

# Central Alabama Emmaus Community (CAEC) Board Policy and Procedures

## Article I Name

As stated in Article I of the Central Alabama Emmaus Community, Inc. By-Laws; the organization is incorporated under the name, Central Alabama Emmaus Community, Inc. aka: the “Community”. Throughout this document, the abbreviation "CAEC" shall be utilized to represent Central Alabama Emmaus Community, Inc.

## Article II Section 1 General Policies

**1.1** The Board of Directors of CAEC is committed to the following guideline set forth by the Upper Room concerning participation in the Walk to Emmaus. Emmaus is open to members of any Christian denomination. Emmaus is for the development of Christian leaders who:

- Have a church affiliation
- Have a desire to strengthen their spiritual lives
- May have unanswered questions about their faith
- Understand that being a Christian involves responsibility
- Are willing to dedicate their everyday lives to God in an ongoing manner.

**1.2** The Board of Directors prohibits any behavior of Emmaus community members or pilgrims during a walk that is not compliant with Emmaus principles. This includes but not limited to; sexual harassment, use of illegal drugs, abusive behaviors or any activity that disrupts the Walk for the pilgrims, Conference room team or the Support team.

<sup>1</sup>If corrective action toward a pilgrim or a Walk team member is deemed necessary during a Walk, The Walk Board Rep along with the Lay Director and Spiritual Director will meet with the person and make determination if the person should be asked to leave the Walk.

If corrective action toward a community member is deemed necessary by agreement of the Board other than at a Walk, a gender equitable committee of no less than 3 members should be designated to talk with that member by appointment, confining their remarks to the specific concerns voiced by the Board.

Based on the offense, the individual could be placed on a probation status or removed from list of eligible workers for Walks. Reinstatement will be at the discretion of the Board. Confidentiality regarding the correction should be maintained to the maximum extent.

---

<sup>1</sup> Rewording to P & P based on more definition and approved at the 11/19/2017 CAEW Board Meeting.

- 1.3** All community gatherings should be kept apolitical. Board members are responsible for keeping community gatherings focused upon our Lord, Jesus Christ.
- 1.4** It is the policy of the Upper Room that persons that have not been on an Upper Room Walk to Emmaus or other Fourth Day walks recognized by the Upper Room should not be present at the walk site during an ongoing walk. The Board has also been made aware that when children under the age of eighteen (18) are present at a walk site, every adult working at said walk must go through a background check as part of the Upper Room's Safe Sanctuary Program. Costs to concur with the Safe Sanctuary Program under these circumstances are prohibitive; therefore, the Board asks that no person who has not attended an Upper Room Walk to Emmaus or other recognized Fourth Day Walk be brought to the site of the walk during the 72 Hour Walk experience.
- 1.5** No non-team member invited or otherwise, should be outside the Conference room listening to the activities in the Conference Room. Weekend Lay Directors are to include this information in their directions to their team.
- 1.6** There are no accessibility features of the facility rented by CAEC for the 72-hour Emmaus Walk. Applicants for participation must be physically able to go up and down stairs, walk between the large gathering rooms and individual rooms and restroom facilities without assistance during the 72 hours of the walk. Golf carts will be available to assist those in need of transport between different areas of the camp.

## **1.7 EMERGENCY PROCEDURES**

### **FIRE**

- A. If possible, evacuate all participants from the building.
- B. Report fire immediately to the Manager/Ranger on duty
- C. Notify the fire department (911)
  - Structure Fire:
    - A. All activities are to stop.
    - B. Everyone is to report to the outdoor pavilion. If the fire is in the pavilion, meet in the cabin area.
    - C. Do not try to put the fire out without proper training.
    - D. Unless the emergency is visibly acute, walk, do not run. If at all possible, car keys should be taken. Encourage everyone to remain as quiet as possible. Pilgrims may be worried-they should be reassured, but not allowed to leave their team leader to look for anything left behind.
    - E. If a fire occurs at night, have everyone wear jackets and carry a flashlight if possible
    - F. Team leaders are to evacuate all personnel from the building and take them to the pavilion unless they are injured. Those injured should be treated by emergency rescue personnel.
    - G. Once assembled in the pavilion, roll call should be taken.
    - H. If anyone is missing, it is to be reported immediately to the Walk Director and Ranger on duty.
    - I. Camp will then wait for further instructions from emergency personnel.

### Wildfire Fire:

- A. Everyone should report to the outdoor pavilion for a roll call and wait for further instructions from emergency personnel.

Wait for further instructions from emergency personnel.

### **MAJOR ACCIDENT**

*An accident that requires an ambulance, such as drowning, near drowning, back injuries where the victim is immobilized or unconscious, or a victim displaying severe bleeding or hemorrhaging.*

- A. The Board Representative should stay with the injured person and render first aid
- B. Help should be summoned from nearby staff of by sending a responsible person to notify additional assistance.
- C. Notify Weekend Lay Director or one of the Assistant Lay Directors.
- D. Call for an ambulance. Identify location as Camp Alamisco. Have a responsible person go to the entrance to direct ambulance personally to the injured person
- E. The Board Representative will complete an accident report.

### **OTHER THAN LIFE-TREATENING ACCIDENT**

*This is the type of accident where the services of a doctor are needed, but not severe enough to call an ambulance, such as a broken arm, stitches, extreme high fever, uncontrolled nausea, allergic reactions, etc.*

- A. The Board Representative shall administer first aid.
- B. Send for additional help.
- C. Victim/patient should be taken to Lake Martin Community Hospital in Dadeville for treatment. Transportation is to be provided by Walk's leadership or their designee. Directions to the hospital should be provided by the Weekend Lay Director to the person designated to provide transportation.
- D. Notify the Camp Ranger/Director to make arrangements and notify the hospital at 256-825-7821.
- E. The Board Representative will complete an accident report.

### **MINOR ACCIDENT**

*Minor cuts, bruise, abrasions, headaches, minor nausea, stings, etc...These are cases where a doctor's attention is NOT needed.*

- A. Assistant Lay Directors of the walk will direct the administering of first aid.

### **ELECTRICAL STORMS / HIGH WINDS**

- A. All walk participants should move indoors as soon as the storm breaks. Waterfront is to be evacuated at the first sight of lighting.
- B. Where to go:
  - i. Waterfront / Boat docks: should be taken to the Conference Room
  - ii. Outdoor Chapel: should be taken to the Conference Room if time permits; taken to the outdoor pavilion or Nature/Craft Center if time does not permit.
  - iii. Nature-Craft Center: should remain in those buildings.
  - iv. Conference Room Building: should remain in this building.
- C. Remain calm and stay away from the windows. Stay close to the center of the building.
- D. Stay away from electrical devices or plugged-in appliances

- E. Stay away from water, pipes, and metal.
- F. If you smell gas, vacate the building and seek shelter at least 500 feet away.
- G. If caught outside:
  - 1. Stay away from isolated trees and buildings.
  - 2. Avoid area where you will be the highest point.
  - 3. Stay away from wires, fences, pipes or tailings.
  - 4. In wide open spaces, seek shelter in low areas of in a hole.
  - 5. In wooded areas, seek shelter in a thick growth of small trees or in dense woods.

## **TORNADOES**

- A. Designated tornado shelters at Camp Alamisco:
  - a. Camp Ranger's basement
  - b. Lodge (Conference Room) dining hall at far rear wall and interior hallways of the lodge.
  - c. One of the cabins on the men's side and women's side of the bathhouse has a basement.
- B. Walk participants should be taken immediately to the Camp Ranger's basement or the camp dining room.
- C. If a tornado is sighted in the vicinity of Camp Alamisco, all present should assume the following position: **LIE FACE DOWN, DRAW YOUR KNEES UP UNDER YOU, AND COVER THE BACK OF YOUR HEAD WITH YOUR HANDS.**

## **1.8 PRIVACY POLICY**

**Personal Information:** CAEC stores and maintains walk participant's information for communication purposes. All disposed items will be shredded. **Uses:** CAEC may send information to walk participants including news, items of interest, e-mails, prayer vigils and alerts concerning the CAEC and its members.

**Information Sharing:** CAEC does not intentionally share, sell, or exchange any personal information such as individual's name, email address, phone number, or mailing address.

**Choices:** Any individual may request to change or delete their personal contact information at any time by contacting the webmaster or any of the CAEC Board Members on the www.caew.org site with their request. Changes are processed immediately without question or delay.

## **ARTICLE III**

### **Section 2**

## **BOARD OF DIRECTORS (Board)**

### **2.1 BOARD ELECTION:**

In compliance with Article III; Section 2.5 of the CAEC By-Laws, it is the intent that the Board consist of two (2) representatives from each CAEC Cluster. At the direction of the Community Lay Director, the Nominating Committee during the month of August of each year will evaluate the tenure of the existing Board.

Based upon Article III; Section 2.2 of the CAEC By-Laws, a Board Member serves a three (3) year term. The Nominating Committee will be directed to determine how many Board positions will be vacated at the end of that respective year due to completion of a term and/or vacancy which will or

has arisen due to resignation or otherwise occurred. Once this number of vacancies is determined, the Nominating Committee will further evaluate the returning Board make up to determine from which cluster or clusters new Board Members should be elected to comply with the above directive. The Nominating Committee will submit to the Community Lay Director, no later than the annual September Board meeting, their report specifying how many new Board Members are needed for the next year and from which cluster(s) these new Board Members should be elected. The Community Lay Director will contact the leadership of those clusters which will need representation on the Board for the next year. Those clusters will be directed to hold an election within their cluster to elect their representative who will serve a three-year term beginning in January of the next year. (Qualifications to be a Member of the Board of Directors is specified in CAEC By-Laws as any person who is a member of the CAEC is eligible to be elected to the Board as a lay member of the Board). In addition, potential Board Member must be qualified to meet the criteria of a Conference Room Table Leader. In the event that a new cluster is formed which joins CAEC or if an existing cluster of the CAEC is reorganized, the qualification requirement of a Board member to be Table Leader may be waived at the discretion of the Board. Results of cluster election will be reported to the Community Lay Director prior to the November Board Meeting. If a cluster fails to elect their representative, then that Board position may be filled with a candidate from another cluster, (see By- Laws, Article III, Section 2.5). As long as a cluster is active and functioning (continues to hold monthly cluster meetings consistent with the remainder of the Community and continues to participate in walk activities either by sponsorship or cluster member participation), they will be offered the opportunity for representation each year.

<sup>2</sup>When a Board member relocates from one cluster to another, they forfeit their position on the Board. This would allow the Cluster they represented the opportunity to appoint another representative to the Board. If the Cluster they relocated to has an opening for a Board member, they may be appointed to represent their new Cluster. Each Cluster could make an informed decision as to if they wish to replace their representative. The original cluster may be totally satisfied with the relocated Board member representing them, but if they chose to appoint another representative, they should be able to appoint another to the board.

## 2.2 Community Spiritual Director

<sup>3</sup>The ministry and mission of The Upper Room Walk to Emmaus and The Upper Room Chrysalis depend on the Community Spiritual Director for leadership and oversight of the spiritual life of the community. The Community Spiritual Directors serves as the moral, ethical, and spiritual conscience of the Board, the community and the teams. The Community Spiritual Director assists the Board in the development and nature of clergy leaders and also assists in selecting those to serve on Emmaus/Chrysalis/Journey teams. The Community Spiritual Director shall be recognized as a competent spiritual leader within his or her church denomination and by other church leaders in the area. This person should also represent the best Emmaus/Chrysalis has to offer. <sup>4</sup>The term of office for the Community Spiritual Director will be one year.

---

<sup>2</sup> Addition to the existing Policy and Procedures added as per Board direction. Action taken at the 03/16/2014 CAEC Board Meeting.

<sup>3</sup> These updated criteria are replacing and supersede the section on clergy qualifications found on pages 29-31 of the Upper Room Handbook on Emmaus (2<sup>nd</sup> Edition), and on pages 63-66 of the Upper Room Handbook on Chrysalis.

<sup>4</sup> Addition to existing P & P added as per Board direction. Action taken at the 10/15/2017 CAEC Board Meeting.

Only persons who meet ALL the following criteria can serve as the Community Spiritual Director. Those who:

Are ordained Clergy, AND

Have completed an undergraduate degree, AND

Have a M.Div. from seminary accredited by the Association of Theological Schools (ATS, www.ats.edu), OR in place of M.Div. Seminary degree, have completed Advanced Study Program at a graduate level approved by their Denomination/Church

In addition, the following criteria must be met:

Have a completed Clergy Application Form on file with their Board

Being able to maintain theological balance and be sensitive to the variety of perspectives in this ecumenical setting

Have showed commitment to The Upper Room Walk to Emmaus and Chrysalis models as stated in the Letters of Covenant

Have served as Weekend Spiritual Director

Being actively engaged in professional ministry (or retired while in good standing) Being able to be a role model of a servant leader in a team environment

Being able to guide and coordinate the full participation of other clergy

Being authorized to consecrate the elements of Holy Communion in Emmaus and Chrysalis settings

### **2.21<sup>5</sup> Community Assistant Spiritual Director Selection**

In August of each year, those individuals serving on the CAEC Board as Community Spiritual Director and Community Assistant Spiritual Directors shall meet and consider potential candidates to replace Spiritual Directors whose 1-year term shall be expiring or have requested replacement. Potential candidates shall be contacted by the Community Spiritual Director to determine their willingness to serve. No later than the September Board meeting, candidates which have expressed a willingness to serve will be presented to the Board for a Vote. Elected candidate(s) will begin service on January 1 of the next year. Consistent with Article III Section 2.4 of the Community By-Laws as it relates to Members of the Board of Directors; this condition will also apply to Community and Assistant Spiritual Directors begin elected to the Board.

### **2.3 Committees of the Board**

**Purpose:** One of the purposes of the Walk to Emmaus is to develop leaders for the church. In the Emmaus community, committees are the only place where leadership development is actually put into practice. Committees are small groups of people working together for a common goal.

**2.2a Executive Committee:** As specified under Article V, Section 2 of the CAEC By-Laws; the Executive Committee consists of the Lay Director, Assistant Lay Director, Secretary, Spiritual Director, the past Lay Director and the Treasurer as an ex-officio member.

<sup>5</sup> Selection policy adopted by the Board on 9/15/2013

**2.2b Team Selection Committee:** As specified under Article VI, Section 2.1e of the CAEC By-Laws; the Team Selection Committee consist of a Chairperson, who currently serves on the Board, the Community Lay Director, Community Spiritual Director and eight to ten additional members who are selected by the Community. Community members serving on the Team Selection Committee are qualified and elected by the following procedures:

**Tenure: Serve for 3-year term. Qualification:**

Must have served in conference room as an assistant table leader.

Must be an active member of a church.

Must be an active participant in local cluster.

Should belong to an active reunion group.

Must have served in a background area at least once during the last year.

**Election:** In the month of August of each year, the Chairperson of the Team Selection Committee will supply to the Community Lay Director, a list of those members of the existing Team Selection Committee which are ending their tenure and/or any existing member which will be unable to continue for the up-coming year. The Community Lay Director will then contact the leadership of respective clusters which will be losing representation and request that said cluster hold an election for a qualified representative to serve for the next three (3) years. Results of the cluster election will be reported to the Community Lay Director prior to the November Board Meeting each year.

**Gender:** Since both male and female walks shall be staffed, gender equity in committee membership should be addressed and pursued during the election of committee members.

**<sup>6</sup>Team Selection Secretary:** The CAEC Board will appoint a qualified individual to serve the Team Selection Committee as a non-voting, administrative assistant. The sole purpose of this capacity is to maintain data and preparing reports as required by the Team Selection Committee. Nomination, appointment, replacement and removal of said individual will be the responsibility of the CAEC Board.

**2.2c Nominating Committee:** Will consist of the Assistant Community Lay Director, Secretary to the Board and one additional active Board member who is nominated and elected by the Board. Term will serve for a 1-year period (January through December). Selection of Nominating Committee will be made during the annual January Board meeting.

---

<sup>6</sup> Position created by Board Action 08/18/2013 and revised 10/2017.

## ARTICLE VI

### Section 2

### Three Day Walk

#### 2.1d Selection of Weekend Lay Director

Article VI, Section 2.1d of the CAEC By-Laws states that the weekend LD (Lay Director) is chosen by the Team Selection Committee following guidelines approved by the Board. The guidelines are as follows:

##### **Qualifications:**

Must have served as Weekend Assistant Lay Director a minimum of three times.

Must have served as Weekend Assistant Lay Director at least once in past 12 months preceding the walk in which they will serve as Weekend Lay Director.

Must have presented a minimum of four different talks including either the Priority or Fourth Day talk.

Must have served in a background area at least once during the last 12 months.

Must be an active member of his or her respective church.

Must be an active participant in cluster activities.

Should belong to an active reunion group (or accountability group).

**Recommendation:** Team Selection Committee submits name to Board for approval.

**Training:** Trained by a team of “Certified” trainers who are past Weekend Lay Directors.

Training Team will consist of Team Selection Chairperson, Community Lay Director, Community Spiritual Director and two “Certified” team members.

**2.1e Selection of Conference Room Team:** As per Article VI, Section 2.1e of the CAEC By-Laws, the Team Selection Committee will follow the guidelines that are established by the Board for selecting Weekend LDs (Lay Directors), ALDs (Assistant Lay Directors), TLs (Table Leaders) and ATLS (Assistant Table Leaders). These guidelines should be in compliance with Upper Room guidelines.

**Progressive Servanthood:** *The purpose of an established progression of responsibilities for Emmaus community members is twofold: leadership training and spiritual development. A person’s readiness to carry out his or her particular assignment effectively often depends on and is always enhanced by prior experience in another position. The progression of responsibilities starts with support roles (agape, kitchen, and logistics) and then moves into the conference room.*

**The “One-Third Rule”:** <sup>8</sup>*This rule means the Team Selection Committee will strive to staff each team with approximately one-third new conference room team members, one-third second- or third-time team members and one-third team veterans. This guideline helps a community avoid using the same “old hands” team after team and expands the leadership base of the community. Each Walk*

---

<sup>7</sup> Handbook on Emmaus page 23

<sup>8</sup> Handbook on Emmaus page 25



*becomes an opportunity to incorporate new persons into teams and gradually to move those with some experience into other leadership positions.*

### **Number of times in the Conference Room;**

Prefer that team members not serve on back-to-back walks; this includes Spiritual Directors, music and media.

Prefer that team members serve no more than two (2) times per year.

Upcoming Weekend Lay Director will serve as an Assistant Lay Director within 12 months of their assigned walk.

### **Conference Room Make-up:**

6 Assistant Table Leaders 6

Table Leaders

4 Assistant Lay Directors

4 Assistant Spiritual Directors 1

Lay Director

1 Spiritual Director 1

Media Coordinator 2-3

Musicians

### **Policy for Team Selection:**

All conference room team members should demonstrate a servant's heart, be active members of their respective churches, participate in their cluster activities and should belong to an active reunion group. They must agree to attend all team meetings and the team training.

#### **Assistant Table Leader**

1. Not eligible until one year after original walk.
2. Serve in a background area a minimum of four (4) times.
3. Chaired at least one service area.
4. Served in a background area at least once during the last 12 months.
5. Should belong to an active reunion group.

#### **Table Leader**

1. Served as Assistant Table Leader two times.
2. Served in a background area at least once during the last 12 months.

#### **Weekend Assistant Lay Director**

1. Served as Table Leader three times.
2. Presented a minimum of two different talks.
3. Served in a background area at least once during the last 12 months.

#### **Weekend Lay Director**

1. Served as Assistant Lay Director a minimum of three times.
2. Must have served as Assistant Lay Director at least once in the past 12 months.
3. Presented a minimum of four different talks. Must have given Priority and/or Fourth Day talk.
4. Served in a background area at least once during the last 12 months.

#### **Musicians**

1. Musicians should be of the same gender as the pilgrims. If this is not possible, the musician of the opposite sex must leave the conference room and the foyer area during talks.

## Weekend Board Representative

<sup>9</sup>The Board of Directors 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 monitors the weekend, observes problems to be avoided on future Walks, and learns of improvements that future teams could incorporate. The Board Representative is also present to serve as an advisor to the Weekend Lay and Spiritual Directors in the event that an opinion on procedure is required or in the rare circumstances that a Weekend Lay and/or Spiritual Director violates the trust of the Board of Directors by steering a Walk in a direction of their own choosing.

The Board Representative is not present to direct the Walk and does not have a leadership role in the team process unless counsel is sought. The Board Representative functions only in a low-key support role among the team members. The Board Representative relates to the team in this capacity only through the Lay and Spiritual Directors. The Board Representative sits at a [designated location at the rear of the Conference] Room throughout the event to observe all that happens in the conference room.

The Board Representative is the same gender as the pilgrims on The Walk, a man for a man's walk and a woman for a women's walk. Board leaders should explain to potential board members the possibility that, if elected they will need to take a turn serving as a Board Representative on a Walk. In a circumstance where no board member is available to serve in this capacity, a recent past board member [who meets the qualifications to be a Board Rep.] who is familiar with The Upper Room model of the Walk to Emmaus may be asked to serve.

Weekend Board Representative must:

1. Be an active member of the Board or a recent member of the Board.
2. Have served as an Assistant Lay Director.
3. Served in a background area at least once during the last 12 months.

**Weekend Spiritual Director:** The Weekend Lay Director will submit to the Community Spiritual Director a list of three (3) potential candidates for consideration. The before weekend Lay Director will indicate preference of choice by the sequence of name submission (i.e. 1<sup>st</sup> name is first choice, 2<sup>nd</sup> name is second choice, etc.). Community Spiritual Director will contact choices in sequence until the positions are filled. A Clergy member may serve no more than 2 times per calendar year as the Weekend Spiritual Director – one time in the first half of the year & one time in the second half of the year; unless authorized by the Board of CAEC

<sup>10</sup>**Qualification:** The Weekend Spiritual Director (WSD) is the primary clergy leader of the Emmaus or Chrysalis weekend. The Weekend Spiritual Director, after receiving the UR Clergy Training, is selected by the Board of Directors with the recommendation of the Emmaus or Chrysalis Community Spiritual Director. The WSD is responsible to the Board as the spiritual leader of the Walk, Flight or Journey. As with the Lay Director, the weekend Spiritual Director must have sufficient experience, training and ability for the job.

Only persons who meet the following criteria can serve in this category:

---

<sup>9</sup> Handbook on Emmaus; 2<sup>nd</sup> Edition Page 45

<sup>10</sup> Supersede the section on clergy qualifications found on pages 29-31 of the Upper Room Handbook on Emmaus (2<sup>nd</sup> Edition), and on pages 63-65 of the Upper Room Handbook on Chrysalis.

Persons recognized as ordained clergy by their Denomination/Church and who are serving in a professional ministry (or retired while in good standing)  
Such persons must be authorized and able to consecrate Holy Communion elements in Emmaus/Chrysalis  
Must attend Upper Room Clergy Training when available in the Central Alabama area  
Be Invited to serve by the local Emmaus/Chrysalis Board

**For UMC:**

United Methodist Licensed Local Pastors; who are current in their Course of Study or seminary; or who have completed their Course of Study Program or seminary, are serving under the appointment of the Bishop, and who are not ordained. These persons need to secure written authorization from the Bishop or District Superintendent to consecrate the elements of Holy Communion in Emmaus and Chrysalis settings. This letter of authorization must be on file with the local Community Spiritual Director, and the Emmaus/Chrysalis International Office prior to serving as WSD. This letter must be renewed annually (or for each Walk, Journey or Flight if the authorization is event specific).

**In addition, the following criteria must be met:**

Have completed Clergy Application form on file with their Board

Being able to maintain theological balance and be sensitive to the variety of perspectives in this ecumenical setting

Being willing to serve on a team, working in concert and cooperation with the Weekend Lay Director, and abiding by The Upper Room model for Emmaus and chrysalis as presented in the most recent editions of the Handbooks, the Manuals and other official documents

Having served for the entire three (3) days as an Assistant Spiritual Director under the leadership of an experienced Weekend Spiritual Director

Have given a minimum of two (2) of the five (5) clergy talks other than the Emmaus Means of Grace talk or Chrysalis God's Gift to You talk

In good standing with CAEC after one (1) year of walk as per Board clergy

In additional to the above, an annual review for continued qualification as a Spiritual Director will require:

1. Must have a current and ongoing relationship with an organized accountability group who has the authority to ordain, license, clergy and ensure their legal status.
2. Failure to participate in/on a Walk for two (2) years will be grounds for disqualification.
3. Must be in a reunion group that focuses on growth and accountability.
4. Must be a pastor of a church with authority for Word, sacrament, and order in the church or be a retired pastor from such a role who retains satisfactory status via #1 above. "Church," in this definition, requires articles of incorporation or current 501C3 status.
5. Must be active in a Cluster.
6. Clear commitment to teaching and using the Wesleyan theology of Grace, as presented in talk outlines and the manual, throughout all events associated with the Emmaus Community life.

**11 Weekend Assistant Spiritual Director:** The Community Spiritual Director along with The Community Lay Director shall select prospective Assistant Spiritual Director in the clergy duties for the Emmaus/Chrysalis event. A Walk to Emmaus may have as few as two (2) ASDs or as many as four (4).

**Qualification:**

Only persons who meet the following criteria can serve as Assistant Spiritual Directors. Those who are:

Qualified to serve as Weekend Spiritual Director

Recognized as clergy by their Denomination/Church but who are not authorized to serve Holy Communion

**For UMC:**

Full and Part-Time Local Pastors, Student Local Pastors, Commissioned Probationary elders and Deacons, and Associate Members, who are in their Basic Course of Study or approved ATS seminary, AND  
UMC ordained Deacons

**In addition, the following criteria must be met:**

Have a completed Clergy Application Form on file with their Board

Being able to maintain theological balance and be sensitive to the variety of perspectives in this ecumenical setting

Being willing to serve on a team, working in concert and cooperation with the Weekend Lay Director, and abiding by The Upper Room model for Emmaus and Chrysalis as presented in the most recent editions of the Handbooks, the Manuals and the official documents

Being actively engaged in professional ministry (or retired in good standing from professional ministry) as determined by Board Clergy

Be invited to serve by the local Emmaus/Chrysalis Board

Be encouraged to attend all training days for anticipated walk and be encouraged to be present all three (3) days of Walk

**Note:** The United Methodist Church had the category of Certified Lay Ministers. These persons are laypersons and therefore are not eligible to serve in any clergy capacity in Emmaus or chrysalis. This same standard applies to churches or other denominations with similar categories.

**Additional Note for LD of the Walk:** In the event that a Table Leader must leave the walk prior to closing, it will be at the discretion of the weekend Lay Director to replace the TL with one of the ALD's or the ATL of the affected Table. If the TL leaves prior to Dying Moments, then an ALD should be placed at the Table. If it is after Dying Moments, the experience level of the ATL should be taken into consideration. A second time ATL may be able to lead the table without an ALD coming to the table. The decision to use a second time ATL should include consultation with the Spiritual Director and the Board Representative. If it is first time ATL, then an ALD should be moved to the table. At no time should the Board Representative take the place of the Table Leader.

Recognized as clergy by their Denomination/Church but who are not authorized to serve Holy Communion

**For UMC:**

Full and Part-Time Local Pastors, Student Local Pastors, Commissioned Probationary elders and Deacons, and Associate Members, who are in their Basic Course of Study or approved ATS seminary, AND  
 UMC ordained Deacons

**In addition, the following criteria must be met:**

Have a completed Clergy Application Form on file with their Board

Being able to maintain theological balance and be sensitive to the variety of perspectives in this ecumenical setting

Being willing to serve on a team, working in concert and cooperation with the Weekend Lay Director, and abiding by The Upper Room model for Emmaus and Chrysalis as presented in the most recent editions of the Handbooks, the Manuals and the official documents

Being actively engaged in professional ministry (or retired in good standing from professional ministry) as determined by Board Clergy

Be invited to serve by the local Emmaus/Chrysalis Board

Be encouraged to attend all training days for anticipated walk and be encouraged to be present all three (3) days of Walk

**Note:** The United Methodist Church had the category of Certified Lay Ministers. These persons are laypersons and therefore are not eligible to serve in any clergy capacity in Emmaus or chrysalis. This same standard applies to churches or other denominations with similar categories.

**Additional Note for LD of the Walk:** In the event that a Table Leader must leave the walk prior to closing, it will be at the discretion of the weekend Lay Director to replace the TL with one of the ALD's or the ATL of the affected Table. If the TL leaves prior to Dying Moments, then an ALD should be placed at the Table. If it is after Dying Moments, the experience level of the ATL should be taken into consideration. A second time ATL may be able to lead the table without an ALD coming to the table. The decision to use a second time ATL should include consolation with the Spiritual Director and the Board Representative. If it is first time ATL, then an ALD should be moved to the table. At no time should the Board Representative take the place of the Table Leader.

---

<sup>11</sup> Supersede the section on clergy qualifications found on pages 29-31 of the Upper Room Handbook on Emmaus (2<sup>nd</sup> Edition), and on pages 63-65 of the Upper Room Handbook on Chrysalis.

## Article VII Miscellaneous

**Period of Accounting and Reporting:** Article VII, Section 2 of the CAEC By-Laws state that “Annually the Treasurer will submit the financial books of the Community for audit to be approved by CAEC Board Members”.

The procedures are as follows:

Definition of Audit: <sup>12</sup>“a methodical examination and review”

Instructions to Accountant:

1. Cash Balances

- Obtain confirmation of the cash on deposit at the bank; and reconcile the confirmed balances to the amount shown on the bank reconciliations maintained by CAEC.
- Mathematically check the bank reconciliations and compare the resultant cash balances per book to the respective general ledger account balances.
- Trace reconciling items reflected on the year-end bank reconciliation to the following month's bank statement to determine if they cleared.

2. Cash Receipts

- Examine registration fees for 4 walks (50% sampling). Reconcile number of participants per roster to funds received and trace to deposit in the bank and posting in the general ledger.

3. Cash Disbursements

- Examine three months of cash disbursements. Examine supporting documentation such as invoices. Inspect the cancelled checks for date, amount, payee and two signatures. Trace the disbursements to posting in the general ledger.

### 1.9 Selection of Auditor:

It will be the assignment of the Executive Committee of the CAEC to retain the services of a qualified “accountant”.

Article VII, Section 2 of the CAEC By-Laws established January 1 to December 31 as the fiscal year of the CAEC.

### 1.11 When will accountant be retained?

May 1 of each year.

### 1.12 When will audit report be due?

August Board Meeting of each year.

### 1.13 Who receives the audit report?

Board of Directors.

### 1.14 Acknowledgement of Charitable Contributions:

---

<sup>12</sup> Webster's Collegiate Dictionary, 10<sup>th</sup> Addition

CAEC is recognized as a 501 c (3) organization as defined by the Internal Revenue Code of 1954. Therefore, the following applies:<sup>13</sup> *“A charitable organization must give a donor a disclosure statement for a quid quo contribution over \$75.00. This is a payment a donor makes to a charity partly as a contribution and partly for goods or services. Failure to make the required disclosure may result in a contribution of \$250.00 or more unless the donor has a written acknowledgement from the charitable organization.... The donor is responsible for requesting and obtaining the written acknowledgement from the donee”*. CAEC in all practices will exercise due diligence to comply with all requirements for recognition as an IRS-defined 501 c (3) organization.

### **1.15 Retention of CAEC Board Minutes<sup>14</sup>**

CAEC Secretary will file a copy of the Board approved Board Meeting minutes along with any and all exhibits pertinent to said minutes with the duly appointed CAEC Historian on a monthly basis within 15 days of the Board’s approval of said minutes. Length of retention of said minutes will be at the discretion of the Board and will require Board approval prior to destruction of filed minutes.

## **2. Scholarships to Attend Three Day Walk to Emmaus**

Article VII, Section 4 of the CAEC By-Laws authorizes the availability of scholarships for attendance to a CAEC Walk to Emmaus. The procedures to obtain a scholarship are as follows:

- i. S c h o l a r s h i p s are available to ALL if not offered by local clusters or individuals.
- ii. Initial request for scholarship should be filed with sponsor along with the walk application.
- iii. Sponsor should make the request to the cluster serving the area where the pilgrim resides.
- iv. If cluster cannot provide the scholarship, the scholarship request is given to the Community Spiritual Director.
- v. Community Spiritual Director will submit scholarship request to the Board for consideration.
- vi. Community Lay Director working with Community Spiritual Director has the authority to grant an emergency scholarship award.

## **4. Amendments to Community By-Laws**

Article VII, Section 4 of the CAEC By-Laws addresses the process of amendments, alterations and repeal of segments of the adopted By-Laws. The timeline and procedures are as follows:

- Any member of the community may submit a request for consideration of an amendment, alteration or repeal of any segment of the existing By-Laws or any request for addition to the existing By-Laws.

<sup>13</sup> Publication 557; Rev. October 2011 Tax-Exempt Status for Your Organization; Internal Revenue Service; Page 16-Chapter 2; Filing Requirements and Required Disclosures.

<sup>14</sup> Added to Policy and Procedures on 01/13/14, based on the approval of the Board of Directors at their January 29, 2014 Regular Board Meeting. Item #4 of the Board Agenda under Old Business.

- No later than one (1) week prior to the next scheduled Board Meeting, the requesting individual shall notify the Community Lay Director. The Lay Director will be provided a written summary of the amendment request. The purpose for this notification is to insure adequate time allotment on the Board's meeting agenda and to ensure that Community Lay Director has sufficient copies of the request to distribute to all in attendance at the scheduled Board meeting.
- At the Board Meeting, the requesting individual may present their request to the Board. There will be no discussion and the item will be tabled for consideration until the next scheduled Board Meeting.
- At the next scheduled Board Meeting after initial submission, the request will be an agenda item. Discussion on the request will take place at this time. Requesting individual may wish to be present to answer any questions which may arise during discussion. If further clarification is needed such as legal concerns, the request can be tabled for only one additional month. If there is no reason to table the request, a Board vote will be called for and require a two-thirds (2/3) vote to accept the change. If request for change is approved by the Board of Directors, the community will be made aware of the change via electronic notification.
- <sup>15</sup> Amendments to the CAEC By-Laws or these Policies and Procedures are not required to be filed with the State of Alabama Secretary of State as of the effective date of these policies.

## **5. Use of Electronic Devices in Conference Room<sup>16</sup>**

- Electronic devices can be used ONLY when the speaker is giving his/her talk. After the talk is finished, the device shall be packed away until after the weekend is over. The speaker shall also have a printed copy of the talk at the walk as a backup copy.
- No pictures of the Walk will be posted to any Social Media
- Use of any electronic device for monitoring potential weather related issues or the use of electronic devices for communication between Conference room Team Members will take place inside the media room or outside the Conference Room Building.

## **6. Deviations from the Upper Room Model<sup>17</sup>**

In the course of operation, there will be instances in which Central Alabama Emmaus Community will need to deviate from the Upper Room Emmaus Model. These deviations will be approved by the CAEC Board based upon need which is caused by physicality of our camp site, logistical consideration or in our instance makes the Emmaus experience stronger and in the best interest of all concerned. These deviations will be recorded herein by identifying the deviation and logically why this deviation was employed. The purpose of recording is to insure consistency of operations and inform future Boards of the rationality.

<sup>15</sup> Telephone conversation with the State of Alabama Secretary of State office on 07/16/2012

<sup>16</sup> Added to P & P after conversation with the Upper Room on 03/17/2016.

<sup>17</sup> Added by Board action on 08/18/2013