

Born Again Emmaus Community  
Qualifications and Responsibilities

## Upper Room Liaison

(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.)

April 2019

### **Qualifications:**

1. Be active in an Emmaus Reunion Group
2. Regularly attend Born Again Emmaus Community Board Meetings and Gatherings
3. Attend Board Training annually.
4. Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL
5. Protect the intent and integrity of the Emmaus Movement and Model.

### **Responsibilities:**

1. Maintain frequent contact with The Upper Room to understand new policy guidance and ensure we are compliant. A website check should be made at least quarterly to determine if any policy or other important changes have taken place.
2. Ensure that the Born Again Emmaus Community information is up-to-date on The Upper Room website, including Walk information and officer information. Each time a Walk is complete, the date for the next Walk for that gender should be entered on the Events page in The Boardroom section of the site. In addition, whenever there is a change of officers, the new information should be entered on the My Community page in The Boardroom section of the site.
3. Procure items necessary to meet our Walk requirements, including Walk Manuals, Pilgrim crosses, Worship "purple" Books for Pilgrims, Coming Down from the Mountain books, Emmaus pamphlets, and Reunion Group Cards. All items can be procured from The Upper Room by phone or on the website, with the exception of the Pilgrim crosses, which are procured from Terra Sancta Guild.
4. Distribute the Walk items identified in item 3 (above) to the LD and SD as appropriate in advance of the Walk they are leading. Recover unused items after the Walks and place them back into the inventory.
5. Ensure that we are compliant and in good standing with liability insurance requirements through management of the account ([www.churchmutual.com](http://www.churchmutual.com), Account Number 0322607). Church Mutual Insurance provides our liability coverage.
6. Ensure that we are compliant and in good standing with CCLI music usage requirements through management of the account. Provide music use information to CCLI as required for both Walks and Gatherings. This occurs every two or three years and covers one quarter of the year. We are notified in advance and selected on a random basis.
7. Ensure that our relationship with Boerne FUMC is maintained to allow the Born Again Emmaus Community to remain aligned with that church to protect our non-profit tax designation and eligibility.