



## Registrar

### **Overview**

As a member of the Board of Directors of the Denton Area Emmaus Community, the Registrar is responsible for the administrative processing of applicants for participation in a Walk to Emmaus weekend.

Responsibilities:

- administer the DAEC mailbox at the Lewisville, Texas post office
- receive pilgrim application forms and fees/scholarship requests
- review the applications to be sure they are complete; should they be incomplete, follow up with the appropriate party before enrolling the pilgrim
- enroll the pilgrim into the requested walk by entering their information into the pilgrim roster or database, or if the walk is full, the Registrar will offer future alternatives and/or place the pilgrim on a waitlist pending any cancellations
- send a communication to the pilgrim confirming the action once a pilgrim has been enrolled or placed on a waitlist
- send a communication to the pilgrim's sponsor confirming of the action and providing a collection of materials regarding sponsorship roles and responsibilities
- send periodic updates of the pilgrim roster status to the Lay Director, Servant Team leader and Board Representative for the walk
- provide the final pilgrim roster to the Lay Director, Servant Team leader and Board Representative for the walk on the weekend before the walk (if there is available room, later additions can be made with the approval of the Lay Director and Board Representative for the walk)
- communicates any identified areas of concern with regard to a pilgrim: spiritual concerns should be brought to the attention of the Spiritual Director; medical and/or dietary concerns should be brought to the attention of the Lay Director, Board Representative and Facilities Representative for the walk
- submit all collected fees to the Board Treasurer or Board Representative for the walk once the weekend commences

- negotiate either an enrollment in a future walk or a refund of the fees should a pilgrim need to cancel
- coordinate a follow-up letter from the Spiritual Director to the pastor of each pilgrim that completes the walk.

#### Characteristics

- Strong verbal and written communication skills.
- Strong organizational skills.
- Excellent time management and prioritization skills.
- Good recordkeeping skills
- Computer skills needed include spreadsheet and word processing with mail-merge
- Must be able to be trusted with monies and confidential information