

Born Again Emmaus Community
Qualifications and Responsibilities

Walk Registrar

(An appointed, one-year term that may be held by either an elected, voting member of the Community Board or a non-voting Community member. Option to extend tenure additional year(s) if the individual and the Board approve.)

April 2019

Qualifications:

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. Attend Board Training annually (if a Board Member).
4. Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL.
5. Protect the integrity and intent of the Emmaus Model

Responsibilities:

1. The Registrar shall receive all Pilgrim Walk Applications at the Born Again Community USPO Box. All applications will be considered confidential. They shall be stored in a safe location. The information shall only be shared with the Walk Lay Director.
2. The Registrar shall check the USPO Box on a regular basis during the times that the application process is open for each Walk held by the Community.
3. The Registrar shall maintain an up-to-date spreadsheet of all Pilgrim applicant information and shall email the spreadsheet to the relevant Walk's Lay Director on a regular (minimum weekly, if there are changes) basis.
4. The Registrar shall update the Board at least once a month with current Pilgrim numbers during the application period.
5. The Registrar shall keep all Pilgrim applications until one week prior to the Walk, at which time the Walk's Lay Director shall take possession of received applications, collect incoming applications and continue updating the spreadsheet.
6. The Registrar shall deposit all Pilgrim Walk fees received into the Born Again Community checking account on a weekly basis. A copy of the checks, deposit slips and any other relevant documents will be provided to the Community Treasurer on a weekly basis.