

Born Again Emmaus Community
Responsibilities and Duties

Community Agape Coordinator

(An appointed, one-year term to be held by an elected, voting member of the Community Board. Option to extend tenure additional year(s) if individual continues to hold an elected position and the Board approves.)

July 2019

Responsibilities:

1. Be active in an Emmaus Reunion Group or similarly structured weekly accountability group.
2. Regularly attend Born Again Emmaus Community Board Meetings and Gatherings.
3. Acquire and become familiar with the Upper Room Model as it pertains to Agape (Prayer, Wall, General and Food).
4. Be very familiar with all aspects of a Walk and how Agape is used throughout. (Previous experience as an Agape Lead, Support Lead or ALD2 is beneficial)
5. Attend Board Training annually.
6. Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL, and proficiency on the Sign Up Genius website.
7. Protect the intent and integrity of the Emmaus Movement and Model.

The Agape Coordinator shall oversee all aspects of Born Again Emmaus Community Agape: Prayer, Wall, General and Food. The Coordinator shall recruit committee members from the Community to assist in the following duties. The Agape Coordinator shall remain the primary contact for all agape related correspondence.

Prayer, General and Food Agape Duties:

1. Become familiar and proficient with the Sign Up Genius website.
2. Communicate with each Walk's ALD2 for the specific requirements of their Sign Ups
3. Set Up, Publish, and Maintain the Sign Ups for Prayer Vigils, General and Food Agape for each Walk
4. Maintain a USB drive of all electronic documents to pass on to next Agape Coordinator

Wall Agape Duties:

1. Coordinate and facilitate the distribution and receipt of Wall Agape posters from Fourth Day Groups (FDG) and Emmaus Communities around the world. Utilize the Upper Room website as the primary source for other Emmaus Community information and Walk dates. (Site: <https://www.upperroom.org>.)
2. Ensure said agape letters are provided to the local Walk teams in a timely manner for posting at the appropriate time during each Born Again Emmaus Community Walk.
3. Send our Born Again FDG poster to worldwide FDGs and any Chrysalis and Kairos events we are aware of.
4. Communicate with the Community Lay Director and Newsletter Editor the dates of other community Walks, Flights and Weekends to meet our prayer commitments to them.
5. Keep all Wall Agape organized and available to the Community and Walk Leadership
6. Annually update the Community Board signatures on the Born Again Emmaus Community poster.
7. Maintain a USB drive of all electronic documents to pass on to next Agape Coordinator

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Agape Room Duties:

1. Coordinate with at least one (preferably all: ALD2, Support Lead, Agape Lead) key person from each upcoming Walk to meet at the Omega Retreat Center Agape Room.
2. Inventory, organize/re-organize and replenish the Agape Room supplies at the Omega Retreat Center as needed to ensure each Walk is well-supplied for projects and skits.
3. Review the General Agape Sign Up before publishing to eliminate unnecessary duplication of supplies.
4. Maintain a USB drive of all electronic documents to pass on to next Agape Coordinator

An Example of Wall Agape Procedures:

1. On the Upper Room website, USA Emmaus community walks are posted four weeks in advance. (Site: <https://www.upperroom.org>.)
2. Send a brief message to those communities to let them know that they are in our prayers and attach the Born Again Community Wall Agape. Select walks that will be held in the following week so there is ample time for response. Messages can be sent by email or texting.
3. Whenever possible, establish correspondence with the Agape Coordinator counterpart.
4. Occasionally, correspond with other communities; (Chrysalis, Kairos, Cursillo, Koinonia, etc.).
5. Since the Upper Room site does not announce walks for communities outside of the USA (as of now), a personalized letter of encouragement may be sent to the communities if email addresses are available.
6. Print and store correspondence agape letters from outside communities for Walk use. Maintain files of Wall Agape received from other communities.
7. Remove and replace used posters periodically to ensure freshness of appearance and the integrity of the prayer program.

Notes:

Incoming Wall Agape is managed this way: In the time intervals between each of our walks, incoming Wall Agape is filed in a separate "bucket". As of now, we are filling bucket #7. In this way, our library of Wall Agape will stay current and can be refreshed/sorted for an up-coming walk. (We don't have an accurate count but there must be several hundred that have accumulated.) Then, as the need for Wall Agape arrives, we sort thru the bucket(s) and select 30 or 40 for display at the walk.