

"THE RULES"
TEXOMA EMMAUS COMMUNITY RULES
For Use in Walk #82
DATED March 23, 2013

ACKNOWLEDGMENT

With thanks to God our Father, Jesus Christ, our risen Savior, and the Holy Spirit, who works among us, we ask their favor in dedicating these Rules for the conduct and operation of the Texoma Emmaus Community Walk to Emmaus and we trust that all who undertake to advance the Christian faith through the Emmaus experience in the Texoma Emmaus Community would seek to follow the same in the spirit of Colossians 3:23-24.

PURPOSE

The purpose of THE RULES is to provide current policy and expected standards for the operation of The Walk To Emmaus conducted by the Texoma Emmaus Community (the Community) in strict accordance and adherence to the most recent edition of The Upper Room Handbook on Emmaus and the most recent edition of The Upper Room Manuals. THE RULES are mandatory and apply to all persons attending, facilitating, visiting, assisting, serving or participating in any Walk To Emmaus function sponsored by the Texoma Emmaus Community. This includes all Team members and especially Lay Directors.

VALIDITY

THE RULES are authorized by the Bylaws of the Texoma Emmaus Community. THE RULES are available on the Texoma Community web site, www.texomaemmaus.org. Only the current version of THE RULES published on the website shall be used during any Walk to Emmaus function sponsored by the Texoma Emmaus Community. The web site shall be updated following each monthly meeting of the Board of Directors should the same be necessary. Use of out dated copies of THE RULES by any member of the Texoma Emmaus Community is forbidden. Any questions or concerns regarding the validity and current version of THE RULES shall be governed by the current version of THE RULES published on the community web site or by obtaining a signed, and dated, copy of THE RULES from any Officer currently serving on the Texoma Community Board of Directors.

AMENDMENTS

Amendments to THE RULES shall be made at any meeting of the Board by a three fourths vote of the members present for said meeting provided a quorum is present. Amendments shall not be reflected in the body of THE RULES but will be reflected by the current published set of THE RULES on the Community web site. The official electronic copy of THE RULES shall be present at each Board meeting in which an amendment to THE RULES is considered. After each amendment, passed accordingly, the Board shall endorse the number of the next Walk to Emmaus weekend for which THE RULES shall be applicable, and the date which THE RULES were last amended and post the amended version to the Community web site.

GOVERNANCE

The Texoma Emmaus Community is governed by The Bylaws of the Texoma Emmaus Community (the Bylaws) which were duly adopted by the Board of Directors of the Texoma Emmaus Community (the Board) on January 5, 2013. The Bylaws are maintained by the Board of Directors. A copy of the Bylaws may be obtained from any Officer currently serving on the Board of Directors.

MEMBERSHIP

Each person who has completed the Walk to Emmaus in the Texoma Emmaus Community shall be a member of the Texoma Emmaus Community. Persons who have completed a similar three day experience, including but not limited to, Chrysalis, Tres Dias, Kairos, and Cursillo may request to be placed upon the roles of the Community by request directed to the Board.

ELECTION OF THE BOARD

The Board shall be elected pursuant to the Bylaws. The Board shall present nominations for membership to the Board by publishing the same in the Community Newsletter (News letter) in November of each year. The members of the community shall vote for the persons nominated by the Board within 30 days following the announcement of candidates. In no event shall the community be required to vote without first having a 10 day notice period from the date the candidates are announced. The results of each annual election of the Board of Directors shall be announced to the community by December 15 of each year. The conduct of the election shall be by electronic mail vote, or by hand written ballot cast at any gathering following the announcement of candidates, with each member casting votes for the number of positions available and as described in the Newsletter. The persons receiving the greatest number of votes shall serve on the Board beginning the following January until their term expires as provided by the Bylaws.

CONDUCT OF THE WALK TO EMMAUS WEEKEND

The Walk to Emmaus Weekends shall be conducted according to the most recent edition of The Upper Room Handbook on Emmaus, the most recent editions of The Upper Room Manuals, and these RULES, in the order stated. Any conflict with these RULES shall be resolved in the order of authorities presented in this section. Any conflict thereafter remaining shall be referred to and resolved by the Board.

TEAM FORMATION

The Board shall prescribe appropriate standards for the selection of team members in accordance with the policy of The Upper Room. The Board shall also prescribe prerequisites for the assignment of any and all members to positions on any team having due regard for the necessity to build teams for the future of the community and to provide the experience necessary to facilitate such teams. Each Team Member must agree to abide by THE RULES and

to use and follow only the 3 day schedule that is delivered to the Team for use on that particular Walk to Emmaus weekend. No Team Member, Lay Director, Spiritual Director, Music Director or Cha Leader may accept a 3 day schedule, nor refer to, or use as a reference, any 3 day schedule used for any prior Walk to Emmaus weekend. The Board shall prescribe procedures for and may assign committees, formed from the membership of the Community, to appoint community members to serve in any upcoming Walk To Emmaus weekend team, with due consideration for the following:

LAY DIRECTORS

Eligibility requirements for Lay directors shall include the following:

- A.** They shall have attended a Walk to Emmaus weekend, Cursillo, Tres Dias or other expression of this three day experience that is recognized by the National Emmaus movement.
- B.** They shall have served as an Assistant Lay Director on three prior occasions or have served as an Assistant Lay Director on two prior occasions and have served as Music Director or Cha Leader on at least one prior occasion. It is preferable to have served in all service positions (assistant table leader, table leader, cha, assistant lay director.)
- C.** They shall be actively involved in a Group Reunion and/or accountability group, the community Gatherings (where possible) and in their local church
- D.** They shall be willing to follow THE RULES provided by the Texoma Emmaus Community Board of Directors.
- E.** They shall be willing to conduct the Emmaus weekends as written in the Lay Director's manual and the Upper Room Handbook on Emmaus.
- F.** They shall be committed to the task of directing a Walk to Emmaus weekend and eager to give what is necessary to organize and successfully complete the weekend.
- G.** They shall agree to use only the three day schedule that is provided by the Board for that specific Walk weekend.

SPIRITUAL DIRECTORS

Eligibility requirements for the Spiritual Directors shall include the following:

- A.** They shall have attended a Walk to Emmaus, Cursillo, Tres Dias or other expression of this three day experience that is recognized by the National Emmaus movement.
- B.** They shall have participated in at least one previous Emmaus weekend as an Assistant Spritual Director.
- C.** They shall preferably be actively involved in a Group Reunion or accountability group and Community Gatherings.
- D.** They shall be willing to conduct the Emmaus weekends as written in the Spiritual Director's manual available from the Upper Room Nashville, Tennessee.
- E.** They shall be willing to follow THE RULES provided by the Board.
- F.** They shall be committed to the task of directing a Walk to Emmaus weekend and eager to give what is necessary to organize and successfully complete the weekend.
- G.** They shall be willing to make an acceptable contribution for room and board during the weekend, the same as any other participant.

MUSIC DIRECTOR

Eligibility requirements for those who serve as Music Director shall include the following:

- A .** They shall have attended a Walk to Emmaus, Cursillo, Tres Dias or other expression of this three day experience that is recognized by the National Emmaus movement.
- B.** The musical ability to lead the Team and Pilgrims in spiritual music and song designed to encourage and promote Christian values during the Walk to Emmaus weekends.
- C.** They shall have served on at least one prior Walk to Emmaus weekend in the position of Assistant Music Director, assisting in the leading of music during the Walk to Emmaus weekend.

TEAM MEMBERS

Eligibility requirements for those who serve on Walk to Emmaus Teams shall include the following:

- A.** They shall have attended a Walk to Emmaus weekend, Cursillo, Tres Dias or other expression of this three day experience that is recognized by the National Emmaus movement.
- B.** They shall be active participants in their local church.
- C.** They shall be actively involved in a Group Reunion and or accountability group and in Emmaus community gatherings.
- D.** They shall be willing to accept whatever legitimate responsibility for the success of the weekend that is given by the Lay and/or Spiritual Director.
- E.** They shall be willing to make an acceptable contribution for room and board during the weekend, the same as any other participant.
- F.** They understand and are willing to abide by an appropriate progression in order to work each available position culminating in Lay Director. The progression is described as follows:

PROGRESSION

Progression is the term used to describe the prerequisite requirements for each position on a Walk to Emmaus weekend Team. The appropriate Progression for each team member position is as follows:

Assistant Table Leader: You must have completed the Walk to Emmaus as a pilgrim and meet the above requirements for Team Member.

Table Leader 1: You must have served at least once as an Assistant Table Leader.

Table Leader 2: You must have served at least once as a Table Leader 1.

Assistant Lay Director 1: You must have served at least once as a Table Leader 2.

Assistant Lay Director 2: You must have served at least once as an Assistant Lay Director 1.

To serve as an Assistant Lay Director 3: You must have served at least once as an Assistant Lay Director 2.

The Board reserves the right to alter the foregoing progression prerequisites or to substitute substantial other involvement to meet the prerequisites of each Team position, including, but not limited to, 4th day service on a case by case basis having due regard for the necessities of the upcoming Walk to Emmaus weekend.

CHAS

A "CHA" is a servant who assists in facilitating the weekend by assuring certain obligations are fulfilled during the weekend experience and serve as part of the 4th Day Team under the direction of the 4th Day Chairman. The "Cha" is peculiar to the Texoma Emmaus Community and is not described in The Upper Room Handbooks or Manuals. A "Cha" is not a member of the team but the team cannot function without the "Chas". A Cha shall understand that his/her work will be "behind the scenes" and that they must remain on the location throughout the weekend unless his/her absence from the weekend experience is in fulfillment of the duties given to that specific Cha. The Board shall determine the number of Chas serving on each Walk to Emmaus weekend and the specific areas of responsibility to be conducted by each Cha during the weekend. Each weekend shall have a Head Cha who shall oversee the remainder of Chas for the weekend and the Head Cha shall be responsible for assigning specific duties to the remaining Chas. The Head Cha shall take instruction from the Board, the Lay Director and the Spiritual Director, in the specific order stated herein, in carrying out their duties for each weekend. Chas shall be selected by the Board Member serving as Fourth Day Chair with due consideration for the following:

- A.** They shall have attended a Walk to Emmaus weekend, Cursillo, Tres Dias or other expression of this three day experience that is recognized by the National Emmaus movement.
- B.** They shall be active participants in their local church.
- C.** They shall be actively involved in a Group Reunion and or accountability group and in Emmaus community gatherings.
- D.** They shall be willing to accept whatever legitimate responsibility for the success of the weekend that is given by the Lay and/or Spiritual Director.
- E.** They shall be willing to make an acceptable contribution for room and board during the weekend, the same as any other participant.

CHA LEADER

To serve as Leader of the Chas on any Walk to Emmaus weekend a person must have completed the responsibilities of Cha on at least 2 prior Walk to Emmaus weekends or have served as an Assistant Lay Director on at least one prior Walk to Emmaus weekend.

PILGRIMS

Pilgrims must be sponsored by members of The Community, must fill out an application to the Walk to Emmaus, have the same signed by their sponsor and their home church pastor. Each

pilgrim or their sponsor will be responsible for contributing their share of room and board that will be provided by the camp on their three day experience. The current acceptable contribution room and board is \$150.00 per participant. \$50.00 of the current acceptable contribution will accompany all applications before the application will be considered. Sponsors and their pilgrim should also be aware that all persons attending the Walk to Emmaus are making the same contribution no matter what their role in the weekend experience may be. Original applications must be mailed to the Community at P.O. Box 665, Sherman, Texas 75091. Applications will not be accepted by any other means. Incomplete applications will be returned. Contributions accompanying applications are not subject to refund but are considered tax deductible.

MISCELLANEOUS

Gifts are not to be exchanged between the Lay Directors and team members.

A hand cross will be given to each of the Lay Director at the Closing ceremony by the Spiritual Director on behalf of the board and Community.

A \$200.00 stipend (as of 12/2000) will be provided by the Community to the Lay Director for each Walk at the Lay Directors Team selection meeting as a financial contribution for the expenses that will necessarily follow from fulfilling the role of Lay Director.

To encourage unity within the community, no Walk to Emmaus shall adopt "Weekend" T-shirts, caps or other items set aside for the Walk participants, even when offered as agape. Various items, such as T-shirts and caps, are offered by the Community as fund raisers to all persons. Purchase of these fundraiser items is a personal choice however the contributions from the purchase of these items are used solely for the benefit of the Community.

An application for the Walk to Emmaus received for the spouse of a Community member will be given priority over other applications received for the next available Walk to Emmaus.

An application for the Walk to Emmaus from a member of the clergy will be given priority over other applications received for the next available Walk to Emmaus.

The Lay Director for each Walk to Emmaus shall be exempt from the acceptable contribution for room and board during the weekend Walk to Emmaus.

In the event an applicant for a Walk to Emmaus Weekend is unable to attend the scheduled weekend, the policy to be followed shall be:

- a.** The applicant will be placed on the list of the next available Walk to Emmaus weekend and be notified of the same.

The Board Representative shall be responsible and accountable for all special offerings taken at Team meetings or donations received from love offerings that are not claimed by the Reunion Group providing lunch for the Team. All funds so collected shall be delivered to the Board

Treasurer prior to the completion of the Walk. The Board Representative shall keep a record of all funds being collected by offering and acceptable contributions from Team members for room and board during the weekend. An appropriate accounting sheet shall be provided to the Board Representative for keeping the financial records of the team and any contributions therefrom and shall accompany all funds collected and shall be delivered to the current Board Treasurer at the time the funds specified herein are delivered.

No agape will be accepted that has any commercial business identification.

No more than six pilgrims from the same church will be accepted for a single Walk to Emmaus weekend subject to Board modification in exceptional circumstances.

Pilgrims, Team members (except for clergy), and Chas cannot leave the Walk to Emmaus camp location during the course of the weekend, except in cases of emergencies and in order to fulfill the responsibilities of their position. Persons with knowledge of their inability to remain on the site for the entire Walk to Emmaus weekend should refrain from accepting invitations to serve or attend the Walk to Emmaus weekend.

Assistant Table Leaders will not be treated as "silent." They will be introduced as a member of the Team on Friday morning when tables are assigned.

The Fourth Day Team is the official name of the members serving in functions outside of the Team and outside of the conference room. The Fourth Day Team assists with parking during Emmaus functions, sets up the conference room for the Walk to Emmaus, takes down the conference room following completion of the Walk to Emmaus, and assures that the people, supplies, duties and responsibilities of carrying out the Walk to Emmaus are fulfilled. The Fourth Day Team is responsible to the Fourth Day Chairperson who is a current member of the Board. The Fourth Day Team is strictly voluntary and the Walk to Emmaus cannot function without members serving on the Fourth Day Team. It is each member's responsibility to the Community to serve with the Fourth Day Team as often as is practicable considering each members circumstances and the needs of the community.

Any person serving as a baby sitter during any Walk to Emmaus Gathering will be paid \$20 per day if the person serving as baby sitter is over the age of 18, and the sum of \$15 per day if the person serving as baby sitter is under the age of 18. Any person under the age of 18 must be accompanied by an adult serving as baby sitter.

Gatherings of the Community will take place each month preferably on a Saturday evening. Each Gathering will be hosted by a volunteer church within the Texoma Community and as directed by the Board. Gatherings will not take place during the months in which the Community is sponsoring a Walk to Emmaus weekend. At each Gathering, the host church will be responsible for providing a member of the clergy to preside over the service and to serve Holy Communion. There shall be a volunteer 4th Day speaker at each gathering to relate to the Gathering the workings of Jesus Christ and the Holy Spirit within their lives since having been on the Walk to Emmaus. A collection will be taken up at each Gathering and the proceeds will be counted with

2 Board Members present. The total of funds offered shall be delivered to the Treasurer for use in the general funds of the Community.

TEAM MANUALS FOR USE DURING THE WALK TO EMMAUS

The Emmaus Community will keep two sets of current manuals, for each position on the Team, from the Upper Room for use on each Walk to Emmaus Weekend. One set of manuals shall be for use on Women's Walk to Emmaus Weekends and one set of manuals shall be used for Men's Walk to Emmaus Weekends. Team members will be required to check out a manual from the Literature Chairperson serving on the Board of Directors. The manual must be returned to the Literature Chairperson, or at his/her direction. Failure by a Team Member to return the manual issued to them will result in the Team Member paying the Community for the replacement costs. No manuals shall be used at the Walk to Emmaus Weekend or at any Team Meeting in preparation for a Walk to Emmaus Weekend except the manuals issued by the Texoma Board of Directors.

**ADOPTED FOR USE BY WALK #83
ON THE 7th DAY OF APRIL, 2013**

STEVE HAID, CHAIRMAN, BOARD OF DIRECTORS