

Born Again Emmaus Community
Responsibilities and Duties

Community Lay Director

(A Board-elected, one-year term to be held by an elected, voting member of the Community Board. This position usually follows a one-year term as Assistant Community Lay Director.)

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. 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.

Duties:

1. Maintain communication with the Emmaus Ministries International Office and the Area Communicator.
2. Maintain the annual Upper Room Covenant for the Born Again Emmaus Community and assure timely correspondence with the Upper Room.
3. Establish a training model by mentoring the Assistant Lay Director to prepare him/her for the Lay Director position.
4. Work with the Community Trainer to present a Board Retreat and Training annually.
5. Prepare and distribute a roster of Board Members to the Board.
6. Provide a roster, copies of all Board Job Descriptions and any position specific information to incoming Board Members.
7. Prepare the agenda; communicate with the Assistant Lay Director, Secretary and Treasurer; send the agenda, the minutes and the financial report to the Board; and lead scheduled monthly Board Meetings.
8. Report to and encourage the Community through the monthly Gatherings and Newsletters.
9. Maintain contact with current Walk Lay Directors, Walk Board Reps, Chrysalis and Kairos Liaisons.
10. Assist Assistant Community Lay Director and Nominating Committee with communication and nominations when seeking to find seasoned community Board membership annually.
11. Inform the community of the duties of the Board and the Board members.
12. Encourage Community Reunion Groups and Fourth Day Gatherings.
13. Welcome the newest members of the Community by speaking briefly at the Closing Ceremony of each Community Emmaus Walk when requested by the Walk Lay Director. Invite the Walk Participants and Community to the next scheduled Fourth Day Gathering event.
14. Serve on the Board one additional year (or the normal period of their term - whichever is longer) to advise the Lay Director as required.
15. Attend all Fourth Day Gathering events and all Community Walk events.
16. Remind Sponsors of their post walk responsibilities regarding Reunion Groups and Gatherings.
17. Chair the Executive Committee when needed. The Executive Committee shall be comprised of the Community Spiritual Director and the officers of the Board. The Executive Committee shall meet on an as-needed basis to address matters of a time or people sensitive nature that occur between Board meetings or matters that should be addressed in a more private environment.
18. Maintain a USB drive of all electronic documents to pass on to next Lay Director