

THE NORTH GEORGIA WALK TO
EMMAUS/CHRYSALIS COMMUNITY INC.

STANDING RULES

NGWTE COORDINATING BOARD

Release 9.0

LAST AMENDED February 14, 2020

Standing Rules

NGWTE COORDINATING BOARD

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STANDING RULES

1. Purpose

Following are the Standing Rules regarding the governance of the North Georgia Walk to Emmaus Community, as approved by a quorum attending a scheduled Board meeting. The purpose of the Standing Rules is to provide guidance and clarification to the By-Laws of the North Georgia Walk To Emmaus/Chrysalis Community, Inc. The Standing Rules will also contain local changes required to conduct the Walk To Emmaus in the North Georgia Community

2. Change Management

The secretary will maintain the Standing Rules and document any changes, additions, or deletions to allow for the verification of the modification made according to when it was adopted and details as to how it was adopted. This will be done by documenting the type of board meeting and when the change was adopted and included in the minutes.

SPONSORSHIP

1. Sponsors

Pilgrims must be sponsored by members of the Emmaus Community or other recognized communities. Spouses should be recruited at the same time. Husbands should precede their wives going through the Walk and they should attend corresponding weekends if possible.

Each sponsor has the responsibility of quietly requesting and collecting eight to twelve letters for his/her Pilgrim and delivering them to the agape coordinator of the Walk. When a Pilgrim's letter count is low, the agape coordinator can ask members of the community at Candlelight to write letters for that person. From these letters each Pilgrim should receive a package of no more than ten letters with any remaining letters included in their take home package.

2. Clergy Pilgrims (Amended 12/15/2019)

Clergy Pilgrims (individuals who are eligible to serve as Assistant Spiritual Directors) will be given first priority based on the date their applications were received by registration. A maximum of one (1) pastor per table will be accepted.

3. Pilgrim Selection Date

Selection will be based on the date the application was received by Registration.

4. Maximum Pilgrim Count

There will be a maximum of thirty six (36) Pilgrims assigned to six (6) tables on each weekend.

TEAM SELECTION

1. Lay Director Selection (Amended January 15, 2013)

The Team Selection Heads (male and female) shall nominate Community members who are eligible to become Lay Directors. These potential Lay Directors should be active members of their Church and active members of a Reunion Group. These candidates shall be voted upon during the next scheduled Coordinating Board meeting. Team Selection will maintain a list of all community members who are thus qualified to serve as Lay Director. This list will be sent to the Secretary for inclusion in the board records.

From the approved list of potential Lay Directors, the Team Selection Heads shall nominate the candidates who are willing to serve as Lay Director for the Walks scheduled. Since the candidates have already been approved by the Coordinating Board as Lay Director candidates, they do not require any further approval.

Announcement of Lay Directors will be made for the upcoming 2 seasons, Spring and Fall. The walk dates and geographical areas will be announced earlier.

Lay Director and Asst. Lay Directors shall meet requirements stated in “Team Selection Guidelines,” Upper Room Handbook as shown below.

“The Team Selection Committee chooses first from among persons who actively support the Emmaus Movement and who practice the Emmaus method. Teams should represent those who seek to live a life of piety, study, and action; who know the value of a support group for living in grace as an accountable disciple; and who are active church members. The committee should also honor participation in Group Reunion and gatherings as a sign of a person’s commitment to the Emmaus method for Christian living. While ideally all team members would be active in a Group Reunion, the Lay director and Fourth-Day speaker must be active in an accountability group, or their witness is false. The committee should honor these standards without being narrowly legalistic. Above all, the committee should discern individual gifts for team membership and overall commitment to the aims of Emmaus.”

A Lay Director must sign the “Lay Director Covenant” before serving.

Should an eligible Community member decline the opportunity to serve as Lay Director twice, that member will rotate to the bottom of the eligibility list, and other eligible members will be given the opportunity to serve. This does not make the member ineligible for serving as a Lay Director, but it will delay their next opportunity for service. The Team Selection member must notify the eligible member of this consequence, when asking the member for the second time. Any changes to this list are to be forwarded to the Secretary as they are made.

Team Selection should be mindful of the geographic location of the potential Lay Directors to allow Community members throughout the area a better opportunity to meet at convenient team meeting places.

2. Spiritual Director Selection (Amended December 7, 2010, December 15, 2019, February 14, 2020)

The Spiritual Director for each North Georgia Conference Walk to Emmaus/Chrysalis weekend shall be selected by the Spiritual Director of the Coordinating Board, in consultation with the weekend Lay Director and Team Selection.

Event Spiritual Directors will seek to have four (4) Assistant Spiritual Directors serving for the entire event. It is recognized that due to schedule conflicts, there may be exceptions requiring less than that number for all or a portion of an Emmaus Event. Consistent with Upper Room guidelines, NGWTE requires that the Spiritual Director and at least one Assistant Spiritual Director will be resident throughout the weekend. Assistant Spiritual Directors who are unable to remain for the entire weekend will commit to remain for at least the entire day of the day they give their talk.

Spiritual Directors:

In addition to the guidelines as stated in the Handbook of Emmaus; by virtue of the need for the Spiritual Director to be responsible for the theological integrity of the Walk, and realizing that the underlying theology of the United Methodist Emmaus movement is Wesleyan theology, and knowing the Means of Grace talk requires a sound Wesleyan understanding of the Sacraments, the Spiritual Director for Each Walk must be all of the following:

- A person who has served the entire three days in residence on an Emmaus-type team as an Assistant Spiritual Director at least twice under the leadership of an experienced weekend Spiritual Director.
- Someone who has demonstrated commitment to team formation in the past.
- Someone who actively supports the Emmaus Community.
- Someone who gives evidence of spiritual maturity, and has an understanding of the nature and purpose of Emmaus, especially in relation to the local church.
- Someone who will commit to attending the majority of all team meetings, and the entire three days of the Walk.

Spiritual Directors should be selected as soon as possible after Lay Directors are confirmed by the Coordinating Board. Clergy may be exempt from the six month prohibition, if they feel they have the time to serve additional weekends, but not be asked to serve as Spiritual Director more than once each six months until other viable options are exhausted. All Spiritual Directors are to read the theory books of Cursillo/Emmaus published by Ultreya Press and the Upper Room before serving the role of Assistant or Spiritual Director.

The following requirements are proposed for those wishing to serve as an Assistant Spiritual Director on an Emmaus Walk. The individual will meet the following standards:

United Methodist Assistant Spiritual Directors:

An ordained Deacon or Elder. Or

A student pastor currently serving under appointment and enrolled in seminary, who has been certified as a Candidate for Ordained Ministry. Owing to the newness of these individuals to ministry in most cases, it is further suggested that these student pastors be recommended and reviewed on a case-by-case basis by the Community Spiritual Director and approved by the Board. Or

A full/part-time local pastor who has completed at least two years of the “Course of Study School”, and who is either currently serving in a local church or is retired from one.

Clarification: This listing eliminates the continued use of Diaconal Ministers. Though these individuals have provided excellent service to our Community in the past, and provide valuable ministry in our churches, they are nevertheless categorized as consecrated lay ministers in the United Methodist Church. They of course can continue to serve and contribute their gifts in any of the myriad of lay positions on an Emmaus Walk, using our Diaconal Ministers as clergy is best discontinued at this time.

Other Denomination Assistant Spiritual Directors:

The individual will qualify by meeting the following standards:

A seminary-trained, ordained minister. Or

A pastor with at least three (3) years experience serving as a clergy person within his/her denomination. Following the strong recommendations from the Upper Room, this person should clearly be recognized as clergy by his/her own denomination. And

Non-denominational pastors should be recommended and reviewed on a case-by-case basis by the Community Spiritual Directors, and are also subject to either of the above qualifications and approved by the board.

Lay Community Members Who Become Members of the Clergy:

Once a lay person becomes qualified to serve as an Assistant Spiritual Director they are no longer eligible to serve on a team in a lay position. The exception would be a member of the clergy who attends a walk and has the option to serve on one team as a lay person prior to joining the Assistant Spiritual Director pool.

3. Balance of Team Selection (Amended December 1, 2009, December 7, 2010, April 1, 2014 & May 7, 2019, December 15, 2019, February 14, 2020)

The Team Selection Committee is responsible for selecting all of the following servants in consultation with the Lay director.

- Lay Director – Perseverance Talk
- Experienced ALD – Fourth Day
- ALD
- ALD – Escort
- Outside Coordinator
- Den Servant
- Table Leaders
- Assistant Table Leaders

- Inside Coordinator
- Head Kitchen
- Assistant Head Kitchen
- Technology Servant
- Board Rep

The Lay Director, with the approval and coordination of the Team Selection Committee, will select the support team consisting of kitchen, agape, chapel, dorm, floater, and gofer.

Upon his/her acceptance of their role, the weekend Lay Directors shall meet with the Team Selection Committee and the Walk's Spiritual Director to discuss team selection. The Team Selection Committee shall furnish a list of new Pilgrims and experienced team members to the weekend Lay Directors.

In selecting the team, the following shall be considered: cross section of churches, utilization of new Pilgrims and others who have not served and desire to do so, experience, and advancement through job positions so members become qualified to serve in Assistant Lay and Lay Director positions. In the ranking of team members "1's" are "have served 0-1 times", "2's" have served 2-5 times and "3's" have served 6 or more times.

A standard Team structure consists of members identified in Appendix B.

No more than 15 team members should be from a single church. No more than 6 team members from any church, including the Lay Director's, should serve in the Conference room, including the Lay Director and Clergy.

In the event of people having to drop off the team, the Weekend Lay Director shall make replacements after consultation and approval of the Team Selection Committee.

Men will serve the Men's walks; women will serve the Women's walks; exclusive of the following:

- 1) clergy who may serve on Men's and Women's walks
- 2) male guards who may serve on women's walks.

Community (including board members) should only serve one team the first six months of the calendar year and one team the last six months of the calendar year with the following exceptions: prison communities, other satellite communities, and youth communities. Any deviation requires Team Selection approval.

All talks should be assigned in accordance with the Upper Room Handbook guidelines.

The Board Representative will be a member of the Coordinating Board, is assigned by Team Selection and should plan to attend all team meeting and in fact attend at least the majority of these meetings. The Board Representative will be available to attend ALL three days of the weekend.

All team members will be available to attend all 3 days of the weekend.

TEAM RESPONSIBILITIES

1. Agape (Amended May 1, 2007)

Agape runs should be limited to three runs per day and will be silent, made during breaks when pilgrims are not in the conference room or hallway.

2. Music (Amended 12/15/2019)

Musical instruments during Candlelight, used by Team and Community musicians, will be without amplification (including wireless), with the exception of a keyboard. The keyboard will be kept at a low volume. One microphone may be hooked up and used by the Spiritual Director to address the community. Emphasis should be given toward leading the Community in praise and worship rather than on performance.

A song should be used with a talk ONLY if it is important to the Talk. The length of time for any song played should be subtracted from the time allowed for the Talk. The song should be played during the Practice Talk to assist in ensuring appropriate length of the speaker's presentation. Music team should not stand and make a blanket announcement asking speakers for song preferences as if a song is expected.

3. Board Rep

The Board Representative should be in the Conference Room at all times during Talks.

The Board Representative will conduct registration, send off, and closing activities.

Board Representatives will be supplied by Team Selection with current outlines of all lay talks, NOT a written copy of the lay talk.

WALK DIRECTIVES

1. Team Preparation

Team training will take place in a leadership meeting, outside the traditional team meetings. This includes a review of the training material led by a Training Committee designee.

2. Team Meetings (Amended 12/15/2019)

The Lay Director will meet with the assigned Spiritual Director prior to the first team meeting to establish team meeting dates and to clarify one another's roles in team meetings.

The Spiritual Director is responsible for ensuring the theological integrity and clarity of all talks; when necessary, take time to meet with speakers who are having particular difficulty preparing their talks.

For the North Georgia conference, the Emmaus "team" will be considered to include all servants, whether serving in the Conference Room or in support positions.

All lay and clergy talks will be previewed during team meetings, and talks should be given on the weekend as presented during the preview talk.

Clergy will also give preview talks. The Spiritual Director will critique clergy talks for theology and flow, the team only for flow.

All speakers, Lay and Clergy, will provide written copies of their talks. Lay speakers will provide copies to the weekend Lay Director and Clergy will provide copies to the weekend Spiritual Director.

An engraved bell will be given to each Lay Director prior to the weekend, to be used on the weekend on behalf of the Coordinating Board and the Community.

Each team should determine if any members have training to provide medical assistance. If none does, consideration should be given towards recruiting an additional team member with this training.

3. Team Fees (Amended February 4, 2014)

Team fees are to be the same as Pilgrim Fees and can be found in Appendix A

The Board Representative and Spiritual Directors are requested but not required to pay Walk fees.

Clergy will pay fees when they are Pilgrims.

Team fees are to be turned in after each Team meeting to the Treasurer. The ALD will keep records of the dates that each Team member's payment was sent to the Treasurer, in case of loss of the envelope.

When individual teams contribute more to team fees than the standard team fees, the excess will be added to a Scholarship Fund.

4. Scholarship Fund

The Scholarship Program was created to stimulate team service and future sponsorship by new team members. This program was designed through a voucher system using numbered certificates generated by team service. The program is Limited, Time Sensitive, and Non-Transferable. The intention is to encourage new Pilgrims to

1) Serve on a walk as a Team Member AND 2) Sponsor another Pilgrim.

The Voucher/Certificate issued is restricted to use for #1 and #2 above. It is NOT available on a general basis for use in the case of hardships for the asking.

The original Vouchers/Certificates are to be sent to the Board Treasurer for recording the redeemed certificates and attaching to Redemption Form/Transaction Journal. The Transaction Journal is kept to record the "Redeemed" certificates from both the Team & Pilgrims and reported to the Board with monthly Financials.

5. Allowances

Allowances for incidental items during the weekend will be issued to each team member as outlined in Appendix A and reviewed by the board during the January meeting each year. Should there not be a January meeting, the allowances will be reviewed at the next regular board meeting.

6. Send-Off

Pilgrims will check in. Pilgrims and sponsors will go to the kitchen for refreshments. When all Pilgrims have arrived, or when the Board Representative “closes check in”, Pilgrims and Sponsors will return to the Chrysalis Room so that Pilgrim names may be called by the Lay Director. The Pilgrim stands when his/her name is called but remains in the Chrysalis Room until all names are called. Pilgrims leave together.

7. Weekend Conduct Policies (Amended November 4, 2008, December 2, 2008 and December 7, 2010)

There will at all times, when pilgrims are present, be at least two leaders at the leaders’ table in the Conference Room with one being clergy and the other being the Lay Director or one of the Assistant Lay Directors. The priority is that a Spiritual Director is always in the Conference Room. The Guidelines do not require that a Spiritual Director pray for a speaker.

Close friends, family members, sponsors, or the spouses of sponsors or Pilgrims should either avoid being on the team or should stay completely behind the scenes and may not serve in the conference room in order to allow the Pilgrims to have their own experience.

Members of the opposite sex (including married couples) will not stay in the same sleeping quarters in the White House.

Team members will not wear their crosses before the Pilgrims receive theirs, except while giving a talk. *This is clarification of the 3rd paragraph on page 70 of “Handbook on Emmaus”.*

Smoking shall be in outdoor-designated areas only.

During the Walk, talks should be heard only by Conference Room Team Members and the Pilgrims. Spouses are not permitted to listen.

Non-conference room team members may not attend the poster presentations.

The Board Representative should verify that the pilgrim’s roster information is correct when issued on Sunday afternoon. Any corrections should be provided to the Weekend Communications Chairperson, immediately following the weekend. The Weekend Communication Chairperson will then forward final versions to Technology, Fourth Day, Registration, and the Lay Director.

At meals, Pilgrims and Conference Room team members will eat together but at separate tables from non-conference room team members. Conference room team members may be mixed with table communities when there is room at the table.

With the exception of battery operated candles, hand-held candles may NOT be used inside any of the buildings at the King's Retreat. Some examples of activities that must be curtailed are extending the candlelight line Saturday night into the building, carrying candles for a "singing wakeup" in the morning, etc. Candles may continue to be used in the conference rooms in front of the podiums, in the chapels, and in the dining room. We would ask that you make sure that something is used underneath candles where required to keep wax from dripping on the tables, floor, etc. The longstanding requirement that someone must be in the room (and awake!) whenever candles are burning remains in

place. Candles can continue to be used outside for candlelight, but as noted the candle line can no longer be extended into or through the building.

8. Dying Moments (Amended 12/15/2019)

The 'Agony' will be read at the discretion of the weekend Spiritual Director.

9. Candlelight (Amended Dec. 4, 2007, Dec. 7, 2010, and Dec. 6, 2011)

The community will sing "*Turn Your Eyes Upon Jesus*" going in and out of the kitchen. The community will sing "Jesus, Jesus" outside on the Candlelight walk around to the chapel.

All individuals are welcome to Candlelight who have attended an Emmaus Walk, Chrysalis Flight, or similar three day movement, including spouses of current pilgrims.

10. Closing

A hand cross will be given to each Lay Director at the closing by the Spiritual Director on behalf of the Coordinating Board and the Community.

11. Reports After the Walk (Amended November 4, 2008, December 15, 2019)

Within two (2) weeks after the weekend, the weekend Lay Director and Board Representative will report on the results of that weekend to the Coordinating Board in writing. The Coordinating Board will not distribute these reports outside of the active board members.

The weekend Spiritual Director will give a report to the Community Spiritual Director.

BOARD RESPONSIBILITIES

1. Elections (Amended December 7, 2010)

Nominations for open board positions and volunteers for sub-committees will be solicited from the Emmaus community at large through the LoveLetter and through the NGWTE WEB site. All normally vacated positions will be listed along with the job description, position prerequisites and directions on how to submit nominations through all available means. These nominations will be used by the Nominations Committee to fill vacated voting-member board positions. These nominations are also to be used as a pool of individuals to fill board committees supporting board functions (i.e. Team Selection Committee) as needed by the individual chairperson.

Voting for open board positions will be open to the Emmaus community at large. Persons who have been nominated and have been determined to be qualified according to the job description by the Nominations Committee will be selected to be voted upon for each position. To clarify this, if the requirement for Team Selection Chair is that the person be a past Lay director, the Nominations Committee will insure each nominated person is a past Lay Director. Some positions, due to the experience required for on-going board activities, may be filled first through experienced members of the associated

sub-committee. The experience requirements will be part of the documented job descriptions for the individual board positions. Voting is to be done through an online survey and then presented at the following Gathering to be confirmed by the Community.

2. Election of Officers

Officers will be nominated by the board prior to the annual elections of board chair positions to enable the Nominations Committee the opportunity to fill any position vacated to assume an officer position.

Nominated officer positions will be voted on, by the current members of the coordinating board, by secret ballot. Prior to this vote the nominated persons will have the opportunity to address the board followed by a time when the board may discuss the nominations without the nominees present.

Officers will be elected before the end of the third (3rd) quarter to allow for the nominations of vacated board positions.

3. Meetings

The Coordinating Board will meet the first Tuesday of every month at a location to be determined by the Community Lay Director, unless a deviation is voted upon by the Board.

4. Walk/Weekend Dates (Amended November 4, 2008)

The Coordinating Board will select the number of weekends they desire to have in each six-month time frame and will assign the Walk numbers.

The Trustees will verify and reserve the dates for North Georgia Emmaus and Chrysalis Walks, prior to allowing others to reserve the facility.

5. Communications

Any board member receiving email or other communication from a community member will respond briefly thanking them and then will forward it to the appropriate board member copying the Community Lay Director.

BOARD SECTIONAL DIRECTIVES

The following are directives voted upon by the Coordinating Board and are not intended as a complete list of responsibilities for the sections. Each section may develop their own operating procedures or guidelines that further define or clarify their activities, for their own or future committee member use.

1. Board Representative (Amended December 7, 2010)

The Board Representative is not part of the team and should not be asked to serve in any other servant position during the weekend. The Board Representative is not to dictate the weekend, but to serve in an advisory capacity and only if asked by the Lay Director. His or her position is to observe and to report back to the Coordinating Board. Anyone serving as a

Board Representative must meet the Board Representative qualifications as posted on the Yahoo Groups site.

2. Committee Membership (Amended December 6, 2011)

Community members can be appointed to serve on committees reporting to the Board with prior Board approval. The limit for committee service on any committee is four years. Exceptions to exceed this limit require Board approval. If a committee member is subsequently elected to a Coordinating Board position the committee tenure does not effect their term of office on the Co-Board. Upon completion of their committee service, the committee member cannot serve on that committee again for a period of one year, but they are not prevented from joining a different committee. Dual committee membership is permitted with Board approval.

APPENDIX A

Pilgrim Fees (Amended August 7, 2007; December 1, 2009)

- Pilgrim Fees are set at \$110.00, effective January 2010

Allowances (Amended December 1, 2009, December 7, 2010, January 15, 2013, January 31, 2015, September 4, 2018)

- Lay Director Allowance - \$300.00
- Outside Coordinator Allowance - \$280.00
 - To be generally allocated as follows:
 - \$100.00 for special food (as might be requested by the Head Kitchen)
 - \$100.00 for Agape (as might be requested by the Head Kitchen)
 - \$50.00 for team rosters
 - \$30.00 to supplement any additional needs of the Outside team as might be required by Outside section heads

APPENDIX B

Standard Team Configuration

**(Amended Aug. 5, 2008; Dec. 21, 2009 and
December 7, 2010; December 3, 2013; May 7,
2019)**

- 1 – Lay Director
- 3 – Assistant Lay Directors
- 1 – Inside Coordinator
- 1 – Outside Coordinator
- 1 – Den Servant
- 1 – Head Music Servant
- 2 – Music Servants
- 6 – Table Leaders
- 6 – Assistant Table Leaders
- 1 – Head Agape Servant
- 2 – Agape Servants
- 1 – Head Chapel Servant
- 4 – Chapel Servants
- 1 – Head Dorm Servant
- 5 – Dorm Servants
- 1 – Head Kitchen Servant
- 2 – Assistant Head Kitchen Servants
- 21 – Kitchen Servants
- 2 – Floaters
- 1 – Gofer
- 1 – Technology Servant
- 1 – Fourth Day Servant (Provisional role, pending Upper Room approval)
- 1 – Spiritual Director
- 4 – Assistant Spiritual Directors

RATIFICATION

In accordance with the North Georgia Walk To Emmaus Coordinating Board By-Laws Accepted by vote on September 5, 2006 and adopted as binding on January 1, 2007, we in accordance with these By-laws certify that all additions, deletions, and amendments to the By-Laws and to the Standing Rules during 2013 have been incorporated into this document and entered in the records of the North Georgia Walk To Emmaus.

Jenny Thompson
Secretary

December 8, 2015
Date

Warren McClellan
Community Lay Director

December 8, 2015
Date

Document History			
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1.0	Initial Release	12/05/2006	Eric R. Howell
2.0	Amended year end	12/02/2008	Gwen Hamill
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6.0	Amended year end	12/7/2013	Jenny Thompson
7.0	Amended year end	12/2/2014	Jenny Thompson
8.0	Amended year end	12/08/2015	Jenny Thompson
9.0	Amended	08/30/2019	Buffie Harper

AMENDMENTS

May 1, 2007

Team Responsibilities/Agape: Agape runs should be limited to three runs per day and will be silent, made during breaks when pilgrims are not in the conference room or hallway.

August 7, 2007

Appendix A/Pilgrim Fees: Pilgrim Fees are set at \$100.00, effective January 2008

December 4, 2007

Walk Directives/Candlelight: Spouses of Pilgrims on the Walk may participate in communion and come to the Chrysalis room, but may not move in to the Dining Room or be visible to the spouse during the Candlelight walk.

November 4, 2008

Walk Directives/Weekend Conduct Policies: The Board Representative should verify that the pilgrim's Roster information is correct when issued on Sunday afternoon.

Walk Directives/Reports After the Walk: Within two (2) weeks after the weekend, the weekend Lay Director and Board Representative will report on the results of that weekend to the Coordinating Board in writing within 2 weeks after the weekend.

Board Responsibilities/Walk/Weekend Dates: The Trustees will verify and reserve the dates for North Georgia Emmaus and Chrysalis Walks, prior to allowing others to reserve the facility.

Appendix C: Job Descriptions will be reviewed annually by Secretary and Lay Director and will include job description and current succession plans.

December 2, 2008

Walk Directives/Weekend Conduct Policies: Members of the opposite sex (including married couples) will not stay in the same sleeping quarters in the White House.

December 1, 2009

Team Selection/Balance of Team Selection: Change Storekeeper to Outside Coordinator. Change Assistant Storekeeper to Storekeeper

Walk Directives/Reports After the Walk: Make the following change to eliminate redundancy: Within two (2) weeks after the weekend, the weekend Lay Director and Board Representative will report on the results of that weekend to the Coordinating Board in writing ~~within two weeks after the weekend~~. The Coordinating Board will not distribute these reports outside of the active board members.

Appendix A/Pilgrim Fees: Pilgrim Fees are set at \$110.00, effective January 2010

Appendix A/Allowances: Storekeeper Allowance - \$100. Only to first Men's walk and first Women's walk of each season.

Appendix B/Standard Team Configuration: Change Head Storekeeper to Outside Coordinator, change Assistant Storekeeper to Storekeeper.

Appendix C: Combine Training-Female Representative Chairperson and Training-Male Representative Chairperson into one position description that says Training Chairperson.

Appendix C: Add the position description for Development Director.

December 7, 2010

Team Selection/Spiritual Director Selection: Add the following paragraph to the end of the current section: ***Lay Community Members Who Become Members of the Clergy*** Once a lay person becomes qualified to serve as a Spiritual Director they are no longer eligible to serve on a team in a lay position. The exception would be a member of the clergy who attends a walk and has the option to serve on one team as a lay person prior to joining the spiritual director pool.

Team Selection/Balance of Team Selection: Change “Storekeeper” to “Den Servant”

Walk Directives/Weekend Conduct Policies: Modify the 8th paragraph to change two references to Communications chairperson to Weekend Communications Chairperson.

Walk Directives/Candlelight: Change “I Love You With the Love of the Lord” to “Turn Your Eyes Upon Jesus”.

Board Responsibilities/Elections: In paragraph one eliminate specific references for *how* nominations will be solicited. In the second paragraph eliminate the sentence that references Appendix C for position job descriptions. Also in paragraph two, modify the last sentence to read “Voting is to be done through an online survey and then presented at the following Gathering to be confirmed by the Community”, eliminating references to Yahoo Groups and mail in ballots distributed through the Loveletter.

Board Sectional Directives/Board Representative: Modify the language in the last sentence to remove the reference to Appendix C.

Appendix A/Allowances: Decrease the Head Kitchen Allowance to \$300 from \$525 as a result of the decision to issue a check directly to the Gofer for photographs and kitchen special needs. Increase the Gofer Allowance to \$255 from \$225 to include \$30 for printing the team rosters. Change Storekeeper Allowance to Den Servant Allowance and reduce the amount to \$50 for the first men’s walk of each season and \$30 for all remaining walks during a season.

Appendix B/Standard Team Configuration: Change Storekeeper to Den Servant

Appendix C/Board Position Job Descriptions: Eliminate Appendix C in its entirety.

December 6, 2011

Walk Directives/Candlelight: Delete the sentence that reads “Spouses of Pilgrims on the Walk may participate in communion and come to the Chrysalis room, but may not move in to the Dining Room or be visible to the spouse during the Candlelight walk.”

Walk Directives / Team Photograph: Paragraph added

Board Directives / Committee Membership: Paragraph added

January 15, 2013

Lay Director Selection: Announcement of Lay Directors will be made for the upcoming 2 seasons, Spring and Fall.

Allowances: Updated Kitchen & Gopher allowances. Changed Den Servant allowance to Outside Coordinator allowance.

February 4, 2014

Walk Directive Team Fees: Deleted the following sentences: ...and made available for future team members or pilgrims, as needed. When any team contributes an amount less than the standard team fees, the necessary amount, if available, will be transferred from the Scholarship Fund to the Team Fees Account to bring the total for that team up to the budgeted amount. If any pilgrim or sponsor requests financial assistance for a pilgrim, the necessary amount, if available, will be transferred from the Scholarship Fund to the Pilgrims Fees Account.

Walk Directive Scholarship Fund Added

April 1, 2014

Balance of Team Selection: Added Technology Servant

Replaced all instances of “work or worked” in the document with “serve or served”.

January 31, 2015

Walk Directives, Team Photograph: Delete the sentence that reads “A photo will be printed for each pilgrim and each member of the conference room team and distributed on Sunday of the weekend.”, and replace it with “The Board Rep will email the photo to the Lay Director and s/he will email the photo to the Pilgrims and Team.”

Appendix A, Allowances: Decrease the gofer allowance from \$175 to \$50.

April 7, 2015

Walk Directives, Team Photograph: Remove entire paragraph (and from Table of Contents), since we follow the Upper Room Core Elements regarding the team photograph.

September 4, 2018

Allowances of Appendix A: Changed who receives checks, (from Lay Director \$300, Head Kitchen \$200 (\$100 for special food and \$100 for agape), Gofer \$50 for team rosters, Outside Coordinator \$50/\$30 (\$50 to first men’s walk, \$30 to each subsequent). Now Lay Director receives \$300, and Outside Coordinator receives \$280 to be allocated as follows: \$100 for special food (as needed for Kitchen) \$100 for Agape (as needed for Kitchen), \$50 (for team rosters) \$30 (to supplement any additional needs of the Outside Team/Outside Heads).

May 7, 2019

Team Selection, Balance of Team Selection: Changed ranking of team members as follows: 1's changed from "never served" to "have served 0-1 times", 2's changed from "have served 1-4 times" to "have served 2-5 times" and 3's changed from "have served 5 or more times" to "have served 6 or more times".

Team Selection, Balance of Team Selection: Clarified wording on Men and Women serving on walks, adding wording: 1) Clergy who may serve on Men's and Women's walks, and 2) male guards who may serve on woman's walks.

Positions of Appendix B: Positions changed: Chapel Servants increased from 3 to 4, Dorm Servants increased from 4 to 5, Kitchen Servants decreased from 22 to 21, Fourth Day Servant was added, Head Spiritual Director was changed to Spiritual Director, and Spiritual Directors was changed to Assistant Spiritual Directors.

December 15, 2019

Sponsorship, Section 2, Clergy Pilgrims: Spiritual Directors was changed to Assistant Spiritual Directors.

Team Selection, Spiritual Director Selection: Head Spiritual Director was changed to Spiritual Director, and Spiritual Director was changed to Assistant Spiritual Director.

Team Selection, Balance of Team Selection: Head Spiritual Director was changed to Spiritual Director.

Team Responsibilities, Music: Head Spiritual Director was changed to Spiritual Director.

Walk Directives, Team Meetings: Head Spiritual Director was changed to Spiritual Director.

Walk Directives, Dying Moments: Head Spiritual Director was changed to Spiritual Director.

Walk Directives, Reports After the Walk: Head Spiritual Director was changed to Spiritual Director.

February 14, 2020

Team Selection, Spiritual Director Selection: Added following paragraph:

Event Spiritual Directors will seek to have four (4) Assistant Spiritual Directors serving for the entire event. It is recognized that due to schedule conflicts, there may be exceptions requiring less than that number for all or a portion of an Emmaus Event. Consistent with Upper Room guidelines, NGWTE requires that the Spiritual Director and at least one Assistant Spiritual Director will be resident throughout the weekend. Assistant Spiritual Directors who are unable to remain for the entire weekend will commit to remain for at least the entire day of the day they give their talk.

Team Selection, Balance of Team Selection: Deleted the end of sentence concerning attendance on weekend since attendance of Assistant Spiritual Directors is now covered in Spiritual Director Selection.