



Literature Chair

As a member of the Board of Directors of the Denton Area Emmaus Community the Literature Chair is responsible for ensuring that all Upper Room materials necessary to support the Walks are ordered and available as needed.

Responsibilities:

- Place orders to Upper Room for all Walk to Emmaus sanctioned materials.
- Order, maintain inventory, and store materials for training, for Lay Director use, for Team Member use, for Spiritual Director use, and for Board Member use.
- Order, maintain inventory, and store materials for sale to general membership of the community.
- Deliver worship booklets, reunion cards, lanyards, crosses for each walk.
- Provide packets/labeled envelopes for Pilgrims and Team members for each walk.
- Maintain records of all purchases and coordinate with the Treasurer as needed.

Characteristics:

- Strong organizational skills.
- Good record keeping skills.

UPDATED BY NANCY HARVEY, DECEMBER 2017