

# NORTHWEST GEORGIA WALK TO EMMAUS, INC.

## Policies

**Revised August 2015**

### GENERAL

1. Northwest boundaries defined as a line running from the South Carroll county line and west to the Fulton county line and as far east as the Cobb county line north, to include Cherokee, Gilmer, Pickens, and Fannin counties to the Tennessee state line, everything west to the Alabama state line. This shall include the following counties:

Bartow	Cherokee	Fannin	Gordon	Pickens
Carroll	Cobb	Floyd	Haralson	Polk
Catoosa	Dade	Fulton	Murray	Walker
Chattooga	Douglas	Gilmer	Paulding	Whitfield

2. The Northwest Georgia Walk to Emmaus, Inc. has been duly incorporated under the laws of the State of Georgia on July 31, 1997.

### REGISTRATION

1. Each men's weekend and each women's weekend will have no more than 36 pilgrims.
2. Priority of registration shall be as follows:
  - a. Clergy
  - b. Couples (including applicant whose spouse has already attended a walk)
  - c. Holdovers (if spouse cannot go, applicant becomes a holdover, one who has applied has to wait one walk)
  - d. Singles
3. The priority system shall be used for applications received up to the 4-week point before a walk. After that, first come/first serve on a date-received basis (maintaining the holdover system for applicants requesting to attend without spouse)
4. Confirmation is required back from the pilgrim within 2 weeks from when the invitation is issued. The slot shall be filled from the waiting list (if applicable) if confirmation is not received within this time period.
5. If at the 4-week point before a walk, there are more applications than slots, then spaces shall be filled first by using the priority system and then using the date of application to determine the order in which invitations are issued.
6. Invitations for the weekend shall be sent out at the 8-week point before a walk.
- 7. Applications to said walk will be accepted up until the walk as long as there is space available on the weekend.**
8. After a pilgrim has dropped within a sufficient notice for the second time, his/her application shall be returned to the sponsor. The application fee shall be forfeited, and application for that pilgrim shall be put on hold for one year. After one year, the prospective pilgrim may reapply; however they will have to pay the application fee again.

9. The majority of the Executive Committee (Chair, Vice-Chair, Secretary, Treasurer, and Community Spiritual) shall determine last minute approval of questionable applications.
10. Once a pilgrim has been confirmed, the Registrar will mail a copy of the book from the Upper Room entitled, "What is Emmaus?" to the pilgrim.
11. A fee of \$100.00 shall be charged for each pilgrim for a weekend. A nonrefundable application fee of \$25.00 will be required to be submitted with the application. This application fee is transferable only to the following walk. The remaining \$75.00 is to be paid by Send-Off of the weekend.

### TEAM SELECTION

1. Team Selection Chairperson shall be a Northwest Georgia Walk to Emmaus Board member.
2. The upcoming Lay Director shall work the weekend prior to the weekend he/she will lead as the "experienced" Assistant Lay Director.
3. If the Lay Director has difficulty filling positions from the selection recommendations of the Team Selection Committee, the Lay Director must return to the Team Selection Committee for advice on further selections.
- 4. Board members may serve in the conference room with board approval. Priority will be given to directives and progressive servanthood.**

### SERVANTS – HEAD POSITIONS

In order to serve in a head position, the selected person shall have served in the same position as a servant on a previous walk in the NW GA community.

### TEAM MEETINGS

1. According to the Upper Room Handbook on Emmaus, (page 52) prior to the weekend walk there must be a minimum of 23-26 hours of team training.
2. All team members, except clergy and guardian angels, are expected to pay the team fee of \$100. The clergy and guardian angels have the option to donate their fee toward the scholarship fund. **Team fees are due by the last team meeting to ensure funding available to pay for weekends.**
3. Lay Directors will be reimbursed up to \$250.00 for expenses incurred for a weekend. All receipts will be turned in to the Treasurer in order to be paid. The following supplies will be provided to the Lay Director: candles for pilgrim prayer vigil, and large and small agape bags for head agape.
4. All clergy and lay speakers must preview their entire talk prior to the weekend.
5. Team meetings shall not be held on the same day as a Gathering.

### WEEKEND

1. It is the responsibility of the Lay Director to call the photographer and set up the picture session for the weekend.

2. Table names for men: Matthew, Mark, Luke, John, Peter, and Paul  
Table names for women: Sarah, Ruth, Esther, Miriam, Elizabeth, and Rachel
3. The following policy state is to be printed on the weekend rosters given to the pilgrims: *It is strictly prohibited to use the Emmaus mailing list or team rosters for any business mailing or any purposes not associated with the weekend or board-related activities. A person violating this will be removed from the mailing list and future team participation.*
4. At the end of each walk, leftovers that are immediately perishable should be distributed among the team and pilgrims that are available to take them home. At the end of the Women's Walk, any food that is perishable to will expire before the next walk should be donated to an organization. The beneficiary will be decided by the church that has hosted the team meetings for those walks.

## BOARD

1. Each Board member will be given The Upper Room Handbook on Emmaus, Sustaining the Spirit, The Board of Directors, and NWGWTE By-laws and Policies.
2. Goals and purposes of the Board are to be read aloud at the annual planning retreat or the first board meeting after election of officers.
3. Board meetings time length should be limited to 2 hours
4. The Treasurer may use whatever bank he/she chooses.
5. All persons shall turn in a record of expenses/receipts for their area of responsibility to the treasurer. Expenses may be reimbursed. This will give a clear idea of actual cost.
6. A fee of \$4,400 is to be paid to the Trustee Board of North Georgia Emmaus for the use of the King's Retreat for each of our weekends. **A deposit of \$800 is due to secure reservation of King's Retreat, balance of \$3,600 due two weeks prior to the beginning of the weekend.**
7. The members of the standing committees should be community-wide. Board members will chair the Standing Committees
8. The newsletter is limited to disseminating information relative to the NWGWTE community. A page will be provided in the newsletter for the Chrysalis community.
9. Community Lay Director, also called the Community Chairperson, must be selected from those individuals who will be serving the 2<sup>nd</sup> or 3<sup>rd</sup> year on the board.
10. If NWWTE Board members have three unexcused absences annually, the Vice-Chair will bring the situation to the Board for consideration of possible removal and replacement.

## ELECTIONS

1. To be considered eligible to be elected to the NWGWTE Board, members must be an active member of a recognized Fourth Day movement community for a minimum of one year and served on a minimum of

three teams of a recognized Fourth Day movement, one of which must be a NWGWTE, prior to election to the board.

2. The community shall be given the opportunity to nominate persons for the Board of Directors. Nominations are to be given to the nominations chairperson by September 15<sup>th</sup> in order for names to be places in the October newsletter.
3. The outgoing class of the Board of Directors will serve as the nominations committee. The member whose birthday nearest to January 1 will serve as chair of that committee. In the July newsletter, the instructions for the elections along with the names of the nominating committee and their contact numbers will be published so that they can be contacted by members of the community who want to make nominations.
4. The nominating committee from the board will choose a member to contact each nominee and ask them the following questions;
  - Do you agree to uphold the model and attend all board meetings?
  - Do you agree to serve for three (3) full years?
  - Do you agree to serve as a committee head on the board, understanding that all positions on the board are working positions?
  - Do you agree to be present at community function such as send-off, candlelight, closing, gatherings, follow-up meetings, etc.?
  - Are you involved in your church?

## COMMUNITY

**Gatherings should be held monthly on the third (3<sup>rd</sup>) Saturday with a minimum of ten (10) gatherings per year.**