

STRAITS AREA EMMAUS COMMUNITY  
LAST REVISION  
March 2007

Standing Rules:

1. The Board of Directors will consist of three (3) classes with five (5) members each: Class of 2007 consists of four (4) lay persons and one (1) clergy; Class of 2008 will consist of four (4) lay persons and one (1) clergy; Class of 2009 will consist of four (4) lay persons and one (1) clergy. The Community Spiritual Director also serves on the Board, and is in addition to the aforementioned positions.

2. The Nominating Committee shall consist of four (4) Community members and one (1) Board member for a total of five (5) committee members. They will be appointed annually by the Board and will have assented to the appointment, no later than August 1. A person shall not serve on the Nominating committee for more than three (3) consecutive terms and must have a two-year waiting period before re-appointment. They shall review the list of current Community members and select eligible persons to be contacted by the nominating committee. When they have a total of seven eligible candidates who have assented to run for the Board positions, the list will be given to the Board no later than the regular Board meeting in October for action as outlined in the by-laws and the committee will become inactive until the time to count the votes.

3. Lay Director Qualifications: The Lay Director shall have served on teams in a variety of positions to include serving as a new Assistant Lay Director and as an experienced Assistant Lay Director, a Table Leader and Assistant Table Leader. The Lay Director should evidence spiritual maturity, active Church involvement, and Group Reunion. The Lay Director must commit to leading the Walk according to the Upper Room Emmaus model and under the authority of the Board.

4. Standing Committees: Each Standing Committees is chaired by at least one board member. An officer may chair a Standing Committee, if necessary. Standing Committee chairs are determined by assignment or by volunteer at each January Board Meeting, after the election of officers. The Standing Committees are as follows:

a) **Team Selection:** responsible for training at Gatherings (working cooperatively with Gatherings committee), Team selection preparation, literature, Orientation Meeting for the Walk, Annual Community Training Day and securing arrangements triennially for Upper Room Emmaus personnel to conduct the Annual Community Training Day.

b) **Auxiliary** (2 people): responsible for dining room, kitchen, and snacks.

c) **Registrar** (2 people): responsible for registration, sponsor's hour, candlelight, opening/closing, book table, and sweatshirts or shirts.

d) **Agape:** responsible for general agape, agape materials to work on at gatherings, agape letters to other communities, mailroom, 72 hour prayer vigil, prayer chapel.

e) **Music:** responsible for music at monthly gatherings, music for weekend walks and team meetings.

f) **Housekeeping** (2 people): responsible for site-planning, set-up, breakdown, clean-up, and weekend maintenance.

g) **Gatherings:** responsible for monthly gatherings, (music, fourth day talk, clergy, communion, etc.), Reunion Groups, and other fellowship activities.)

h) **Purchasing:** Responsible for purchase and inventory of supplies. These need to be done in coordination with other standing committees. (Others may make purchases for their work areas but will need to inform the chair of this committee before or after the purchase to avoid duplication of purchases.) This person will handle the Upper Room orders.

i) **Newsletter Editor** may be a dually elected board member or may be an ex-officio member of the Board but should attend board meetings.

j) **Website Liaison:** Responsible for keeping the webmaster abreast of necessary changes. This position may be an overlapping effort of another position.

Last Revision: March 2007