Program in the presentation of the three-day (72-hour) experience Walk to Emmaus, Chrysalis Flight, and Chrysalis Journey, referred to hereafter as Community Weekend Event. The guidelines are attached hereto.

Section 2. The Board shall have general oversight in all matters relating to the local Walk to Emmaus and Chrysalis Community.

- Section 3. The Board shall choose a Lay Director and Board Representative for each Community Weekend Event.
- Section 4. The Spiritual Director for each Community Weekend Event shall be selected by the Board based on the recommendation of the Spiritual Director.
- Section 5. The Board shall establish a Team Selection Committee for each Community Weekend Event. The Team Selection Committee shall consist of:
- Community Spiritual Director,
 - Conference Board Representative, who serves as chair,
 - Walk / Flight / Journey Lay Director,
 - Walk / Flight / Journey Board Representative,
 - Walk / Flight / Journey Spiritual Director,
 - and three to four members of the Community who:
 - have broad awareness of Community members,
 - have a solid understanding of the Walk to Emmaus and / or Chrysalis movement, whichever is appropriate to the team being selected,
 - have a solid understanding of team needs, and
 - equally represent the geographic area of the Community.

Community members are appointed by the board chair. No member of the committee shall serve in more than one Walk / Flight Team Selection Committee capacity. Should there be duplicity in positions by one committee member, the board chair shall appoint an individual to serve in that capacity. The board chair will be an ex-officio member of all committees.

Article XIV. Preemption

In the event of conflict between (a) these Bylaws, (b) the Program, and/or (c) the SWTXEC, the Program and SWTXEC guidelines shall preempt these Bylaws. In the event of conflict between (a) the Program and (b) the SWTXEC, the Program shall preempt the SWTXEC guidelines.

Article XV. Amendments

- Section 1. Proposed amendments may be presented to the Board by any member of the Community one (1) month in advance of consideration by the Board.
- Section 2. If the amendments are voted in the affirmative by a three-fourths (3/4) vote of the Board, they will be circulated to the membership through the Community newsletter and/or website, and if no petitions signed by at least twenty-five (25) community members objecting to the new amendments are received, the amendments will be considered adopted. Any objections must be received within sixty (60) days of the mailing of the notification. If an objection petition is received, the amendment will be considered void.
- Section 3. If the Board then wishes to submit the amendment to the entire Community for a vote, it may do so. A majority or plurality of votes cast by the membership will decide the matter.

Article XI. Ratification

The bylaws shall be posted on the Community website and submitted for approval at the first Community Gathering after the posting. They shall then be ratified following a majority or plurality vote by the membership.

Adopted, certified and ratified by the Community and Board on the 21st day of May, 2011.

*Signed by Heather Adair, Lay Director; Rev. Sheldon Johnson, Spiritual Director,
Jerry Walzel, Secretary, and all current members of the Board of Directors.*

Policies for the Operation of Walk to Emmaus Weekends

1. Agape Letters.

- Lay Directors should notify all Sponsors of Pilgrims on the Waiting List ready with agape letters in the event of a last minute cancellation.
- If any agape letters are not delivered because a Pilgrim failed to attend the Walk or did not complete the Walk, the letters will be returned to the Sponsor.
- Letter envelopes should be marked with the Pilgrim's full name in the front-center of the envelope. The relationship of the letter-writer to the Pilgrim should be written in the upper-right corner of the envelope.
- The optimum number of agape letters for each Pilgrim is 8-12. If more letters are received, they should be placed in a second letter bag and given before closing, possibly as the last bit of pillow agape (See Closing Packet Information in this Manual).

2. Candlelight.

- Agape Letters. If, at Candlelight, insufficient letters for some Pilgrims have been received, the Greater Emmaus Community shall be notified and requested to write agape letters for those Pilgrims. No personal gifts are to be given during the weekend. This information should be announced at Candlelight.
- Clergy. The clergy who conducts the Community worship service for Candlelight must be an outside clergy member and not a member of the Walk clergy team. The clergy person chosen for Candlelight service should be at the candlelight site between 7:45 and 8:00 p.m. to have sufficient time for announcements, requests, signing, and additional details before Communion. (See Candlelight Check List in this Manual). The service for Communion before Candlelight Service shall begin at 8:30 p.m. Saturday night. The Pilgrims are scheduled to arrive for the service at 9:15 p.m. All in attendance should be punctual.
- Music Leader. The music leader(s) for the Community worship service for Candlelight should be an outside music person(s) and not a member of the Walk team. The music person(s) chosen for Candlelight service should be at the site with sufficient time to set-up and test equipment before announcements. He/she should prepare for a time of worship before the service, worship throughout Communion as indicated in the Worship Book, closing music, the possible need for additional music while awaiting pilgrims, and "Jesus, Jesus". Additional information is in the Upper Room Materials.
- Arrangements for the Community Service and Candlelight are made by the Board, not by Walk Leadership.

3. Closing.

- Pilgrims will be given the opportunity to respond to two questions at the Closing Ceremony on a voluntary basis. The questions are (1) "What has the Walk to Emmaus meant to me?" and (2) "What am I going to do about it?" In the Conference Room, two Assistant Lay Directors will give a brief example to the Pilgrims. Other Team Members (Table Leaders, Assistant Table Leaders, or other team members) SHALL NOT witness at Closing except as directed by the Upper Room Director's Manual.
- Starting time for Closing will be at 3:15 p.m. Sunday.

4. Closing Packet Contents.

- Packets are to be passed out to Pilgrims and inside and outside team members prior to Closing.
- The Closing Packets should contain ONLY the items listed below. Agape gifts, agape letters, advertisements, newsletters, and subscriptions forms of any kind are NOT to be included.
- Current copies of the Closing Packet Contents may be retrieved from the UMCDData.com walk website.

- Closing Packet Contents:
 - a. Pilgrim rosters containing names, addresses, phone numbers, home church and birth dates
 - b. Team rosters containing names, addresses, phone numbers, home church and birth dates
 - c. Group photos: Table Group and Large (Walk) Group
 - d. Recommended Reading List reflective of Book Table and Growth Through Study Talk
 - e. Schedule of upcoming Fourth Day Group activities
 - f. Notice of Fourth Day Group's Recent Pilgrim Orientation Meeting
 - g. "Points to Remember" handout (from Upper Room Manual)
 - h. Reunion Group handouts (from UMCDData.com website)
 - i. Serving on an Emmaus Team (from UMCDData.com website)
 - j. Sponsorship information (from UMCDData.com website)
 - k. Devotional Book – Upper Room Devotionals (from SWTX Conference shipment) or Fourth Day Forward (from Upper Room Bookstore)
 - l. Emmaus Brochure (from SWTX Conference shipment)
 - m. Chrysalis Brochure (from SWTX Conference shipment)
 - Anything not listed above should go in an "Extras" packet.
 - a. "Extras" Packets are to be delivered to the Pilgrim's packed belongings as their last bit of pillow agape.
 - b. Be sure to deliver Sunday morning during the cross ceremony.
 - c. Contents:
 1. Extra agape letters
 2. Talk handouts
 3. Remaining pillow agape that was not distributed
 4. Newsletters (if there are any)
 5. Subscription forms (if there are any)
 6. Anything that does not meet the "Closing Packet" content description
5. Cook Team / Menus.
- The food stipend check is sent to the Walk LD or Walk Cook Team Leader when walk makes and no later than two weeks prior to the Walk.
 - The Walk LD may submit the name of a designee to receive the check. The designee request needs to be made in writing/email to the SWTX Emmaus Office no less than 21 days prior to the start of the Walk. (See 10/25/2008 SWTX Emmaus Board Meeting Minutes.)
 - The cook team sets the meal menus with the assistance/guidance of the Lay Director.
 - Lay Director should supply Cook Team Leader with Pilgrims' and Team Members' dietary restrictions to ensure menu is properly prepared. Pilgrims' dietary restrictions are included in their applications and posted in the UMCDData registration site. Team Members' information can be gathered through team queries during team formation meetings.
6. Crosses.
- The Conference Room Cross shall remain in the Conference Room at all times. The Conference Room cross may be presented to the Lay Director by the Fourth Day Group Spiritual Director during the Closing Ceremony.
 - The cross used by speakers should easily fit in the palm of the hand and not be easily breakable.

- The Lay Director may present another cross to the Walk Spiritual Director at Closing as well. No other gifts shall be given to anyone during the Walk or the Closing Ceremony. The Lay Director will instruct the Team not to initiate any special gifts to anyone during the weekend.
 - Lanyard Crosses are to be those approved by the SWTX Emmaus Conference Board of Directors. Unused crosses must be returned to SWTX with the Walk Closeout report.
7. Covenant Agreement. The Walk Lay Director, Spiritual Director, and Board Representative shall sign the Walk to Emmaus Leadership Team Covenant Agreement at the first team meeting to indicate they will abide by the agreement. The agreement is part of covenant service and shall be sent by the Walk Lay Director to the SWTX Emmaus Conference office.
 8. Forms. The Walk to Emmaus forms and materials are copyrighted and any group must have written permission to use them.
 9. Photography. There will be NO photography, filming, or recording of any part of any Emmaus Walk except for the Table and Group photos taken on Friday morning as directed in the Upper Room Director's Manual.
 10. Pilgrims.
 - Attendance. During the weekend Pilgrims are not to leave the group for any purpose other than an emergency. Pilgrims leaving after Candlelight shall be considered to have completed the Walk to Emmaus and may be given their letters, crosses, service sheets, and Pilgrim closing packets before leaving, if possible. If this is not possible, the Lay Director shall present these items to the Pilgrim as soon as possible after the Walk. Pilgrims leaving before Candlelight will be required to repeat the weekend in order to be a member of the Greater Emmaus Community. If Pilgrims repeat the weekend, they will have to repay the registration fees for the new Walk of choice.
 - Number. The maximum number of Pilgrims attending an Emmaus Walk is 36. The minimum number is 20. Some sites will only accommodate a number less than 36; adjust based on the site. The minimum number (20) must be registered by 5:00 p.m. the Thursday two (2) weeks prior to the start of the scheduled Walk.
 11. Prayer Vigils.
 - Prayer vigils may only be completed by alumni of the Walk to Emmaus or a recognized sister weekend event as identified by the Upper Room and SWTX Emmaus Conference as the suggested prayers are specific to the events of the Walk weekend.
 - It is encouraged that the weekend dates be submitted to www.3dayol.org for world-wide posting and prayer solicitation.
 - Multiple people can sign-up for the same time slot.
 - All time slots must be filled before the Walk starts on Thursday evening.
 - The Prayer Vigil coordinator should directly contact PVs in the Conference before the deadline (two weeks before the Walk) for any vigils that have not been turned in. The Valley Emmaus Board is responsible for filling vacant prayer slots, but no later than the Thursday morning of the Walk weekend.
 - Prayer Vigil sign-up sheets are to be provided to the Walk ALDs by the PV Coordinator and posted by the Walk ALD in the conference room at the designated time during the Weekend.
 12. Sponsors.
 - Sponsors may be alumni from any sister three-day event as is recognized by the Upper Room and SWTX Emmaus Conference.
 - Sponsor's letters and forms will be sent to sponsors by the Lay Director of every Walk. It is vital that they be sent far enough in advance so that sponsors have plenty of time to collect agape letters for their Pilgrims. No personal gifts are to be given during the weekend. This information should be included in the Sponsor's letter.
 - Lay Directors should notify all Sponsors of Pilgrims on the Waiting List ready with agape letters in the event of a last minute cancellation.

- If any agape letters are not delivered because a Pilgrim failed to attend the Walk or did not complete the Walk, the letters will be returned to the Sponsor.
13. Sunday - Las Mañanitas. The SWTX Emmaus Conference Board and Valley Emmaus Board have elected to adhere to the Upper Room Handbook. There is no mention of Las Mañanitas in the Handbook; therefore, Lay Directors are requested NOT to have a community-wide Las Mañanitas. Pilgrims may still be awakened by music and the Conference Room Team. However, Team Members are not to enter Pilgrims' sleeping quarters. Further explanation is on page 89 of the Upper Room Handbook (Second Edition) for further explanation.
14. Talks.
- Outlines. The Upper Room Talk Outlines was last updated in 2007. Be sure that the most recent version is used for talk preparation.
 - Preview. The Walk Lay Director, Spiritual Director and Board Representative are required to hear all the talks – both laity and clergy – before the Walk. Special attention should be given to content and length. It is preferred that all talks should be heard by all members of the Team at Team Meetings. Should a Team member not have been present during a Talk Preview, he/she needs to prepare by previewing the Talk before the Walk weekend to anticipate personal issues for their table members or themselves.
 - Talks – Means of Grace. The Means of Grace talk shall always be given by the Spiritual Director.
 - Talks – Perseverance. The Lay Director shall always give the Perseverance talk.
 - Talks – Perseverance follow-up. A demonstration of a Reunion Group meeting after the Lay Director's Talk is an excellent way of explaining how the Service Sheet is used and how a Reunion Group should work. This is outlined in the manual.
 - All talks are sanctified for this Walk and this Walk only. They are not to be shared outside the Walk. Similarly, they should not be used again on a future Walk. Ideally, laity will not give the same talk twice. If they do so, they should rewrite the talk so that the talk integrity and the speaker's testimony remains intact.
15. Team.
- First-Time Servants. Following the model of progressive servanthood, first-time servants should begin their Team service as either an Outside Team member or an Assistant Table Leader.
 - Assistant Lay Directors. Using the qualification criteria, ALDs will be selected for each Emmaus Walk by the Team Selection Committee. The main purpose is to train these persons for leadership in future Walks. They must be present at the Walk for the entire weekend.
 - Board Representative. There shall be a local Board Representative for the Walk. This person is appointed by the Board of Directors and is present at the Walk to ensure the Upper Room model is followed, provide continuity and to protect the integrity of the event. This person shall be a member of the Fourth Day Group Board of Directors, either as an elected member or ex-officio. The Board Representative will work closely with the Conference Board Representative, the Walk Lay Director and Community Fourth Day Lay Director, and the Team Selection Committee. The Board Representative will assist the Lay Director in planning for the Walk. During the Walk, the Board Representative serves in an advisory capacity and should make sure that all Board policies and procedures and Upper Room guidelines are followed throughout the Walk. The Board Representative is expected to be the back-up for the Lay Director in the event the Lay Director becomes unable to serve.
16. Training – WFLT.
- Spiritual Directors are required to attend WFLT every three years. The SWTX Emmaus Conference provides multiple training sessions throughout the conference annually.
 - All Lay Directors and Board Representatives are required to attend Walk/Flight Leadership Training (WFLT) within twelve (12) to six (6) months prior to the Walk. If the LD and BR do not attend WFLT four (4) months prior to the Walk, the SWTX Emmaus Conference will cancel the Walk.
 - Assistant Lay Directors and Assistant Spiritual Directors are encouraged to attend WFLT as well.

- The SWTX Emmaus Conference provides multiple training sessions throughout the conference annually at no cost to the attendee. WFLT will be cancelled if less than ten (10) people register on the SWTX Emmaus Conference website by the Monday preceding the Saturday training.
 - All Fourth Day Group members are welcome to attend training.
17. Walk Attendance - Clergy. It is required by SWTX and the Upper Room that the Walk Spiritual Director and Assistant Spiritual Directors remain in the Conference Room at all times with the Pilgrims.
 18. Walk Schedule. It is very important to stay on schedule during the Walk weekend, especially when the Greater Emmaus Community is involved (i.e., Sponsor's Hour, Candlelight and Closing).
 19. Additional Services. No additional services – such as baptisms, healings or foot washings – may be added to the Walk to Emmaus weekend.

Conference Room Team Members

Lay Director (1) – Leads the Team during Team formation and leads the team and Pilgrims through the Walk Weekend and reports directly to the Fourth Day Group Board of Directors.

Board Representative (1) – Represents the Board of the Fourth Day Group during the Walk Weekend. The Board Rep is responsible for the Book Table and all monies during the Walk weekend. The Board Rep also evaluates the weekend by completing a written report to be sent to the SWTX Conference Emmaus Registrar, under a separate cover, at the close of the Walk.

Assistant Lay Directors (3) – ALDs will rotate responsibilities each day in order to enhance leadership development of each ALD.

ALD 1: Lights candle, introduces speaker, acts as master of ceremonies.

ALD 2: Lets speaker know that it is time to get dressed, escorts speaker to Chapel, communicated with Outside Team, monitors snack and drink table and communicates needs to Outside Team.

ALD 3: Time keeper, places posters, Prayer Vigil sheets on bulletin boards (remember there is not any table agape during conference room sessions nor handouts at the tables).

Table Leaders (6) & Assistant Table Leaders (6) – There being six (6) tables there are six table leaders and six (6) assistant table leaders. Read Upper Room Handbook, pages 40-43, and Team Manual, pages 65-71, for complete description of duties. A suggestion is to have each table leader and assistant table leaders read and sign “Why am I here, Lord” from the Team Manual as a sign of their covenant to the Walk.

Spiritual Director (1) – must stay entire weekend.

Assistant Spiritual Directors (4) – 2-3 must be available each day of the Walk.

Music Team – Up to three (3) people.

The maximum number of Conference Team members, including clergy, for sites that accommodate 36 pilgrims, is 25. Adjust the number of Conference Room persons by using only enough Table Leaders and Assistant Table Leaders needed for the number of pilgrims. If the Walk is NOT full, some team members should be asked to serve on the outside team.

Excluding the Lay Director, Spiritual Director, Music Leader, and Board Representative:

- The desired breakdown of Team Members’ experience levels should be:
 - Seven (7) with no previous Conference room team experience.
 - Seven (7) with 1-2 Conference room team experiences.
 - Seven (7) with 3 or more Conference room team experiences.
 - If possible, Music teams should follow the 1/3 1/3, 1/3 experience model, as well.
- No more than seven (7) team members should be from any one church.

Qualifications for Walk Lay Director:

- Served as member of the Outside Team 1-2 times, at least once for a full weekend
- Served as a Table Leader and Assistant Table Leader (pg 23 of Handbook)
- Given two (2) different talks
- Served as an Assistant Lay Director twice (pg 23 of Handbook)
- Also see page 13 of Director’s Manual
- Not be serving or progressing in leadership in more than one three-day weekend experience

Outside Team Members

Outside Team Leader

- Leads the Outside Team through the Walk weekend.
- Assigns Outside Team members to duties as needed, paying attention to interests, skills, and personalities.
- Instructs all Outside Team members that they will assist with Pilgrim check-in as needed.
- Assist all other Outside Team members as needed.
- Is main contact with the site during the weekend for emergency and maintenance purposes.

Chapel Coordinator(s) + 1 helper

- Insures that all Communion supplies and equipment are prepared and available for each scheduled Communion service (Thursday afternoon, Friday morning, Saturday mid-day, and Sunday afternoon). Make sure that the juice and bread for the communion service is at the site. Suggested: 8 bread loaves and 2 gallons of juice.
- Be sure the cross lanyards are assembled, labeled, and in alphabetical order for Sponsor's Hour. Also be sure the cross and lanyards are at Candlelight. After Candlelight, bundle by table and take to agape room to be reassembled on lanyard cross.
- Assist in prayer for speakers as needed.
- Assist all other Outside Team members as needed.

Agape Coordinator(s) + 1-2 helpers

- Receives non-snack agape items and stores in suitable location. Distributes to Pilgrims or Pilgrims and Conference Room Team. Distribute on beds in sleeping quarters; not in conference room.)
- Assists as needed in distribution of snack agape items.
- Receives agape letters for pilgrims. 8-12 letters are prepared for distribution in the conference; the remainder are placed in an extra-letter bag and distributed as pillow agape for when pilgrims leave.
- Agape Guidelines:
 - Agape does not go out until AFTER the "Justifying Grace" talk on Friday afternoon.
 - Pencils, notebooks, and secretary books are part of the set-up for the tables on Friday morning for each table.
 - Receive non-snack agape items and store in a suitable location. Distribute from this area to all Pilgrims or all Pilgrims and conference room team, depending on amount provided.
 - Make a list of agape received and from what group – include this list on the agape bulletin board.
 - Check agape for individual names – remove the name if possible; otherwise, do not distribute.
 - Count the number of pieces in non-snack items to determine to whom it will be distributed. If it is 36 pieces, it goes only to pilgrims; if there are 60 pieces, it goes to pilgrims and the team members.
 - Determine which agape items will go out when based on talks and needs.
 - Watch the schedule for the time to take agape to the rooms – distribute when pilgrims are in the conference room and not in their sleeping quarters.
 - Assist in distribution of snack items.
- Assist all other Outside Team members as needed.

Snack Agape Coordinator(s) + 1-2 helpers

- Receives and stores snack agape items in suitable location. Sorts and arranges snack items on the conference room snack table throughout the day.

- Communicates to ALDs to insure the snack table is supplied when needed.
- Be sure that each day bowls, plates, napkins, and cups are available at the snack table.
- Assist all other Outside Team members as needed.

Errand Runner:

- Coordinate with ALDs and acquire any toiletry items needed; contact Sponsors for expensive need items instead of purchasing.
- Coordinate with Agape Coordinator and assist in distribution of agape as needed.
- Assist all other Outside Team members as needed.

Grounds/Rooms:

- Ensure all restrooms are supplied with toilet paper, paper towel, 4oz Dixie drink cups, hand soap, air freshener, and a toiletry basket (with travel-size soap, shampoos, feminine products, razors, etc.).
- Collect trash daily and take to dumpster.

Cook Team:

- Plan menus in advance. Contact Lay Director after menu is set, and receive food funds from SWTX Conference office. Procure all food items and store properly. Insure that site has sufficient kitchen equipment and implements. After arrival at site, store all food items properly.
- Prepare meals as required.
- Keep cooking area clean and neat.
- The food stipend check is sent to the Walk LD or Walk Cook Team Leader when walk makes and no later than two weeks prior to the Walk. The Walk LD may submit the name of a designee to receive the check. The designee request needs to be made in writing/email to the SWTX Emmaus Office no less than 21 days prior to the start of the Walk. (See 10/25/2008 SWTX Emmaus Board Meeting Minutes.)
- Keep proper records of all funds expended for food items; present Lay Director with an itemized list of expenses and receipts for all funds spent within 10 days of the Walk closing. Return all unspent funds to Lay Director to be included in the closing packet with receipts. All monies and receipts are to be sent to the Registrar's office.

Lay Director's Checklist

ALDs or other team members may be appointed to fulfill specific duties as needed.

15-6 Months Ahead

1. Read Upper Room Director's Manual and Policy & Procedure Manual.
2. Attend Walk Flight Leadership Training.
3. Request access to UMCDData.com after completing WFLT. "How to" instructions are on the SWTX Emmaus Conference website (www.umcswtx.org). All forms needed for the Walk are available on UMCDData and in the Policy and Procedure Manual.
4. Meet with the Team Selection Committee. Remember, Team Selection selects the team and their assignments. The Lay Director can provide input. The Spiritual Director recruits the Clergy team for the weekend and presents his/her selections to the Team Selection Committee for approval.
 - a. Work with Team Selection committee to choose team members, team assignments, and talk assignments.
 - b. Work with Walk Spiritual Director and Board Rep to set dates and number of team meetings.
 - c. Gather suggestions for Cook Team and Music Team members.
5. The Lay Director stipend of \$300 will be sent from the SWTX Emmaus Conference according to the following schedule:
 - a. After the Walk Leadership Report has been submitted from the Fourth Day Group Board to the Conference Board Registrar for approval (due in December and June of each year).
 - b. After the Lay Director and Board Rep attend Walk/Flight Leadership Training.
 - c. No more than six (6) months prior to the Walk.
6. The Lay Director stipend of \$200 will be sent from the local Fourth Day Group Treasurer within two (2) weeks of the Walk once the Walk has "made". This additional stipend should be used for Walk-related expenses that might occur during the Walk weekend.
7. Make agendas for each team meeting; include the schedule for laity Talk previews. Work with Spiritual Director to plan clergy talk Previews.
8. Contact SWTX Emmaus Conference Registrar and confirm site reservation.

3-6 Months Ahead

1. Prepare team list with addresses, eMail addresses, and phone numbers for first team meeting.
2. Print out Covenant Agreement and prepared for LD, BdRep, and SD to sign at first team meeting. Send to SWTX Emmaus Conference Registrar as soon as it is signed.
3. Work with Board Agape Committee Chairperson to publicize Agape needs and circulate sign-up list at each Gathering preceding the Walk.
4. Request books from Cokesbury in San Antonio.
5. LD, SD and BdRep meet with Music Leader to discuss/select music for the Walk, especially any "special" songs. Remind ML of CCLI requirements.

Stress to the Music Team that the song before and after meals MUST match what is printed in the purple worship book – NOT Edelweiss.
6. Go to this site and request Wall Agape: <http://www.upperroom.org/emmaus/online>

6 Weeks – 3 Months Ahead

1. Contact Bookstore (Cokesbury in San Antonio) for book table selections. Ask team members for suggestions, especially the “Growth through study” speaker. (See book table guidelines.)
2. Anything concerning the books for the Walk can be assigned to the Board Representative.
3. Contact the SWTX Emmaus Conference Registrar and the Walk Site to verify all is in order.
4. Discuss the menus with the cook team.
5. Send letters to Sponsors and Pilgrims:
 - a. Edit letters to match the requirements for this particular Walk weekend.
 - b. Send Sponsor Letter plus sample Agape Letter.
 - c. Mail Pilgrim Welcome and informational Letter. Send a copy to the Sponsor.
 - d. Give the Sponsors and Pilgrims an Emergency contact name and phone number in case there is a family emergency. (It is suggested that this be the Outside Team Leader.)
 - e. Be sure that the Sponsor gets a list of the meds for the Pilgrim to the persons at registration table on Thursday.

3-6 Weeks Ahead

1. Contact the local Prayer Vigil Coordinator to find out what times have not been signed up for. The Local PV Coordinator should contact any Fourth Day Group that has not returned their Prayer Vigil within 2 weeks of the Walk. *Remember that Walks cannot start unless all prayer slots are filled for the 72 hour prayer vigil.*
2. Provide Prayer Vigil coordinator with contact information for Sponsors to enable them to participate in the 72-hours of prayer.
3. Turn in approximate meal count to Cook Team.
4. Walk MUST HAVE 20 Pilgrims by 5pm the Thursday two (2) weeks prior to the start of the Walk.
5. Food stipend is sent by the Conference to the Cook Team designee when the Walk makes and no later than two (2) weeks before the Walk. The Walk LD may submit the name of the designee to the SWTX Emmaus Conference Registrar if such a request is made in writing/email to the Conference Office no less than 21 days prior to the start of the Walk.

2 Weeks Ahead

1. Upon release by SWTX Emmaus Conference Registrar, take over the registration process.
2. Make table assignments for Table Leaders, Assistant Table Leaders and Pilgrims.
3. Materials for the Walk, including 36 service/reunion cards, 61 worship books, 36 crosses, 36 upper room devotionals, and Emmaus/Chrysalis brochures.

After the Walk

1. Promptly complete the post-Walk items. This closure is due within 10 days of the Walk closing. If the Walk closing paperwork is not in the SWTX Emmaus Conference office within 30 days of the Walk, the Fourth Day Group will be fined \$100 per month until the paperwork is received in the conference office. This fine will be passed on to the Walk Lay Director by the Fourth Day Group. Items in the closing report includes: CCLI Music Report, 72 hour Prayer Vigil report, closing summary check list, financial summary check list, and Board Report.
2. Board Rep will return the book table books to Cokesbury by registered mail.
3. Return unused supplies (crosses, worship books, service sheets) to Emmaus Office or the Fourth Day Group will be charged for them.

Supplies Needed but NOT included in the Supply Closet

- Bible for speaker's table
- Handheld cross for speakers
- Walk cross for conference room
- Bread & juice for 8 communions (8 loaves, 2 gallons)
- Flashlights, alarm clocks, umbrellas – have team members bring extras
- Film & camera for group pictures
- Stationary & envelopes for last minute agape letters
- Ice chests (preferably on wheels)
- Sugar, sweetener, coffee, tea, juices, canned drinks, and food

Things to Remember

1. The Walk to Emmaus is set in a Cloistered environment and it is vital that the integrity of the Walk to Emmaus Weekend be maintained.
2. A list of all persons who will be serving on-site as prayer partners and/or support staff during the Emmaus Weekend shall be given to the Outside Team Leader.
3. At Registration
 - a. Make sure ALDs check with the Pilgrims about special diets, allergies, and medications. Have each Pilgrim and Team Member complete a Medical Information Form at check-in.
 - b. Have Pilgrims verify their address and telephone information.
4. An updated Pilgrim and Team roster should be provided to the Outside Team Leader no later than Friday morning for emergency purposes.
5. Tape to the podium: "Invocation to the Holy Spirit" and "We light this candle...."
6. Sound/Video Equipment
 - a. Test the sound systems (in all locations) before Registration Thursday.
 - b. Test the video equipment (in all locations) before Registration Thursday.
 - c. If equipment is in an outdoor chapel, cover to protect from elements when not in use.
7. Board Rep should get small bills and change for the Book Table.
8. Outside Team leader is responsible for collecting fees from Outside Team members for the weekend.
9. Remind the Outside Team leader there is no Conference Room agape.
10. Prepare an assignment sheet for things that must be done before Pilgrims' Registration. Have a schedule prepared so that each member of the team has an assignment and time is used effectively.

Walk Finances & Supplies

1. Finances for Walk Expenses as supplied by the SWTX Emmaus Conference
 - \$300 Lay Director's Stipend to cover copying, mailing, photographs, etc.
 - \$1500 Food Stipend from the Conference to cover Walk food purchases. The Fourth Day Group must return all unused money to the Conference and turn in receipts for the money that was spent and used for meal preparation. Each of these must be returned with the Walk Closing Report.
2. Finances for Walk Expenses as supplied by the Valley Emmaus Fourth Day Group
 - \$200 Lay Director's Stipend to cover copying, photographs, and Walk weekend expenses. No additional monies are provided from to cover expenses during the Walk weekend.
 - No additional Food Stipend funds will be provided by the Fourth Day Group. Should the Cook Team exceed their \$1500 allotment, it must be covered by the Cook Team.
3. Walk to Emmaus worship booklets, crosses, and Reunion Group Service Sheets will be supplied to the Lay Director or Board Representative by the SWTX Emmaus Conference Registrar's office. These supplies will be mailed by USPS Priority Mail two (2) weeks before the scheduled date of each Walk or as soon as supplies are available in the SWTX Conference Office. If the supplies have not been received by the start of the week before the Walk, the Lay Director is responsible for contacting the Registrar.
4. Lanyards. Multicolored (Mexicana yarn) lanyards are provided as an agape item by a local Emmaus Community member. It is advisable to maintain an on-hand inventory of lanyards with enough to cover two Walks.
5. Movie. Copies of the Thursday evening movie are held by the Community Lay Director. Should a copy not be available, a rental copy can be requested from the SWTX Emmaus Conference Registrar. There is also a copy in open caption for the hearing-impaired at the SWTX Emmaus Conference Office and can be requested. If a rental is needed, it should be requested at least three (3) weeks in advance.
6. Manuals (Team).
 - The "Director's Manual," "Coordinator's Manual," "Team Manual," "Sustaining the Spirit," "The Upper Room Handbook on Emmaus," "Talk Outlines," original copies of the Talk Critique Sheets, and Policies and Procedures are provided to the Lay Director, Spiritual Director, and Board Representative within six (6) months of the Walk.
 - Should the Lay Director choose, he/she may purchase their own set of manuals from the SWTX Emmaus Conference office at their own expense; otherwise, manuals may be provided by the Community and must be returned to the Community Supply / Literature Chairperson at the close of the Walk weekend.
 - The Talk Critique Sheets are the only items that can be photocopied for distribution to the Team or anyone else.
 - The SWTX Conference Website should be checked regularly for updates to manual pages.
7. Scholarships (Team or Pilgrim).
 - There is one (1) SWTX Emmaus Conference discretionary scholarship per Walk.
 - There is one (1) local Valley Emmaus Fourth Day Group discretionary scholarship per Walk.
 - The Lay Director chooses who is to receive the scholarships, whether Team or Pilgrim. The scholarships may also be assigned as partial scholarships to multiple individuals as long as the total amount given does not exceed the total amount of the available scholarships. The name(s) of the recipient(s) of the Conference scholarship will be included on the Financial Report to the Conference.
8. Fees (Clergy).
 - As of January 9, 2004, the SWTX Emmaus Conference Board of Directors agreed that "[a]ll team clergy would be entitled to free registrations. The Fourth Day Group sponsoring the Walk will have to contribute a \$250 clergy fee for the Spiritual Directors. The remaining costs would be absorbed by the Conference budget. Pilgrim clergy are pilgrims and would be required to pay full registration. In those locations where the site comps the clergy registration, the group sponsoring the Walk should pay the national and conference costs, over and above the site costs, for pilgrims and team clergy."

- As of August 2011, the Valley Emmaus Fourth Day Group Board of Directors approved the use of the Thicket Endowment to cover the costs of clergy fees – a total of \$250 per Walk - to the SWTX Emmaus Conference.
9. Fees (Team).
- As of August 2011, the Valley Emmaus Fourth Day Group Board of Directors approved the use of the Thicket Endowment to cover the difference between the SWTX Emmaus Conference Site Selection and Finance Committee fee schedule for Valley Walks and the historic fee for Walks at Camp Thicket.
 - At the October 2011 SWTX Emmaus Conference Board of Directors meeting, the SWTX clarified that the published fee on the SWTX Walk Schedule for Valley Walks would remain at \$145 with the understanding that Valley Emmaus would provide a scholarship for and cover the difference between the published amount and the amount set by the SWTX Site Selection and Finance Committees for all Pilgrim and Team members.
 - See “Policy for Handling Walk Fees” for additional information.

Policy for Handling Walk Fees

1. Pilgrim Applications

- Early Registration (submitted at least two weeks before Walk):
All pilgrim applications should be accompanied with a check for the fee and sent to the Southwest Texas (SWTX) Emmaus Conference Treasurer in San Antonio two weeks before the Walk/Flight. The check should be made payable to the Southwest Texas Emmaus Conference.
- Late Registration (submitted within two weeks of the Walk):
Pilgrim applications submitted within the two weeks of the Walk/Flight should be submitted to the Walk Lay Director and accompanied by a check for the Walk/Flight fee made payable to Valley Emmaus.
- No application should be sent to the SWTX Emmaus Conference office or given to the Walk Lay Director without payment included. SWTX will not register a prospective Pilgrim without payment.

2. Team Members

- Fees for inside and outside Team members must be paid before the Walk/Flight.
- Payment can be given to the Valley Emmaus Treasurer by the Walk Leadership (LD, ALD or Board Rep) at any time before the Walk. Payments made by check should be made payable to the Valley Emmaus. The Walk Leadership is responsible for keeping track of which Team members have and haven't paid and for collecting fees.

3. All Walk fees collected locally should be given to the Treasurer to be deposited.

4. Book Table Sales

The Walk Board Rep will be responsible for collecting all book table sale monies & remitting them to the Treasurer by the Walk close-out meeting or no later than one week after the Walk.

5. At the time of the close-out of the Walk, the Treasurer will write a check for the money due to the Southwest Texas Emmaus Conference, as stipulated in SWTX Policies & Procedures.

Approved for implementation April 16, 2011, for all currently scheduled and future Valley Emmaus Fourth Day Group & Chrysalis Next Step Group Walks and Flights.

Book Table Guidelines

The purpose of the Book Table on the Walk to Emmaus is to introduce participants to a variety of authors and titles *with an eye on the cost of the book and a view to the book subject as it relates to one or more of the fifteen talks*.

The book list is not meant to be comprehensive, but rather representative. More than anything, it should be understood that they are not so much books people *should* read, but that they *might* read.

To assist Walk LDs, the Upper Room has established a book list and made arrangements with the San Antonio Cokesbury Book Store to provide these books for SWTX Conference Walks and are representative of Christian Action, Spiritual Growth, Inspiration and Devotion, Family Life and Bible Study.

It is the Board Representative's responsibility to order the books on consignment from Cokesbury, set up and take care of the book table at the Walk, collect all monies for book sales, and return the unsold titles to Cokesbury via registered mail, FedEx or UPS. Money from the sales, less the cost of shipping, should be given to the FDG treasurer or LD to deposit and totals given to the Walk LD to include in the Closing report.

Books may be purchased with cash or checks, made payable to Valley Emmaus FDG.

Provide pilgrims with a book list handout in their closing packet in the event they elect to purchase books later.

Cokesbury Procedures:

- Request titles from Cokesbury via fax AND telephone 4-6 weeks before the Walk.
- A list of titles is NOT automatically constructed; permission may be given to Cokesbury to select titles.
- Books are shipped on consignment with prices marked on the titles.
- After the Walk, all unsold books are shipped back to Cokesbury, deducting the cost of shipping from money received in book sales. It is important that the books sent back to Cokesbury are carefully packed.
- The Fourth Day Group is charged for lost, damaged and unreturned books.
- Payment: The total collected, less shipping fees, is included in the closing report and is represented in the check sent to SWTX Emmaus Conference with the report. DO NOT send cash. DO NOT send payment to Cokesbury. The SWTX Emmaus Registrar will pay Cokesbury.

Sponsor's Hour

Gather before 7pm with Pilgrims at the registration site. Once all Pilgrims have been checked in, roll called, and the Community dismissed, Sponsors can gather in the Sponsor's Hour location.

A member of the Board, with the assistance of an Outside Team member, will lead Sponsor's Hour. If there is no sponsoring person for any Pilgrim, any Community member who is attending Sponsor's Hour may substitute for the sponsor.

If Communion is served during Sponsor's Hour, the clergy member presiding during Sponsor's Hour cannot be one of the Walk's clergy members. The Fourth Day Group Spiritual Director, if they are not serving on the team, or another clergy person can be asked to serve.

RESTRICTIONS/REMINDERS:

- Always remind those present that there are to be NO personal gifts given during the Walk. Those gifts should be given on the way home from the Walk.
- NO PICTURES are to be taken from the time the Pilgrims arrive at the site until they leave the site. The only exceptions are the group pictures taken by Walk staff on Friday morning.
- No child under age 12 may participate in Candlelight. Childcare WILL NOT be provided.
- It is recommended for Sponsor's Hour to be one hour or less in length. The definition of Sponsor's Hour can be found in Chapter 9 of "The Emmaus Handbook".

Script

One Outside Team member should be available to assist with Sponsor's Hour; otherwise, Sponsor's Hour is a Board-run event.

Preparation: The large cross that holds lanyards should be at the front of the room being used for Sponsor's Hour. The crosses should be placed on the lanyards ahead of time by the outside team. Pilgrims' names typed or printed clearly on small strips of paper should be attached to each Pilgrims' lanyard (one name per cross) near the lanyard knot. The crosses/lanyards are arranged alphabetically at the back of the room. Sponsors are welcome to pick up the crosses as they enter the room. A current Pilgrim list will be needed at the podium – arranged by Table Assignments is best. Fourth Day Books, Group Reunion Books, Coming Down from the Mountain, or Fourth Day Forward Devotionals may be available for sale; they will be included in the Pilgrims' Sunday take-home packet.

WELCOME: (LEADER) Welcome to the Sponsor's Hour for Walk to Emmaus # _____ . Thank _____ you for making the commitment to serve as a Sponsor and for attending Sponsor's Hour. As we go through this service, you will be able to spend time praying for your Pilgrim as their journey on the Walk to Emmaus begins. If a Pilgrim's sponsor is unable to attend, any member of the Greater Emmaus Community can accept the Pilgrim's cross for prayer.

COMMUNION: If clergy is present. (Clergy cannot be a member of the Walk Team and must meet the SWTX requirements for communion service.)

ACT OF SPONSORSHIP: (LEADER) I will call the name of each Pilgrim and, as I do so, would the Sponsor for that Pilgrim stand and repeat the Pilgrim's name, then return to their seat. Should a Pilgrim's Sponsor not be present, anyone present may volunteer to pick up the

Pilgrim's cross so that none are left without prayer coverage. After all Pilgrims' names are called, we will have time of silence in which you may continue praying.

(Note to Leader – Call out the name of each Pilgrim. Wait for the Sponsor to receive the cross from the person assisting at the cross before calling another Sponsor forward.)

PRAYER TIME OVER CROSSES: (As Sponsor's pray, read selected Scriptures. Pause between each scripture.)

Suggested scriptures:

- The LORD is good to those who depend on him, to those who search for him. So it is good to wait quietly for salvation from the LORD. And it is good for people to submit at an early age to the yoke of his discipline. Lam 3:25-27 NLT
- Tell of His glory among the nations, His wonderful deeds among all the peoples. For great is the LORD and greatly to be praised; He is to be feared above all gods. For all the gods of the peoples are idols, But the LORD made the heavens.. Splendor and majesty are before Him, Strength and beauty are in His sanctuary. Psalm 96:3-5 NASB
- But if from there you seek the LORD your God, you will find him if you look for him with all your heart and with all your soul. Deut 4:29 NIV
- "Keep on asking, and you will receive what you ask for. Keep on seeking, and you will find. Keep on knocking, and the door will be opened to you. For everyone who asks, receives. Everyone who seeks, finds. And to everyone who knocks, the door will be opened. Matthew 7:7-8 NLT
- Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus. Phil 4:6-7
- Things to pray for:
 - Pray for the nervousness each Pilgrim is experiencing as they meet and introduce their new friends.
 - Pray for the evening of silence they will enter into tonight – that God will speak to them in the way that best touches them.
 - Pray for the new friends they will meet in their sleeping quarters and at their tables.
 - Pray for the talks the Pilgrims will hear, for the giver, and for each hearer, that they may hear according to their need.
 - Pray for the Speakers, that they remember Whom they represent and seek to glorify God.
 - Pray for the conference room team – both laity and clergy – that will be serving the Pilgrims this weekend; may they be true instruments of the Holy Spirit.
 - Pray for those that will be traveling to and from the camp throughout the weekend to assist with acts of agape, to deliver agape, or to participate in Community services.
 - Pray for the fun and fellowship that will warm the hearts and that it will remain focused on God.
 - Pray for the food that will fill their bellies and warm their hearts.
 - Pray for the families you, as Sponsors, will be caring for while the Pilgrim is cloistered here.
 - Pray for all the agape gifts, for the hands that made them, and the blessings they bring.
 - Pray for the special times that will forever be a part of the Pilgrim's Fourth Day life.
 - Pray for one another as Sponsors that you will meet the needs of your Pilgrims this weekend, as well as throughout their Fourth Day.

HANGING OF THE CROSSES: (LEADER) As I call the names of the Pilgrims, please come forward and hang your Pilgrim's lanyard and cross on the large cross. (Name of the assistant) will show _____ you where to hang the Lanyard and Cross.

(Crosses will be hung in table order.)

PRAYER AFTER HANGING: God of Grace and Glory, give to each of us an awareness of your Goodness. May we commit ourselves to serving you and to fulfilling the task of truly being a Sponsor for these Pilgrims. Open the heart and mind of each Pilgrim as they listen, pray, sing, commune, eat and sleep. May their eyes be opened by the power of the Holy Spirit so that they may really see your Son, Jesus Christ, and through Him, experience your love, goodness and grace. As Sponsors and as part of the Greater Emmaus Community, let your

grace flow through us in loving acts of agape. We ask these things in the name of Your precious Son, our Lord and Savior, Jesus Christ. Amen.

LEADER: This concludes Sponsor's Hour. Before you leave, we would like to share some information.

- Candlelight will be Saturday at 8pm in _____.
Parking is _____.
If you are able, we always need individuals to assist with directing traffic. Be sure to bring last minute agape letters at that time but remember no personal gifts are allowed until after Closing Sunday. Also bring green agape, a flashlight to light your way to the site, your cross, name tag, and purple worship book.
- Closing will be Sunday at 3:15. Family members of Pilgrims are welcome to attend with you. Again, any assistance you can lend to directing traffic is welcome. Also bring your cross, name tag and purple book.
- Pilgrims will be given the opportunity to purchase books following the Growth through Study talk on Saturday. If they did not bring cash or checks with them, please be prepared to assist them with their purchase on Sunday.
- The Pilgrim's Follow-up Gathering will be _____. Please accompany your Pilgrim to help them get plugged in the Community and support them in their Fourth Day.

BENEDICTION: (LEADER) Give a short dismissing prayer.

Candlelight Ceremony

Please make the following information known to the Emmaus Community present at Candlelight before the service of Holy Communion.

1. Candlelight is run by the Community SD and Community LD or their designees.
2. Announce that child care IS NOT provided. It is the SWTX Emmaus Conference Board policy that, due to safety concerns, children under 12 do not participate in the service.
3. Remind the Community that it is the SWTX Emmaus Conference Board policy that there will be no filming or recording of any part of an Emmaus Walk.
4. Information the Community in a general way of the status of the Walk.
5. Ask for Agape Letters for specific pilgrims, if needed, based on the count provided by the Outside Team. Remember that the optimum number of letters is 12.
6. Reminders:
 - Closing at 3:15 p.m. on Sunday
 - There are NO gifts to individual Pilgrims until after the Closing service is completed.
 - The Gathering and Recent Pilgrims' Orientation will be _____ (date/location).
 - DO NOT reach out, touch, hug or get too close to Pilgrims or Team members during Candlelight. (Explain why.) Keep lines moving.
7. Take Offering during community communion service to off-set Walk expenses. ("green agape")
8. Clergy leading Communion is selected by FDG SD and should not be from Walk team but must have attended a Walk as a Pilgrim previously.
9. Music persons leading Candlelight worship is selected by FDG LD and should not be from Walk team but must have attended a Walk or Flight as a Pilgrim previously. The Music should not be a "performance"; therefore it is recommended the Candlelight Music team
10. Reference "The Upper Room Handbook on Emmaus", pages 86-87 for more information.

Communion Service is scheduled to begin at 8:30 p.m. The Pilgrims are due to arrive at 9:15 p.m. If at all possible, do not delay the entrance of the Pilgrims.

Suggested Candlelight Ceremony

Supplies:

- Blank stationary for agape letters
- Glow sticks or candles, dependent on site allowances
- Communion elements
- Lighting for the space if not already lit
- Song books or song sheets or words projected on a screen
- Offering baskets
- Agape collection boxes (pillow agape, food agape, and letters)
- Current list of Pilgrims
- Current list of Team members
- Programs or brochures
- Large cross and lanyards in alphabetical order
- Means of communication with conference room for notification when pilgrims are ready to travel to candlelight location
- Collection container for used candles/glow sticks

- 8:00 pm Welcome, announcements (see below) and worship songs.
Sponsors Ask Community members where they have traveled from.
Announce which Pilgrims need letters.
1. Give the status of the Walk in a general way.
 2. Tell of any agape letters that are needed.
 - Letter writing supplies at the back
 3. Reminders:
 - Agape collection boxes at the back
 - Closing at 3:15 p.m. on Sunday
 - The Gathering and Recent Pilgrims' Orientation will be _____ (date/location).
 - No filming or recording
 - There are NO gifts to individual Pilgrims until after the Closing service is completed.
 - Explain how to light candles or illuminate glow sticks
 - DO NOT reach out, touch, hug or get too close to Pilgrims or Team members during Candlelight. Explain why. Keep lines moving.
 - Explain how Candlelight will work
- 8:30 pm Worship begins.
Ask clergy what assistance they may need.
Prayer: Read names of Pilgrims and Team Members.
Collect Walk Green Agape during offering.
- 9:15 pm Pilgrims should arrive.
Sing "Jesus Jesus" as Pilgrims near candlelight location and continue until all pilgrims and team members are in place.
Walk SD will speak followed by Pilgrims singing "Jesus, Jesus" to the Community.
Community joins in singing then begins circling to exit.

Sunday Morning Celebration

If held, this celebration is to be attended ONLY by the Conference Room Team members.

A small breakfast bag and/or carnation can be prepared for each pilgrim. The Team should meet in an assigned location to collect the Pilgrim's items for distribution and depart for Pilgrim's rooms together.

The conference room team knocks on each pilgrims' doors and sings a cheerful morning song, such as "Rise and Shine", and presents the packages to each pilgrim. Team members SHOULD NOT enter the sleeping quarters to avoid embarrassing moments for team or pilgrims.

Singing of Las Mañanitas IS NOT allowed as per the SWTX Emmaus Conference Board.

Closing Ceremony

Supplies:

- Communion Elements
- Program/Brochure
- Designated seating for Pilgrim/Team and Community
- Microphone for two questions
- Music team set-up
- Kleenex
- Gathering & Follow-up Schedule on Podium for FDG LD

Suggestions:

- NO OFFERING is taken on Sunday afternoon
- The Community arrives between 3:00 and 3:15 p.m. Be prepared for early arrivals.
- The service begins at 3:15 pm as outlined in the Upper Room manual.
- Musicians: The Walk musicians can serve as Closing musicians. It may be preferential to ask a non-team music leader(s) to assist with Closing.
- Outside Team will have to set up the site.
- Seating: There will be an area for Pilgrims to sit together, separate from the community.
- Two Questions: When Pilgrims are speaking, give them time to say name and table name. Do not yell out to remind them to say table name or name. Remember some will be very nervous. Also, not all need to witness; only those who volunteer.
- The Community SHOULD NOT break into the Pilgrim's communion line. Remember, this is their last time to take Communion together.
- Community Lay Director will give announcements about next gathering time and location as well as Pilgrim Orientation. Remind Pilgrims how important it is to plug-in to a Reunion Group and continue to connect with the community throughout their Fourth Day.

Finance and Reimbursement Policies

1. Sales Tax.

Valley Emmaus Fourth Day & Next Step Group is a religious/charitable organization under the umbrella of the First United Methodist Church of Kingsville. Therefore, it is tax exempt. It is the inclination of VEFDNSG that sales tax will not be reimbursed. A tax exempt form is available on the SWTX Emmaus website. In the State of Texas, religious organizations do not have a tax exempt number – simply list the name and address of FUMC-K on the form.

2. Supplies & Literature Expenses.

The receipt as well as a detailed list of items purchased and their purpose or use must be submitted for reimbursement before a reimbursement check is issued.

3. Travel Expenses.

a) Conference Board Representative's attendance at Conference Board Meetings (Quarterly):

- Lodging: One night's hotel expenses will be reimbursable. The maximum will be the current amount listed on the U.S. General Services Administration Per Diem Rate website (www.gsa.gov) for the city in which the meeting was held. The Attendee – the Conference Board Rep or his/her appointee – will submit a receipt for lodging. Should the amount be less than the per diem amount posted on the USGSA site, the actual amount spend will be reimbursed.
- Meals: Meals will not be reimbursed.
- Mileage: Mileage will be reimbursed at the Charitable Organizations on the IRS website (www.irs.gov) for the current year. The miles will be the amount listed on Mapquest.com or Google Maps from the driver's home address or point of origin (Point A) to the hotel (Point B) then to the Meeting Location (Point C) and back to the driver's home address. For verification, a print out of the route with the mileage is preferred.
- Incidental Expenses: No other expenses are reimbursable and are the attendee's responsibility.

b) Board Member Upper Room Leadership Training (Annually):

- Transportation will be provided by the Board for new Board Members to attend the Upper Room Leadership Training session that is in closest proximity to the Valley in the first six (6) months of the members' service. The mode of transportation may be either a borrowed church van, with strict compliance to the lending church's transportation policies, or rented from a local rental car company with the most reasonable rates.
- Should a van need to be rented, the expenses will be covered via the General Operating Fund. Should overnight accommodations be necessary, the attendees will cover their own lodging expenses. All food and incidental expenses are the responsibility of the attendees. A love offering to assist with fuel expenses – whether the mode of transportation is lent or rented - is encouraged.

c) Walk/Flight Leadership Training (Varies):

- Depending on WFLT proximity to the Valley and the need for Valley Community members to attend training, the Board may choose to offer transportation to/from the training. The Board will not, however, cover rental expenses should it require renting a van, nor will it cover lodging, food, or incidental expenses for the attendees.
- All Board members should attend WFLT within the first year of their service if they have not attended WFLT in the 15 months prior to the beginning of their term and at least once every three years if their term extends beyond a customary three-year Board term.
- In extreme situations, the Board may choose to agree to provide mileage reimbursement for Walk Lay Directors or Walk Board Representatives in the event of a last minute change in assignment. If such occurs, reimbursement will follow the process set for the Conference Board Representative's mileage in item 1.A. in this section.

d) To/From local Board Meetings or Board functions: Travel to local functions is not reimbursable.

4. Team & Pilgrim Walk Fees. See the Walk Finances & Team Supplies section in this Policy & Procedures.

5. Walk Finances & Team Supplies. See the section of the same name in this Policy & Procedures.
6. Financial Statements.
 - a) A monthly financial statement for the activity in the previous month will be presented at each local Board meeting for review by the Board. The statement(s) should include all fund(s)/account(s) held by VEFDG and should detailed transactions within and between said fund(s)/account(s) and balance(s).
 - b) SWTX Emmaus requires a complete annual financial statement by the 2nd Friday in February each year.
 - c) FUMC-Kingsville requires a complete annual financial statement by the 3rd Friday in January each year.
 - d) A copy of the submitted financial statement(s) must be presented to the local Board as soon as available or at the February Board meeting, whichever is earlier.
7. Bank Account(s).
 - a) The following individuals may sign on the VEFDG bank account” Community Lay Director, Assistant Community Lay Director(s), Treasurer, Assistant Treasurer, and FUMC-Kingsville (the sponsoring church) Financial Secretary.
 - b) Each check must be signed by two of the above named individuals – this is a local requirement; not a bank requirement.