



BOARD REP OVERVIEW & GUIDELINES

The Emmaus Community Coordinating Board makes sure at least one member of the Board is on the team for each Walk in order to provide an added degree of quality assurance and to maintain continuity between Walks.

THE BOARD REPRESENTATIVE

- Functions in a low-key, support role among the team members, but may be a channel for team members to express ideas and suggestions. Relates to the team in this capacity through the Lay Director and Spiritual Director.
- Serves as an advisor in the event that an opinion on procedure is required or in the rare circumstance that a Lay and/or Spiritual Director violate the trust of the Coordinating Board by steering a Walk in a direction of their own choosing.
- Operates in the background and allows the leadership team to lead.
- Observes the weekend for Quality Assurance purposes and to note improvements that can be made.
- Observes and documents problems which should be avoided on future Walks.
- Trains the team on the *NGWTE Co-Board, Emmaus and the Upper Room* and the *NGWTE Safeguarded Servants Policy*.
- Ensures the team remains in compliance with the NGWTE Safeguarded Servants Policy and follows procedures for reporting in the event of a suspected incident.
- Ensures accident reports are completed in the event any accidents occur during team meetings or on the weekend, in compliance with our procedures.
- Serves as the liaison between the NGWTE Co-Board and team leadership, delivering and retrieving training manuals, set-up bins and other materials needed for the weekend.
- Remains with the conference room team and pilgrims during the entire weekend.
- Is seated at the leader's table in the conference room throughout the weekend and helps out as needed.
- Sits at the head table at the community candlelight service.
- Is in the conference room every time a talk is given, and monitors all talks (previews and weekend talks) to ensure all points on the UR Abbreviated Talk Outlines are covered.
- Maintains a worksheet for all speakers noting talk lengths, use of A/V, music, etc.
- Collects recommendations from team members after the weekend for future team members.
- Follows up with ALD's after the weekend to collect feedback and mentor them for future leadership.
- Coordinates feedback from the Lay Director after the weekend.
- Makes a written report of the weekend to the Board and reviews the highlights at a Board meeting.



The Board Rep

- Does not hold another position on the team.
- Does not direct the Walk.
- Does not have a leader's role on the team.
- Does not serve as a backup speaker for any talks.

OTHER POLICIES TO BE AWARE OF:

- **Seating during MEALS:** If there is a full roster of pilgrims there will not be room for the BR to sit at dining room tables with Pilgrims during meals. The Pilgrim tables consist of 6 pilgrims, TL, ATL and 2 rotating guests from leadership.
 - The servants from the Head table who always sit at the pilgrims' tables include: LD, 3 ALDs, 5 Spirituals, and 3 music servants.
 - If there are fewer than 36 pilgrims, only 4 Spiritual Directors or only 2 music servants, the Weekend Coordinator, Technology Director and Board Rep should be added to the pilgrim tables – in that order.
 - The Candlelight Coordinator cannot be seated with the pilgrims after Friday breakfast as that violates the Upper Room's cloistered conference room directive.
- Anytime there are pilgrims in the Conference room or chapel there needs to be at least one Spiritual Director, one leader from the Head Table (one of the ALDs or the LD) and the pilgrim's TL or ATL. Be especially aware of this on Sunday when Spiritual Directors need to leave camp prior to closing.
- Baptisms should not be performed on an Emmaus weekend. See the Upper Room Emmaus Ministries Community Manual, Section 7, page 115 for an explanation of this policy.
- On Thursday, Friday and Saturday nights when the majority of pilgrims have left the chapel the Board Rep may leave.
- Once a talk is completed in the conference room the Board Rep may take breaks and step outside the conference room.
- Be vigilant to ensure no one is ever in a room alone with a Spiritual Director of the opposite gender. This is for the protection of all.
- A pilgrim has NOT completed the Walk to Emmaus and will not be considered a Fourth Day person if they leave before the end of activities on Saturday night. If they would like to attend a future Walk they must reapply.



- If you discover a team member plans to sponsor a pilgrim for this weekend, ensure they fully understand the responsibilities of sponsorship and encourage them to involve a co-sponsor to get the pilgrim to camp and participate in Candlelight.
- The conference room team members should not sponsor a pilgrim. It is difficult for a sponsor to fulfill the sponsorship duties and be fully present in the conference room. Recommend they have someone else be the sponsor.
- The Board Rep needs to be consulted on the weekend if the schedule deviates by greater than 15 minutes, in order to advise leadership on alternatives.