

Lowcountry Emmaus Community Standing Rules

Amended and Adopted: December 9, 2014

General:

Articles I and II need no clarification.

1. The Standing Rules were created only as a guide for the Lowcountry Emmaus Community and may be altered by a majority vote of a quorum. A quorum consist of 9 (nine) members of the Board of Directors.

Article III

1. Membership will remain as stated in the by-laws.

Board of Directors

Article IV

1. Board meeting time and location shall be determined by the board membership based on the prevailing need(s) of said board membership. The time and location of all monthly board meetings will be published and available to the community membership. Monthly board meetings will be as follows: June through August "informal" meeting thirty minutes prior to each monthly gathering. September through May "formal" meeting held the second Tuesday of each month at a location to be determined by the Board.
2. The chairperson of the Board of Directors (Lay Director) shall be elected from the Board of Directors membership annually and shall serve no more than 2 (Two) 12 (twelve) month terms.
3. A Board Member will be in charge of the monthly gatherings. A tentative schedule will be drawn up by the board membership no later that the May Meeting each year.
4. A Board Member in charge of the monthly gatherings is not only responsible for finding a 4th Day Speaker, but must also supply a list of duties to other Board Members involved in the gathering and to the Reunion Group that has volunteered his/her church. An updated list of needs can be secured from the Lay Director at any time.
5. The Board of Directors will appoint a member or past member of the Board of Directors to serve on each Walk to Emmaus' to function as "Board Representative". This person will not be a working member of the "Walk" team.
6. The Community shall elect the Board Members for 1 (one) 3 (three) year term. The exception will be to fill partial terms remaining at election time. Any partial term of less than 12 (twelve) months shall be appointed by the Lay Director using experienced former Board Members when possible. An appointed nominations committee will present a list of potential candidates to the board at the January board meeting. The ballot provided to the Community for Board elections is to clearly identify the clergy and lay person candidates and specify the number of clergy and lay person positions to be filled.
7. Board Members may have no more than 2 (two) unexcused absences from "Formal" monthly meetings per year (September through May), with the third occurrence being appealed to the entire board. The current Board Secretary should be the first option to notify in the event of an absence with the Lay Director second. In addition 2 (two) consecutive unexcused absences from informal meetings (June through August) constitute withdrawal from the Board.

Sponsorship:

1. Any community member desiring to sponsor someone for the Walk must go through Sponsorship training. This training can be arranged through any Board member.
2. The Board strongly recommends that all first time sponsors enlist an experienced sponsor to serve as a co-sponsor and to assist and mentor them through the process. Contact the Registrar if help is needed to find an experienced sponsor.
3. An individual can only sponsor 1 (one) pilgrim per walk. If an individual wants to sponsor more than 1 (one), they will have to secure a co-sponsor who will take on that responsibility.
4. There must be a minimum of 20 (twenty) registered pilgrims 60 (sixty) days prior to a scheduled walk, or that walk will be postponed.
5. There is a deadline for registering, of no later than 21 (twenty-one) days prior to a walk. A Pilgrim is not registered for the walk until the Registrar receives a completed application (applicant & sponsor) along with the required deposit.

Monthly Gatherings:

1. The Monthly Gatherings will generally be held on the 3rd (third) Friday of each month at 7:30 pm.
2. The Monthly Gatherings are open to everyone; nametags and crosses may be worn.
3. The Board Member in Charge of the gathering will be responsible for providing the communion elements for the Monthly Gathering.

Committees:

1. The Board of Directors shall elect the Community Lay Director, the Community Assistant Lay Director and the Community Secretary/Treasurer at the May meeting.
2. Standing Committees shall be; Agape, Facilities, Fourth Day, Transportation/Luggage, Kitchen and Snacks, Music/Entertainment, Newsletter, Registrar, Send-off/Candlelight/Closing, Literature/Supplies, and Records. With the Vice-Chairperson being responsible for Team Selection and Team Training.

Newsletter:

1. The community newsletter will be published monthly.
2. Everyone desiring a newsletter will receive one.
3. The newsletter will be emailed or delivered in another appropriate manner in order to arrive prior to the monthly gathering.
4. No commercial advertising of any kind or publicity for events other than any Fourth-Day Community events will be permitted in the newsletter.
5. The mailing list shall not be used by any person or group other than the Lowcountry Emmaus Community.

Agape:

1. The sale of anything other than publications relating to or pertinent to the "Walk to Emmaus" will be prohibited.

Kitchen:

1. Sponsors that help in the Kitchen should not be visible during the weekend.

Send-off:

1. Send-off should be a closed function. Only persons having experienced a “Walk” or similar approved function should be included. Nametags may be worn, but not crosses.

Candlelight:

1. Candlelight should be a closed function. Nametags may be worn, but not crosses.
2. The Board Member in charge of Send-off/Candlelight/Closing is responsible for providing the communion elements.
3. The Community Spiritual Director is responsible of ensuring that a clergy person is designated to conduct the community portion of the Candlelight Service prior to the arrival of the pilgrims and team.

Closing:

1. The Closing should be a closed function. Nametags and crosses should be worn.

Team Selection:

1. Team members should be active in a local church, the Lowcountry Emmaus Community, Gatherings and Walks. Other community members may be called upon for service in the event of a special need. All Team Members and Board of Directors should sign a “Commitment to the Walk” agreement.
2. A Lay Director-in-Training will be designated to a “Walk” in order to observe procedures and requirements for their upcoming “Walk”.