

Eastern Shore Emmaus Standard Operating Procedures

Board Members and Board Representatives

- 07/24/1993 Community members must have at least one teaming experience before serving on the Board.
- 03/23/1995 It was suggested that the Weekend Selection Committee make nominations to the Board and the Board selects the Weekend Lay Director (WLD).
- 07/27/1998 Board Representative to be on each Walk, can be a team member. (Clarified 7/23/01).
- 01/09/1999 Board Representative is appointed by the Board.
- 02/22/1999 Board Representative will be appointed by the Board starting Fall '99.
- 07/23/2001 Board Representative is the 31st member of the team.
- 08/31/2001 Team Selection Chairperson will call those applicants who were not selected for the team.
- 10/22/2001 Board Representative will help resolve any problems that arise during the weekend.
- 11/26/2001 Board Representative will be expected to control actions of the community during the weekend.
- 01/27/2003 Community Lay Director (CLD) will notify the WLD about who will be the Board Representative.
- 04/28/2003 Board Representative should not be given a talk.
- 05/19/2003 Board Representatives will continue to attend TLC and team meetings and will be on the weekends.
- 07/28/2003 Day of Deeper Understanding (DODU) will be assigned to Post-weekend Chairperson.
- 08/25/2003 No talk or leadership job will be assigned to the Board Representative.
- 12/13/2003 Decisions about Board Representatives made on 1/27/03, 4/28/03, and 5/19/03, were restated and are to be followed.
- 11/22/2004 Board members must have at least three teaming experiences before they can serve as Board Representative.
- 03/28/2005 A \$450 deposit for each walk will be paid to the Camp during the month teaming starts.
- 07/25/2005 Applied for 501-C (3) status (non-profit).
- 11/27/2006 List of past WLD and persons eligible for TLC will be provided to current WLD.
- 3/26/2007 Board selects Weekend Spiritual Director (WSD), clergy will be asked about availability for each Walk, (Clarified on 5/21/07).
- 05/21/2007 Board selects Head Spiritual Director (HSD). TLC Selection Committee and Weekend Lay Director (WLD) select Assistant Spiritual Directors (ASD). List of eligible pastors will be provided by Community Spiritual Director (CSD).

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- 08/27/2007 Board voted to move closer to National Model.
- 08/27/2007 Board voted to change By-Laws to include Chrysalis.
- 12/17/2007 Chrysalis is a standing committee of Emmaus and voting member.
- 10/27/2008 501-C (3) status granted.
- 11/24/2008 Walk feed raised to \$175.
- 11/24/2008 Emmaus and Chrysaiss to share candle lighting supplies.
- 04/27/2009 Written and in person critiques by teamers will be done.
- 04/27/2009 VA state tax exemption granted.
- 06/01/2009 Emmaus to cover cost of unloading weekend food supplies at Camp.
- 09/28/2009 Scholarship assistance will be \$75 per pilgrim for any sponsor requesting it.
- 09/28/2009 If a Board member serves in an ex-officio capacity on the Board, this will count as a year off the Board for re-election purposes.
- 06/28/2010 Board members are eligible to serve as Board Representatives if they have served at least one year in a current or past term.
- 06/25/2016 Treasurer will submit to Upper Room Emmaus the set dollar amount after each Walk.
- 07/23/2016 Treasurer will submit \$13 to Upper Room Emmaus for each Pilgrim that attends a Walk. After the check is submitted the Upper Room Emmaus will submit a receipt.
- 10/23/2007 A firm deadline of 10 weeks prior to the Walk date is set to receive a minimum of 28 applications for teamers. If the deadline is not met, the current Walk will be postponed.
- 10/23/2019 The Board approved a \$350 yearly budget to maintain the team shed. Receipts will be turned into the Treasurer.
- 07/07/2020 Any Board member discussing on "Social Media" anything discussed during a Board meeting, without permission from the Board, will be dismissed from the Board.
- 01/24/2022 The Community Lay Director (CLD) shall be a lay member of the Board and may not serve two consecutive years. Board members eligible for election to this office at the November Board meeting are those who are completing their second year on the Board in December and will also be on the Board the following year. The exception to this eligibility is a Board member who has previously served a 3-year term on the Board, in that case the Board member is eligible for election to this office after the first or second year on the Board.

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Banners

- 11/05/2002 Walk banners will be stored at Camp Occohannock.
- 04/25/2016 The decision by the Board is that all banners are not to exceed 3' X 4'.

Weekend Lay Director (WLD)

- 03/23/1995 It was suggested that the Weekend Selection Committee make nominations to the Board and then the Board selects the WLD.
- 09/23/1996 To be eligible for nomination, WLD must have served on at least two TLCs.
- 09/23/1997 WLD presents the Leadership Team (LT) to the Board before the Leadership Team members are asked to serve.
- 10/27/1997 Only one past WLD on LT (Clarified on 10/23/06).
- 11/24/1997 WLD presents the LT to the Team Selection Committee, once selected the TSC gets final approval from the Board.
- 04/24/2000 WLD and the Board select the LT.
- 04/24/2000 WLD and WSD must secure clergy for Sponsor's Hour and Candle Lighting.
- 06/24/2002 WLD is made a voting member of the Team and Pilgrim Selection Committees.
- 06/23/2003 WLDs are responsible for DODU agenda.
- 07/28/2003 WLD does Talk #14.
- 02/23/2004 WLD does Talk #14.
- 04/25/2005 Must team twice before serving on LT. Must serve on LT twice before being eligible for WLD.
- 10/23/2006 Reimbursement limit is reduced to \$350 per Walk.
- 10/23/2006 There is a limit of one past WLD on LT. If Music Director (MD) has been WLD, it does not count against WLD limit.
- 11/27/2006 WLD decides about prior Walk shirts being worn on weekend.
- 06/25/2007 List of past WLDs and persons eligible for LT will be provided to current WLD.
- 06/25/2007 WLD to keep silence about their selection until it is announced.

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- 06/25/2007 Walk reimbursement limit is \$350 per Walk.
- 07/23/2007 WLD should get "Suggestions for Upcoming Lay Directors and "Guide for picking LT".
- 12/09/2019 If the selected WLD is unable to perform his/her duties for the Walk, the past WLD on Leadership, if there is one, will perform the role. If there is no past WLD on the LT, the Board of Directors will select a past WLD for the full team to fill the position for the Walk.
- 12/09/2019 A WMD needs to have another Leadership position on a future Walk to qualify for WLD. Teaming as WMD over and over counts as one Leadership position.

Chrysalis

- 07/30/1996 Chrysalis formation and flights discussed. Chrysalis fees will be less than Emmaus fees.
- 02/25/2002 Chrysalis can use the Emmaus Sysco account for food purchases.
- 08/27/2007 Emmaus By-Laws to be changed to include Chrysalis.
- 11/17/2007 Chrysalis is a standing committee of Emmaus.
- 11/24/2008 Chrysalis and Emmaus to share Candle Lighting Supplies.

Weekend Spiritual Director (WSD) and Assistant Spiritual Director (ASD)

- 11/24/1997 HSD must be an Elder, Emmaus communion needs to be given by an Elder.
- 01/26/1998 "Local" pastors can't do communion at Emmaus functions. An Elder can consecrate sacraments and have these sacraments delivered to the Emmaus function.
- 04/24/2000 WSD and WLD must secure clergy for Sponsor's Hour and Candle Lighting.
- 03/26/2001 Clergy are encouraged to have their talks critiqued.
- 08/25/2003 Pilgrims will be provided 3" X 5" cards after the Means of Grace Talk so they can submit questions for the Spiritual Directors (SDs) to answer.
- 08/25/2003 Naming each Pilgrim in prayer during Sponsor's Hour will be done.
- 08/25.2003 Dying Moments and Examination of Conscience are okay the way we do them. They are part of our local flavor.

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- 09/27/2004 A file of qualified clergy for WSD and ASD will be established and maintained by the Community Spiritual Directors.
- 01/24/2005 Community Spiritual Director will check with all past SDs to create a file of eligible Spiritual Directors.
- 11/27/2006 Changes from National Emmaus on HSD and ASD qualifications were received. Spring '07 Walks will use current qualifications.
- 12/18/2006 Clown Communion and new SD guidelines were discussed.
- 01/22/2007 Clergy team applications can be used to update clergy file.
- 06/25/2007 "Local" pastors can do communion at Emmaus events only with permission from District Superintendent.
- 02/23/2009 Reaffirmed commitment to follow National Model for Clergy Certification.

Assistant Lay Directors (ALD)

- 07/28/2003 ALD's do Talks #1 and #15.
- 02/23/2004 ALD's do Talks #1 and #15.

Directory, Newsletter, and Roster

- 08/25/1997 Emmaus directory is to be used only for Emmaus business.
- 04/25/2005 Newsletter will only include Emmaus information and OOTB workdays.
- 11/24/2008 Newsletter fee is raised to \$20 per year.
- 12/15/2008 Roster prices raised to \$10 per copy.

Elections

- 08/28/2000 Ballots must have votes equal to the number of vacancies.
- 07/23/2001 Voters must cast the same number of votes as there are vacancies for their vote to count.
- 08/23/2001 Abolish the voting rules determined at the 6/01 an 7/01 Board meetings.

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- 10/27/2008 Ballots must be complete to count.
- 11/22/2009 Must vote a complete ballot for your vote to count. If there are 5 vacancies, you must vote for 5 nominees.
- 09/27/2021 Applicants must complete the Eastern Shore Emmaus Board of Directors Nomination petition and submit prior to or at the October Gathering to be considered.
- 9/27/2021 The Board will review all petitions at the October Board meeting for eligibility before the applicant can be placed on the ballot.
- 09/27/2021 The Emmaus Community will vote for the applicants on the ballot at the November Gathering. No nominations will be taken from the floor.
- 09/27/ 2001 Any vacancies not filled at the November Gathering will be appointed by a consensus of the Board.

Pilgrims

- 02/26/1994 It was suggested that there be a limit of 30 pilgrims per Walk. Refer to pilgrim guidelines for further clarification.
- 05/16/1994 Pilgrim selection guidelines adopted.
- 04/02/1997 If a Pilgrim applicant must decline an invitation, they will be carried over one time, and then they would have to reapply.
- 05/18/1998 Pilgrim Scholarships will be handled by the Pilgrim Selection Committee, the Treasurer, and the Pre-weekend Chairperson.
- 02/26/2001 Application deadline for Pilgrims is six weeks before the start of the Men's Walk.
- 03/26/2001 After a second negative reply by a pilgrim, the application goes back to the sponsor and the pilgrim must reapply.
- 03/25/2002 Application deadline for pilgrims is 6 weeks before the Men's Walk. Late applications must be received 2 weeks before the start of each respective Walk.
- 05/20/2002 Pictures and names of pilgrims to be placed on website.
- 10/23/2003 If a pilgrim is selected and cannot attend two times, their applications fee is forfeited. A new application and application fee will be required.
- 07/27/2004 Specific medications requested on a pilgrim's application will be brought to the Sponsor's attention and will be brought to Camp by the Sponsor.

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- 07/27/2004 Ear plugs will be provided only for the pilgrims.
- 11/28/2005 There will be two pilgrim selection meetings. 2nd meeting is on late application deadline.
- 12/17/2007 Pilgrim's critique distributed with 4th Day packet and returned by mail.
- 06/30/2008 Should Pilgrim applications require pastor's signature?
- 09/28/2009 Scholarship assistance will be \$75 per pilgrim for any Sponsor requesting it.
- 02/23/2015 A firm deadline of 8 weeks prior to a Walk date is set to receive the minimum of 15 pilgrim applications. If that deadline is not met, the current walk will be postponed.
- 10/23/2017 Let it so be enacted that the 15-pilgrim limit S.O.P. to conduct a Walk be declared null and void—effective immediately. Henceforth, the decision to cancel a Walk shall be made at the discretion of the Eastern Shore Emmaus Board of Directors two (2) weeks prior to the Walk date.

Gatherings and Other Activities

- 11/07/1994 Gatherings will be held on the 2nd Saturday of each month.
- 04/28/2003 Taking collections at Candle Lighting and Sponsor's Hour is okay.
- 07/28/2003 Board noted and agreed that we do agape differently from the National Model and that this is part of our "local flavor".
- 10/23/2003 "Rise and Shine" is local flavor.
- 10/23/2003 No amplified guitars are to be used at Gatherings, and Community functions.
- 04/25/2004 Gatherings which fall between two Walks will be moved to Women's Walk weekend.
- 09/27/2004 Songs must have a CCLI license number to be used at Emmaus events.
- 04/27/2009 When Candle Lighting service is not also a Gathering, an offering for the Scholarship Fund will be collected.
- 08/24/2009 DODU will be scheduled for the first Gathering after the Women's Walks. It will be held just before the Gathering.
- 09/23/2019 The Board approved a \$350 yearly budget for Gatherings so that supplies can be purchased by the Gatherings Chairperson. Receipts are to be turned into the Treasurer.

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Sponsors

- 04/26/1994 Sponsors need to attend DODU prior to sponsoring pilgrims.
- 07/27/2004 Specific medications requested on a pilgrim's application will be brought to the Sponsor's attention and be brought to Camp b the Sponsor.

Team leadership Committee (TLC)

- 06/23/1997 WLD presents the LT to the Board before the LT members are asked to serve.
- 11/24/1997 WLD presents the LT to the Team Selection Committee. Once selected the TSC gets final approval from the Board.
- 07/27/1998 Head Servant (HS) to have \$100 fund to spend on Walks.
- 04/25/2005 Must team twice before serving on LT. Must serve on LT twice before being eligible for WLD.
- 10/23/2006 Limit of one past WLD on LT. WLD as Music Director (MD) does not count.
- 06/01/2009 Community contacts are still the responsibility of the HS.
- 10/28/2013 Cohabitators (couples living together not married) should not be considered for team leadership or team selection.
- 10/28/2013 Community members aware of cohabitating teamers should notify the TLC Chairperson.
- 10/28/2013 Any applicant not selected for reason of cohabitation will be contacted within 4 days of the reason for non-selection by the Community Spiritual Director.
- 11/09/2019 TLC needs to enforce LT should not be made up of friends but should use new people to build up the pool for future WLDs.
- 07/27/2020 As of this date, cohabitators will be defined as male and female, not related, not married, but living together.

Community Lay Director

- 08/25/1997 CLD will be chosen from remaining Board members in December.
- 11/23/1998 CLD should alternate between men and women.

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01/24/2022 The CLD shall be a lay member of the Board and may not serve two consecutive years. Board members eligible for election to this office at the November Board meeting are those who are completing their second year on the Board in December and who will also be on the Board the following year. The exception to this eligibility is a Board member who has previously served a 3-year term on the Board. In that case the Board member is eligible for election to this office after the first or second year on the Board.

Teamers

01/22/1994 Board agreed that teamers should attend DODU before applying to team.

06/13/1994 Team Selection Guidelines adopted.

07/11/1994 Team selection Guidelines were revised and approved.

02/23/1998 Persons not selected for a particular walk will have their applications held over only for the next set of Walks.

05/18/1998 Team scholarships will be handled by teamers.

02/22/1999 Application deadlines for tamers are the January and July Gatherings.

08/26/2002 If there are questions about a teamer's application, they are to be contacted by the selection committee and given an opportunity to answer those questions before a final team selection is made.

01/27/2003 If a teamer turns in an application but then cannot team, they will be carried over to the next team. If they still cannot team on that Walk, they must reapply.

01/27/2003 Team members cannot be accepted or added after the deadline.

11/24/2003 If teamers stay at Camo extra days, they must pay any additional expenses.

06/28/2004 Team members can wear cross and rooster pin after Friday breakfast.

07/28/2004 Ear plugs will be provided only for the pilgrims.

12/19/2005 Team Selection Committee will be composed of a Chairperson from the Board and 3 men and 3 women. Members should come from all areas of the Shore.

12/17/2007 Team written critiques are distributed with Walk pictures, and due before DODU.

12/17/2007 Team application deadlines are January and July Gatherings.

04/27/2009 Written and in-person critiques by teamers will be done.

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- 07/27/2009 Teamers must be present for entire Walk.
- 10/28/2013 Team members cannot be replaced after team meetings start.
- 10/28/2013 Team members can be moved to leadership positions if a vacancy occurs after teaming starts.
- 06/30/2014 Once a person has served in a position of Clergy on an Emmaus Walk, that person will not be eligible to serve in any laity position on an Emmaus Walk, unless there is a change in their Clergy status. Upon a request received by Clergy to serve as laity, the Board of Directors must review the evidence of the change of Clergy status prior to approval of the application.
- 10/24/2014 Self-avowed or practicing homosexuals shall NOT be considered for selection as an Eastern Shore Emmaus or Eastern Shore Chrysalis Team Member. The practice of homosexuality is unacceptable to Christ teaching as stated in Leviticus 18:22... "is an abomination". Also see 1 Corinthians 6:9-11, Romans 1: 26-27, 1 Timothy 1:8-10.
- 01/26/2015 While God instructs us to love all people, the Bible is very clear about not loving sin. When it comes to homosexuality, the Bible says in 1 Corinthians 6:9-11, Do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived. Neither fornicators, nor idolaters nor adulterers, nor homosexuals, nor sodomites nor thieves nor covetous, not drunkards, nor revilers, nor extortioners will inherit the kingdom of God. And such were some of you. But you were washed, but you were sanctified, but you were justified in the name of Lord Jesus and by the Spirit of our God.
- 12/03/2018 It may be decided during the teaming process for a Walk or during the Walk Weekend that the individual that was selected to act as the Weekend Lay Director is unable to perform those duties. In that situation, it is proposed that the past Weekend Lay Director that was selected to be a part of the LT will assume the role of WLD. The WLD packet should be amended to reflect this change so that he/she is aware that the person that they select to fill the position of past WLD could potentially act as the WLD for the Walk, should it be necessary. In the event there is no past WLD on the LT, a past weekend WLD from the team will be selected by the Board of Directors to lead the Walk.