



COMMUNITY LAY DIRECTOR

Appointed as Chairman of the Board for the Denton Area Emmaus Community Board of Directors. The Community Lay Director is accountable for ensuring that all Denton Area Emmaus Community activities are carried out in accordance with the Upper Room Covenant and the by-laws of the Community as set forth. The Community Lay Director is responsible that their actions and the actions of the Board are faithful to the Walk to Emmaus Model.

Responsibilities Include;

General:

- Ensures all Community functions are carried out in good faith and reflect the Emmaus Model
- Assists Team Orientation, Sponsors Hour, Candlelight, Follow-Up, and Gatherings as needed
- Participates in all Denton Area Community Emmaus activities and events as able
- Monitors timeliness of supply orders, purchases, newsletters, and Community announcements
- Sells Emmaus publishing's at events

Board and Other Meetings:

- Communicates with Board Members on issues needing resolution prior to monthly meeting
- Sets the Agenda
- Opens all meetings with prayer
- Board mediator
- Calls Emergency Executive Board Meetings (Chair, Vice-Chair, SD, Secretary, Treasurer)

Community Contacts:

- Keeps Community and Upper Room Boardroom web sites updated with current information
- Liaison with the Denton Area Emmaus Community Members and other Emmaus Communities
- Leads Annual Community Board Meeting and Board Elections
- Makes informative announcements at Community Events.
- Liaison with Web Master for updates and changes to be made on the Community web site.
- Writes articles for the Newsletter
- Responds to questions asked by Community Members via mail or web site

Specific to Walks:

- Attends Closing - Officially welcomes new pilgrims as members of the DAEC
- Emergency contact in case of unusual circumstances or urgent situations during a Walk
- Liaison with Briarwood Retreat Center for all Walks; signing contracts, scheduling walk dates, confirming changes, cancelations, weekend activities and financial obligations.
- Meets with Briarwood Representative on Wednesday Set Up and Sunday Closing for last minute details and or directives.
- Collects Emmaus publishing's, book table inventory and monies at Closing
- Purchases books, updates the book table inventory sheet and delivers to Walk's Board Rep
- Appoint Lay Directors for the upcoming walks

- Approve Team and Talks for each Walk

Board Administration:

- Compiles list of individuals for Board Election nomination
- Observant of Board Members and Team Members who may be unsuited for their task
- Officiates Board Meetings and verifies quorum is present for official voting
- Verify all Board and Team Members have updated Manuals
- Proposes recommendations of qualified Officers to the Board to fill positions of Chairman, Vice Chair, Treasurer, and Secretary
- Offers recommendations of Spiritual Directors and Assistant SD's to serve on the Board
- Point of contact for and steps in / assists any member of the Board when needed
- Organizes annual Board Training meeting
- Submit recommendations of eligible future Lay Directors to the Board
- Tallies Board Election Results (along with SD, Vice Chair and Secretary)
- With Board Approval - Contact Nominated Members to place on the Election Ballot
- With Board Approval-Select individuals to serve on Ad-Hoc Committees
- With Board Approval-Update forms / manuals / documents on Board web site

Upper Room:

- Liaison with the Upper Room and Upper Room Representatives
- Reviews the Upper Room's Community Lay Director Check List

Financial, Legal, & Tax:

- Checks all financial, tax and audit reports before submission
- Maintains documentation of expiration / renewal dates of all agreements and or contracts.
- Signer on all legal documents and financial accounts
- Oversees financial dealings and IRS compliance in operating as non-profit organization
- With Board Approval-Signs all legal documents as binding agent for the Community including but not limited to
 - Bank Accounts
 - CCL1 License Renewal
 - Briarwood Retreat Center Weekends
 - Post Office Box Contract
 - Renewal of Annual Liability Insurance
 - Tax Documents
 - Trailer Registration
 - Upper Room Covenant

Characteristics:

- Ability to speak in front of large groups
- Active in a Reunion Group
- Adaptable and flexible
- Creative thinker
- Effective decision maker
- Excellent people skills, able to interact with people of all types
- Exhibits patience and cordial negotiating skills
- Experience with recruiting and/or staffing
- Fiscally responsible
- Have a passion for Emmaus
- Humble servant
- Knowledgeable of Emmaus with preference of being a Past Lay Director
- Must have time to devote several hours a week to the position

- Multi-tasked
- Non-judgmental
- Problem solver
- Proficient with verbal and written communications and able to conduct meetings
- Punctual
- Resourceful delegator
- Strong leadership skills with ability to lead diverse small teams and committees
- Superior organizational, time management and prioritization skills
- Team Builder
- Willingness to listen to all points of views

Reviewed by Tom Clark, April 2015