



THE COMMUNITY BOARD OF DIRECTORS

Choices on Types of Boards

Depending on how many events/ministries an individual community is hosting, the type of Board that is needed may change. So which type of Board the community requires is an individual community's choice. With the exception of the Community/Ministry Area Lay Director and the Community/Ministry Area Spiritual Director, the exact job descriptions for these positions are a task for the local community.

These Board choices are:

Working Board – for communities hosting 1-2 sets of events annually

Coordinating Board – for communities hosting 3 or more sets of events annually

Governing Board – for communities running 2 or more Ministry Areas (Chrysalis, Face to Face, etc.)

A Coordinating Board

When an Emmaus Board of Directors oversees more than three sets of Emmaus weekends per year, which are held in several sites covering a large geographical area, the board may be organized as a Coordinating Board. In this case, the Walks may be too many or too far removed for the board members effectively to resource each weekend or each constituent area's Fourth Day. The Coordinating Board's role is that of coordinating Emmaus Walk schedules and sites, training and selecting qualified weekend leadership, and overseeing the quality of the program. The Board leaves the organizing of behind-the-scenes functions of the Walks to the Weekend Lay Director, Assistant Lay Directors, and Weekend Spiritual Director of each team in cooperation with the local Emmaus group where the Emmaus Walk is held. The board decides which ongoing enabling functions the board will care for (literature, kitchen, registration, Team Selection Committee) and which responsibilities team leaders and local Emmaus groups will assume.

In some cases, area-wide or conference-wide Emmaus communities include several constituent Emmaus communities in townships within their area that may take responsibility for Walks at sites nearest them. These area-wide or conference-wide boards may consist of representatives from each of the constituent communities within the area Emmaus community. The constituent communities may elect their own representative(s) to the conference Emmaus board each year according to a mutually agreed-upon formula. Each constituent community will then have its own local Emmaus board. Since it takes responsibility for enabling Emmaus weekends in its locale, the board is best structured as the "working board" described above.

A Governing Board

Once a community is hosting, or assisting with, multiple ministries (Walk to Emmaus, Chrysalis, Face to Face, Journey to the Table, Discovery Weekend), it is recommended that the Board takes on a Governing Board structure. When a community gets to the point of managing several ministries, attempting to manage multiple lines of responsibilities can become cumbersome. This structure will ensure that each ministry area has

the appropriate focus to handle the day to day workings, as well as have the needed representation and voice on the Board.

** This design will give each community a Governing Board of ten to sixteen persons, depending on which ministry areas they choose to support.

1. The Governing Board of Directors consists of three classes (size depending on number of ministries managed), a new class being elected each year, with a class rotating off. The Governing Board has three main responsibilities.
 - a) Handles Legalities – including the relationship to the Upper Room Emmaus Ministries Office (Covenant, etc.), finances, insurance, corporate identity, IRS and Government paperwork, etc., across all ministries.
 - b) Sets Policies - for all ministries to follow
 - c) Insures all ministries are operating according to the Upper Room Model

The management of other matters should be left to the Ministry Area leadership.

2. The community or Ministry Areas elect the board by voting each year on nominees selected by a nominating committee and approved by the board. These will be position specific nominations at the discretion of the nominating committee. The Governing Board positions are:

Board Chair
Vice Chair/Chair elect
Past Board Chair
Secretary
Treasurer

*Board members representing essential Emmaus Ministries committees

Team Selection Committee Representative
Agape Committee Representative
4th Day Committee Representative

** - Ministry Specific positions – as needed as a Community hosts each additional ministry

Lay Director and Spiritual Director – Walk to Emmaus
Lay Director and Spiritual Director – Chrysalis
Lay Director and Spiritual Director – Face to Face
LIAISON to Journey to the Table
LIAISON to Discovery Weekend

A LIAISON to Journey to the Table and/or Discovery Weekend will only be appointed should the Community AND the Hosting Location BOTH desire to make use of that support relationship. These two roles will be limited depending on the level of support that is desired.

It is suggested that a 3-year cycle of electing officers be handled in this way.

Community-wide Election

<u>Year A</u>	<u>Year B</u>	<u>Year C</u>
(elect) Vice-Chair	Board Chair	Past-Board Chair (Yr B)
Past-Board Chair (Yr C)	(elect) Vice-Chair	Board Chair
Board Chair	Past-Board Chair (Yr A)	(elect) Vice Chair
(elect) Secretary	(elect) Treasurer	---
Team Selection Chairperson	4 th Day Chairperson	Agape Chairperson

Ministry Area Elections

Year A
Walk to Emmaus Lay Director
Chrysalis Spiritual Director

Year B
Walk to Emmaus Spiritual Director
Face to Face Lay Director

Year C
Chrysalis Lay Director
Face to Face Spiritual Director

Liaisons to Journey to the Table and Discovery Weekend are appointed by the Board as necessary.

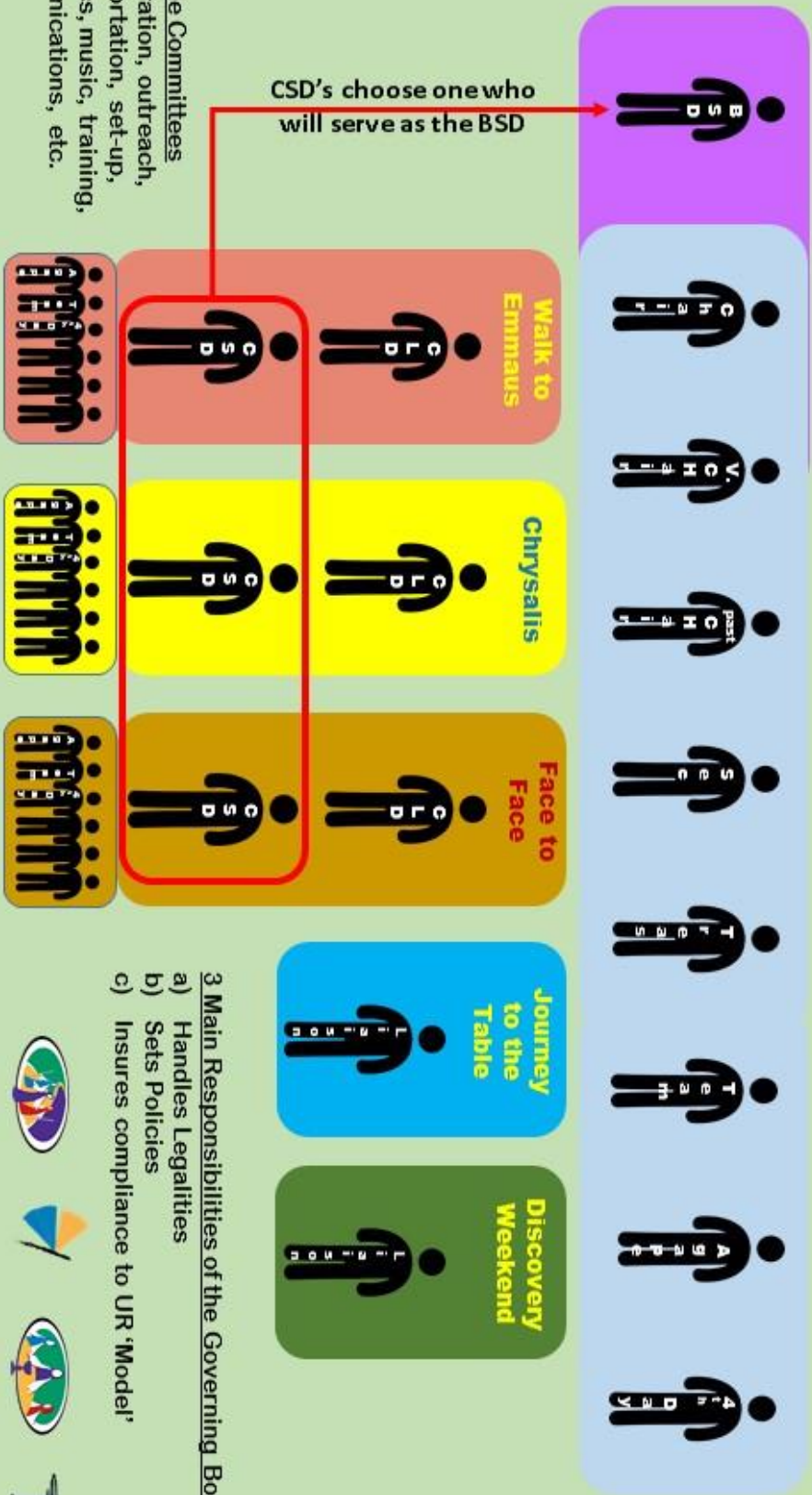
3. **Each specific Ministry Area should work in a working or coordinating structure similar to that listed above in the Working or Coordinating Board information** - with the exception of the Community Spiritual Director position. These duties should be carried out by the Ministry Area Spiritual Directors working together as a committee.
4. The Vice Chair/Chair Elect is elected annually for a three-year commitment and gains experience to be able to be the Board Chair the following year. They will then become the Past Board Chair to be a voice of experience to the Board. They have voice and vote in all Board meetings.

Ministry Area Spiritual Directors each year will elect one of their members to serve as the designated Community Spiritual Director to the Board.

Team Selection, Agape Committee Chairs, and 4th Day, work with the Lay Directors and Spiritual Directors to choose members from their specific Ministry Areas to serve on their respective committees.

5. In addition, there are several other suggested committees that could report to the Board, depending on the need to do so. Each Ministry Area will have members who serve on these committees and the board selects chairpersons for these committees from among committee members in each ministry area. They then may be called to report the committee's activities to the Governing Board at meetings. These standing committees should include Registration, Outreach, Transportation, Facility and Set-up, Kitchen, Literature/Manuals, Music/Entertainment, Candlelight/Sponsors' Hour, Group Reunions, Gatherings, Communications, and any others deemed necessary. In addition, these committees serve many functions, including giving more people the opportunity to be developed as leaders within the community. Helpful information about this function can be found in the *Emmaus Library Series* book *The Board of Directors*.
6. Ministry Areas and Committees should meet as needed. The Governing Board meetings may be held as often as needed but must meet at least quarterly.
7. Board members should not serve on conference room teams during their terms on the Board of Directors with the exception of the board representative position on each ministry area team.

Governing Board Structure



Possible Committees
 Registration, outreach,
 transportation, set-up,
 logistics, music, training,
 communications, etc.