

# Greater Austin Emmaus Community

## Job Descriptions

January 2019

### Community Lay Director

**By-laws:** “who shall serve for a term of one year and shall assume the duties of the Community Advising Lay Director upon completion of the Community Lay

**Duties:**

1. Provide oversight, participate in and preside over monthly Board of Directors meetings; bi-monthly Gatherings; and semi-annual walks (candle light, closing and Welcome Back). Attend periodic Conference Room team meetings.
2. Respond to the needs, suggestions and concerns of the GAEC.
3. Coordinate responsibilities with Walk Lay Director, Registrar and Servant Team Coordinator for each Walk.
4. Write articles for the monthly Walk Talk.
5. Be aware of the requirements of the GAEC By-Laws, Upper Room Manual, Coordinators Manual and GAEC Companion manual (copies will be provided for review).
6. Serve as ambassador for Greater Austin Emmaus Community to encourage attendance at Gatherings, recruit sponsors for pilgrims, recruit new board members and create new ways to grow the Community.

### Community Assistant Lay Director

**By-laws:** “who shall serve for a term of one year as Assistant Lay Director of the Board and shall assume the duties of the Lay Director upon completion of the Assistant Lay Director’s current term of office.

**Duties:**

1. In year one, assist the Community Lay Director with duties.  
In year two, assume responsibility of Community Lay Director.  
In year three, act as the Community Advising Lay Director.
2. Assist in finding new Emmaus community members willing to serve on the Board.

3. Participate in monthly Board of Directors meetings; bi-monthly Gatherings; semi-annual Walks (assist Servant Team Coordinator, attend candle light, closing and Welcome Back); and attend periodic Conference Room team meetings as directed by the Community Lay Director.
4. Be aware of the requirements of the GAEC By-Laws, Upper Room Manual, Coordinators Manual and GAEC Companion manual (copies will be provided for review)
5. Chair committees agreed upon by the Board of Directors.
6. Serve as ambassador for Greater Austin Emmaus Community to encourage attendance at Gatherings, recruit sponsors for pilgrims, recruit new board members and create new ways to grow the Community.

## **Community Advising Lay Director**

**By-Laws:** “who shall serve for a term of one year upon completion of that director’s term as Lay Director and shall be a voting member of the Board

**Duties:**

1. Assist Lay Director in identified tasks.
2. Participate in monthly Board of Directors meetings; bi-monthly Gatherings; semi-annual walks (attend candle light, closing and Welcome Back); and attend periodic Conference Room team meetings as directed by the Community Lay Director.
3. Be aware of the requirements of the GAEC By-Laws, Upper Room Manual, Coordinators Manual and GAEC Companion manual (copies will be provided for review).
4. Chair committees agreed upon by the Board of Directors.
5. Serve as ambassador for Greater Austin Emmaus Community to encourage attendance at Gatherings, recruit sponsors for pilgrims, recruit new board members and create new ways to grow the Community

## Secretary

**By-Laws:** “who shall serve for a term of three years and shall be responsible for -preparing and providing all notices as required under these by-laws and taking and preparing minutes of all meetings of the Board of Directors.”

**Duties:**

1. Prepare written minutes of all Board of Director meetings and present to the Board for review and approval.
2. File in a secure electronic location all official documents for GAEC including: by-laws, contracts, approved minutes, financial statements, lists of Points of Contact, lists of Reunion Groups.
3. Participate in monthly Board of Directors meetings; bi-monthly Gatherings; semi-annual walks (attend candle light, closing and Welcome Back); and attend periodic Conference Room team meetings as directed by the Community Lay Director.
4. Be aware of the requirements of the GAEC By-Laws, Upper Room Manual, Coordinators Manual and GAEC Companion manual (copies will be provided for review).
5. Chair committees agreed upon by the Board of Directors.
6. Serve as ambassador for Greater Austin Emmaus Community to encourage attendance at Gatherings, recruit sponsors for pilgrims, recruit new board members and create new ways to grow the Community

## Treasurer

**By-Laws:** “who shall serve for a term of three years and shall be responsible for handling the Corporation’s financial transactions, managing the Corporation’s financial accounts, maintaining Corporation’s financial records and providing monthly reports to the Board of Directors regarding the Corporation’s financial condition.”

**Duties:**

1. Weekly: Make deposits and pay bills
2. Monthly: Update Aplos Accounting system with all transactions and reconcile with bank statement; prepare financial statements for Board; provide financial information for Walk Talk; attend Board meetings; collect and deposit Gathering offering
3. Semi-Annual Walks: Distribute funds to lay directors; pay walk site fees and Upper Room; collect and deposit fees for pilgrims and teams; collect and deposit Candlelight offering; complete Walk report; and reconcile financial statements for each walk

4. Yearly: File various tax returns and reports; prepare yearly financial statements; pay insurance, license and internet (website and email) fees.
5. Participate in monthly Board of Directors meetings; bi-monthly Gatherings; semi-annual walks (attend candle light, closing and Welcome Back); and attend periodic Conference Room team meetings as directed by the Community Lay Director.
6. Be aware of the requirements of the GAEC By-Laws, Upper Room Manual, Coordinators Manual and GAEC Companion manual (copies will be provided for review).
7. Chair committees agreed upon by the Board of Directors.
8. Serve as ambassador for Greater Austin Emmaus Community to encourage attendance at Gatherings, recruit sponsors for pilgrims, recruit new board members and create new ways to grow the Community

## **Upper Room Representative**

**By-Laws:** “who shall serve for a term of three years and shall be responsible for overseeing all aspects of the Corporation’s compliance with any requirements of the Upper Room for the operation of the Walk to Emmaus spiritual formation program.”

**Duties:**

1. Obtain the current covenant from the Upper Room for the Board members to sign. Return the signed copy to Upper Room along with proof of insurance.
2. Suggest dates for the Board to approve for the upcoming year’s Walks.
3. Find Lay Directors for the upcoming year’s Walks.
4. Chair the Team Selection process for the upcoming year’s Walks. (Adhere to the 1/3 rule). Submit team selected to Board for approval. Update and report all changes in team composition to the Board for approval.
5. Require that a Team Covenant be signed for every Walk.
6. Obtain a contract from the Walk venue for the Board to review and approve.
7. Review and sign the Board approved Walk contract with the Walk Venue.
8. Order Walk supplies and keep an inventory of all supplies.
9. Ensure that all clergy are trained to work on a Walk and that they all meet the Upper Room requirements.
10. Work with the Registrar and Treasurer on Walk Certification and Closeout.
11. Update Upper Room and GAEC website as needed for Upper Room requirements.
12. Chair committees agreed upon by the Board of Directors.
13. Serve as ambassador for Greater Austin Emmaus Community to encourage attendance at Gatherings, recruit sponsors for pilgrims, recruit new board members and create new ways to grow the Community

## Member Support Coordinator

**By-Laws:** “who shall serve a term of three years and shall be responsible for coordinating Communications and other interactions with the Corporation’s Stakeholders (Emmaus Community) at large.”

**Duties:**

1. Coordinate communications for upcoming events, Gatherings, Walks, Board Meeting dates, social media (website, emails, Facebook), Walk Talk (GAEC newsletter), lists of Reunion Groups, lists of (Point of Contact person (POC) at each church. Assist in the design and development of the GAEC data base.
2. Participate in monthly Board of Directors meetings; bi-monthly Gatherings; semi-annual walks (attend candle light, closing and Welcome Back); and attend periodic Conference Room team meetings as directed by the Community Lay Director.
3. Be aware of the requirements of the GAEC By-Laws, Upper Room Manual, Coordinators Manual and GAEC Companion manual (copies will be provided for review).
4. Chair committees agreed upon by the Board of Directors.
5. Serve as ambassador for Greater Austin Emmaus Community to encourage attendance at Gatherings, recruit sponsors for pilgrims, recruit new board members and create new ways to grow the Community

## Walk Support Coordinator

**By-Laws:** “who shall serve for a term of three years and shall be responsible for coordinating the weekend Walk to Emmaus spiritual formation program activities.

**Duties:**

1. Coordinate and oversee the efforts of the Prayer Vigil Coordinator, the Agape Coordinator, the Trailer Coordinator and the Outside Community Coordinator.
  - a. Prayer Vigil Coordinator
  - b. Maintain the Prayer Vigil signup site.
    - Update Walk Team Description and Contact Information. Coordinate with Agape Signup Coordinator so that the information/verbiage is the same.
    - Change dates/times in the Prayer Vigil Signup for the Walk on the Website.
    - Print the Prayer Vigil Signup (taken from the web site) to be used at each Gathering prior to a Walk
    - Print the completed Prayer Vigil and deliver to the Walk.

b. Agape Signup Coordinator

- Maintain the Agape signup site
- Update Walk Team Description and Contact Information. Coordinate with Prayer Vigil Signup Coordinator so that the information/verbiage is the same.
- Change the “needs” list, based on the inventory done by the Trailer Coordinator. This includes listing items as “already on the trailer” when appropriate, adding or deleting items and changing amounts required as necessary.
- Print the Agape Signup (taken from the web site) to be used at each Gathering prior to a Walk.

c. Trailer Maintenance

- Coordinate and oversee the inventory of the trailer *immediately* after each Walk, (using a blank signup list for reference). Give Sign UP List to the Agape Signup Coordinator for posting to the Agape needs list on the website.
- Locate someone to store the following totes that cannot be left on the trailer: batteries and stick lighters, aerosol cans, first aid supplies, pens, markers, glue and tape for the conference room, tape & command hooks for the chapel, Agape quarters tote and the St Elsewhere tote.

d. Outside Community Coordinator

- Respond to requests for Prayer Vigil Signups from other Communities by forwarding the request to the GAEC Webmaster for posting to our Community.
- Respond to requests for Wall Agape from other Communities by sending GAEC Wall Agape to the requesting Community.
- Print the received Wall Agape and deliver to the Conference Room team

2. Speak at the Gatherings and remind people at the Gatherings that without the Prayer Vigils filled, the Walk cannot take place.
3. Remind people at the Gatherings that without the Agape signup is critical to the Walk. It covers supplies, snack items, the Agape Feast and both Pillow and Table Agape.
4. Participate in monthly Board of Directors meetings; bi-monthly Gatherings; semi-annual walks (attend candle light, closing and Welcome Back); and attend periodic Conference Room team meetings as directed by the Community Lay Director.
5. Be aware of the requirements of the GAEC By-Laws, Upper Room Manual, Coordinators Manual and GAEC Companion manual (copies will be provided for review).
6. Chair committees agreed upon by the Board of Directors.
7. Serve as ambassador for Greater Austin Emmaus Community to encourage attendance at Gatherings, recruit sponsors for pilgrims, recruit new board members and create new ways to grow the Community.

# Gathering Support Coordinator

**By-Laws:** “who shall serve for a term of three years and shall be responsible for coordinating the Emmaus Fourth Day Community gathering activities.

**Duties:**

1. Schedule and distribute information to the Community for all Gathering locations, dates and times through personal discussions, flyers and the WalkTalk.
2. Coordinate and oversee the efforts of the Music Coordinator to obtain musicians and singers for the gathering. Coordinate with the Music Coordinator the music to be played, presentation slides, and rehearsals with the host church.
3. Contact and work with each church’s Point of Contact concerning the requirements needed for each Gathering including room reservations, communion team, offering team, Fourth Day Speaker, pastor availability, and food team.
4. Develop training sessions, Agape Parties, or other events and obtain assistants to conduct training or other events at each Gathering.
5. Participate in monthly Board of Directors meetings; bi-monthly Gatherings; semi-annual walks (attend candle light, closing and Welcome Back); and attend periodic Conference Room team meetings as directed by the Community Lay Director.
6. Be aware of the requirements of the GAEC By-Laws, Upper Room Manual, Coordinators Manual and GAEC Companion manual (copies will be provided for review).
7. Chair committees agreed upon by the Board of Directors.
8. Serve as ambassador for Greater Austin Emmaus Community to encourage attendance at Gatherings, recruit sponsors for pilgrims, recruit new board members and create new ways to grow the Community.