

Cradle of Texas (COT) Emmaus Community Policies and Procedures

I. POLICY ON NECESSITY OF WALK SPIRITUAL DIRECTORS

Team formation is impaired without a designated spiritual director. The ordained clergy provide direction and support. If a spiritual director has not been selected by the second team meeting for an upcoming walk, the walk shall be canceled. It is also recommended that each walk have at least one assistant Spiritual Director to stay the entire weekend.

II. POLICY ON SELECTION OF WALK LAY DIRECTORS

See the current version of the “COT TEAM SELECTION POLICIES AND WORK PROCESS DOCUMENT”

III. SPIRITUAL DIRECTOR SELECTION

The Community Spiritual Director shall nominate the Spiritual Directors for each three-day Walk to Emmaus, with approval by the Board of Directors.

IV. COT TEAM SELECTION COMMITTEE

Primary responsibility: Using the current version of the “COT TEAM SELECTION POLICIES AND WORK PROCESS DOCUMENT”, create the “team selection list” that each Walk Lay Director shall use for filling the various roles on the walk they will lead. The COT Board of Directors shall approve all members of this committee. The composition of the COT Team Selection Committee shall be:

1. Community Assistant Lay Director
 - i. Serves as the link between the COT Board and Team Selection Committee
 - ii. Does not serve as the Chair of Team Selection
2. Chair of Team Selection
 - i. Shall be appointed by the Community Lay Director and approved by a majority vote of the COT board
 - ii. Shall be a past COT LD
 - iii. Shall not be a COT Board member
 - iv. Responsible for leading the Team Selection Committee
 - v. Shall serve as primary contact for the Walk Lay Director and assist as questions and/or problem arise during the team formation process
3. COT Database Manager
4. Four to six other members of the COT Emmaus community that are not currently serving on the COT Board. Preferably former COT Walk Lay Directors because they have a good understanding of all the roles and how they fit together.
5. The COT Board of Directors shall approve all members of this committee.

V. WALK BOARD REPRESENTATIVE

1. The COT Community Lay Director shall nominate and the COT Board shall approve a Board Representative for each walk.
2. To qualify as a Board Representative for a walk, the person must be, or have been in the past year, a member of the COT Board and have attended the Board Representative and Leadership Training Seminars prior to the date of the first team meeting..
3. A Board Representative shall:

- i. Attend every team-training meeting. If the Board Representative cannot attend a team-training meeting, then a person that meets the qualifications of a COT Board Representative shall attend in their place.
- ii. Serve as a member of the inside team on the Walk and be present for all pilgrim activities
- iii. Ensure that all talks and team formation activities are in compliance with the COT Board policies.
- iv. Review the contents of the “Pilgrim Packets” with the pilgrims on Sunday afternoon.
- v. The Board Rep shall be present for all of the three day Walk
- vi. Be responsible for the Walk book table
 - Managing all monies from book sales
 - Ensuring the books are picked up and returned to inventory
 - Monies from book sales is accurately counted returned to the COT Financial Secretary

VI. POLICY ON TRAINING FOR EMMAUS LEADERSHIP

1. The COT Emmaus Community Board shall conduct a Leadership Training Seminar each year.
 - i. All Lay Directors are required to complete the Seminar within 12 months prior to the date of their Team Selection.
 - ii. All Spiritual Directors shall attend the training prior to serving on their first walk as either SD or ASD.
 - iii. All new COT board members shall attend this seminar within first year of Board Service.
 - iv. Leadership Training should be open to all members of the community.
2. The Spiritual Director of the COT Emmaus Community shall conduct training for walk Spiritual Directors at least once per year.
3. The COT Emmaus Community Board shall conduct a Board Representative Training Seminar at least once a year.
4. A representative of the COT Emmaus Community Board shall conduct a Walk Lay Director Training Seminar at least once each year. All Walk Lay Directors must attend this seminar prior to selecting their team.
5. The COT Emmaus Community Assistant Lay Director shall maintain a record of attendance at each of these seminars. This list shall be recorded in the COT database for use by the Team Selection Committee.

VII. POLICY FOR SELECTION OF WALK TEAM MEMBERS

1. Using prayer and the current version of the “COT TEAM SELECTION POLICIES AND WORK PROCESS DOCUMENT”, the Team Selection Committee shall produce a list of potential team members for each walk. The names shall be listed in priority order by each role needed on the Walk. This list shall also indicate the number of team members to be obtained for each team role.
2. The Walk Lay Director shall use the list provided by the Team Selection Committee and shall call each person in the order shown. Each role on the Walk shall be filled to the number indicated on the provided list.
3. If the names for a particular role has been exhausted, the Walk Lay Director shall work with the Chair of the Team Selection Committee to obtain additional names.
4. Some or all of the Team Selection committee should meet with the LDs soon after the completion of their walk to gather feedback on team members:
 - Who showed leadership abilities and should be considered for head positions, ALD, LD..
 - Who gave particularly good talks?

- Was anyone difficult or challenging?
- What improvements are needed in the team selection process?

VIII. POLICY ON ASSIGNMENT OF TALKS

1. It is the Walk Lay Director's responsibility to assign talks to team members.
2. The Walk LD shall assign talks in accordance with the guidelines in the Team Manual (inside team only, etc).
3. Part of the information given to the Walk LD, once the "inside team" has been selected, shall include the prior talk history from the COT Database.
4. The Walk Lay Director shall use this information when praying about and discerning who should give each of the talks.
5. The Lay Director should also consider progressive servanthood guidelines when assigning the talks. He/She should try to not have a speaker repeat a talk given on a previous Walk.
6. Before the Walk LD makes a final decision on which talk will be given by a team member, the accuracy of the previous talk information shall be verified with the team member by the Walk LD

IX. REPLACEMENT OF A WALK LAY DIRECTOR

If after a Walk Lay Director has been selected it becomes necessary to replace the Walk Lay Director, the Board shall choose a successor at any regular meeting or at any special meeting called for that purpose. However, if the need to appoint a successor arises within 10 days of the commencement of the Walk, or at anytime during the Walk, The Lay Director of the corporation, shall be authorized by the Board to select a replacement Lay Director for the Walk.

If a Walk Lay Director fails to participate in Leadership Training, Lay Director Training or willfully, after notice, refuses to follow the Emmaus Handbook, or the By-laws, Policies and Procedures of the corporation, the Walk Lay Director can be removed by action of the Board. However, if the actions which would cause removal of the Walk Lay Director occur within 10 days of the commencement of the Walk, or at anytime during the Walk, The Lay Director of the Corporation, after prayerful consideration, remove the Walk Lay Director and appoint a successor.

X. POLICY ON CANCELLATIONS FOR ATTENDING AN EMMAUS WALK

The registrar shall notify the sponsor immediately of what weekend the pilgrim is tentatively scheduled to attend. This written notification shall be followed up with a letter to the pilgrim about 8 weeks prior to the actual weekend. If for some reason, the pilgrim cannot attend the walk for which they are scheduled, the following guidelines shall apply:

1. If the registrar receives notification of cancellation later than 10 days prior to the scheduled walk, the registrar shall contact sponsor identify if the pilgrim can be rescheduled for the next walk. If a pilgrim cancels and a refund is requested, a refund shall be granted.
2. In any case (even if advanced cancellation) two cancellations shall result in the application being returned to the sponsor. The pilgrim can reapply if desired. Special allowances should be made for extenuating circumstances such as death in the family, sick children, etc.
3. If during the 2 weeks prior to a walk, a pilgrim is asked to attend a weekend that they are were not scheduled to attend, the pilgrim can decline and this shall not be counted as a cancellation.

XI. POLICY ON BOOK SALES DURING WEEKEND

1. The Board Representative assigned to the Walk shall provide all books.

2. Requests for specific books for the book table shall be made to the Walk Board Representative and shall meet the intent of the Walk to Emmaus and these guidelines.
3. The request and sale of Christian audio/video tapes shall follow the same policy.
4. T-shirts, bumper stickers, Christian jewelry, etc. Shall NOT be sold on any Walk.
5. The Board Representative shall be responsible for the selling of books from the Book Table. Additional team members may be used as needed.
6. Literature shall be sold at or near cost.

XII. POLICY ON COMMUNICABLE DISEASES

BACKGROUND:

Any time there is a gathering of individuals living in close quarters for a period of time there is always the danger of transmitting diseases from person to person. Therefore, the COT Emmaus Board is establishing guidelines to minimize such dangers on our walks.

Diseases that can be transmitted from person to person include, but not limited to, common cold, influenza, meningitis, stomach virus, dysentery, hepatitis, HIV Virus and tuberculosis.

There are basically three ways in which humans transmit diseases to others:

1. Oral/nasal secretions may be passed by coughing, sneezing, touching, This is how the common cold, influenza, and meningitis are transmitted.
2. Through bowel secretion that one may pass to others via hand-to-mouth route such as might occur without proper hand washing. This is how dysentery, hepatitis A, and stomach viruses are transmitted.
3. Through sharing of body fluids as might occur in sexual intercourse or sharing unclean needles to give injections. This is how Hepatitis B and the HIV Virus are transmitted.

POLICY

Persons on Emmaus weekends need to adhere to some common sense precautions that should limit the danger of spreading communicable diseases.

1. Serving and preparing foods should be done only after thorough washing of hands with soap and hot water.
2. All dishes should be washed thoroughly with soap and hot water. As an extra precaution, 1 tsp. bleach may be added to dishwater as a sanitizing agent.
3. All persons should wash hands thoroughly after using rest rooms before returning to duties.
4. Cleaning of toilets should be done with disposable rubber gloves. Wash hands with soap and water thoroughly after cleaning toilets.
5. If a person, pilgrim or team, has a sudden onset of fever, vomiting, and/or diarrhea before arriving at the walk, they should cancel and attend a later walk. Conversely, if these symptoms began after the person arrives, it is not necessary that they leave as exposure to others likely has already occurred.
6. It is not deemed necessary to go to the expense of using disposable utensils and glasses.

Special attention should be given to cleaning blood that may occur with accident or illness.

1. Wear disposable rubber gloves.
2. Place paper towel over bloody surface and add bleach (1-10 concentration of bleach to water) or other sanitizing agent.
3. Wipe clean and discard gloves and towels in plastic-lined waste receptacle.

4. Sanitary napkins may be wrapped in tissue and discarded in plastic-lined waste receptacle.
5. Always wash hands thoroughly afterwards with soap and water even if rubber gloves are worn.

XIII. POLICY FOR LEAVING A WALK

1. Any individual, team member or pilgrim, that has to leave a Walk in progress due to personal illness will NOT be allowed to return to the Walk
2. In the case of a team member leaving, the Walk LD will determine if there is a need to replace that team member and if so, the Walk LD and Board Rep shall find a replacement. In the case of a musician having to leave, the Head Musician and Walk LD find a replacement for the leaving musician, based on the needs and talent necessary to maintain continuity in the music programs for the Walk

XIV. POLICY FOR A MEDICAL EMERGENCY ON A WALK

1. In the event there is a medical emergency on a Walk, one of the Past LD-TA should take charge.
2. An ambulance should be called, while team personnel are administering the necessary aid to make the injured or distressed person as comfortable as possible.
3. Non-qualified personnel shall not administer treatment. That should be left up to the EMTs and qualified medical personnel.
4. If the person is taken by ambulance for treatment, one of the Past LD-TAs shall accompany the ambulance. The Past LD-TA shall also notify:
 - i. The pilgrim's sponsor or if it is a team member, notify the team member's emergency contact person as soon as possible.
 - ii. The LD-TA shall also contact the Community LD
5. During the team formation process, a list of team members that are trained medical personnel (doctor, nurse, EMT, etc.) shall be created and provided to the Walk LD and the Head TA

XV. POLICY ON WHAT GOES IN THE CHALICE

Grape Juice shall be used in the celebration of the Holy Eucharist at all functions of the COT Emmaus Community.

XVI. POLICY ON FINANCIAL RESPONSIBILITY

1. The Lay Director for each Walk has responsibility to see that the Walk is conducted in accordance with the Walk Budget established by the COT Emmaus Board for that Walk.
2. All requests for reimbursement must comply with the reimbursement policy of the COT Board.
3. A separate scholarship fund shall be maintained, and each Walk reimbursed for scholarships awarded.
4. Anyone who receives advanced monies for the walk or incurs acceptable expenses must provide receipts or return of funds within one month of the walk ending.

XVII. POLICY FOR INSTRUMENTATION AND MUSICAL PERFORMANCE

The purpose of instruments is to help singing during the Walk, and NOT for a performance by the musicians. All music on the Walks is to be to the glory of God and not to the glory of individuals or groups. The intent is to involve all the Pilgrims as much as possible. Any use of instruments that focus on a team member rather to the song being sung is counterproductive. The Lay Director has control of the volume and what amplification may be used, if any, on the Walk.

Taped music in the Chapel is very appropriate to enhance the mood of contemplation and reflection. Insure that this music does not intrude on the Pilgrims' ability to concentrate and commune with the

Holy Spirit. Use tapes to complement special music during the Walk, but this should be kept to a minimum.

The person leading the music at Gatherings shall be an experienced musician who has worked as a musician on at least one Walk conducted by the COT Emmaus Community. This is to ensure the consistency in tempos and characteristic phrasing of familiar songs. Song selection shall be the prerogative of the Lay Leader of the Gathering in consultation with the person in charge of music for the Gathering.

XVIII. POLICY ON USE OF COPYRIGHTED MUSIC

1. The use of the license is for Emmaus Walks, Emmaus team meetings, Emmaus gatherings, Chrysalis Flights, and Chrysalis Hoots. Copying of the COT music books is NOT permitted.
2. The COT Board shall have a member in charge of music who shall perform the following functions:
 - A. File all reports with CCLI and renews the yearly licensure.
 - B. Provide training and answer question related to COT CCLI license.
 - C. Process requests from community musicians for additional music. This includes researching the ownership of a copyrighted song. This research should be primarily through CCLI.
 - D. Maintain the master copy of the various Community music books and PowerPoint music slides. All requests for additional copies of the Community music books must be approved by the COT Board member in charge of music.
 - E. Request funds for any additional books from the COT Board before granting approval to make additional copies.
 - F. Encourage and facilitate musician workshops in the various area communities as well as COT Emmaus musician workshops.
 - G. Work with the COT Database Administrator to maintain a master list of the COT musicians.

XIX. POLICY ON USING COT PROPERTY

1. All requests for use of COT property must be approved by the Property board member.
2. Property that is borrowed must be returned in two weeks or when the Property director instructs the borrower.

XX. POLICY ON PHOTOGRAPHS AND VOICE RECORDING

The official Emmaus photograph shall be the only photography (this includes video recordings) allowed on the Walks. Audio recordings are prohibited.

XXI. SAFETY POLICY

1. The Property or assistant Property chairperson or their designee must accompany fourth Day and team members to the Emmaus storage room.
2. All Fourth Day or Team members taking the trailer to the Walks must carry their own liability insurance.
3. At Palacios, pilgrims shall not be transported by golf cart (use team members personal cars).
4. The Walk Lay Director shall notify the Walk site administrator of any accidents involving team members or pilgrims. If an ambulance should be called, the Walk Lay Director shall contact the Walk site administrator or the person "on-call".
5. It is the Walk Lay Director's discretion to the location of the team and pilgrims in the dormitories.

6. Bed charts shall be made for pilgrims and team sleeping areas. The Walk Lay Director and Head Team Assistant (Head TA) shall each have a copy in case of an emergency or evacuation.
7. An escape route shall be discussed with the team and pilgrims and a designated place to meet shall be established away from the dormitories.
8. Inform and instruct pilgrims to stay on Walk site property.

XXII. MANAGEMENT OF CHANGE FOR THE COT POLICIES AND PROCEDURES

1. Approval of any changes to this document shall be by majority of the elected COT Board members
2. A summary of the changes shall be recorded in the Management of Change Record (below)
3. Any needed interpretation of these policies shall be by the COT Board

XXIII. MANAGEMENT OF CHANGE RECORD

Written	December 19, 2002
Revised	<p>November 18, 2010</p> <ul style="list-style-type: none"> • Section II and Section III: Moved the information to the “COT TEAM SELECTION POLICIES AND WORK PROCESS DOCUMENT” • New Section III: Moved the selection process for the walk SD from the Bylaws to this document • New Section IV <ul style="list-style-type: none"> ○ Re-formatted to clarified to make it easier to read ○ Updated the composition, eligibility requirements, and approval process for the committee ○ Defined the Chair of Team Selection vs. the Community ALD roles ○ Added that the COT Board will approve membership of the Team Selection Committee • New Section V <ul style="list-style-type: none"> ○ Added section to define the requirements for a Walk Board Representative (moved from the Bylaws to this document) ○ Modified how the Walk Board Representative shall be selected (changed to read the Community LD nominates and the Board approves) • Section VI <ul style="list-style-type: none"> ○ Added a requirement to record training attendance in the COT Database • Section VII Added to define the process for selecting Walk team members • Add New Section VIII <ul style="list-style-type: none"> ○ Moved “Assignment of Talks” section from the “COT TEAM SELECTION POLICIES AND WORK PROCESS DOCUMENT” to this document. ○ Updated to current practices • Add Section XX (Management of Change Record) to capture the revision history • Throughout the Document: <ul style="list-style-type: none"> ○ Reformat the entire document using better Word technology (bullets and numbering) to improve printing format ○ Renumbered all the sections after Section IV (because Section IV was removed)

	<ul style="list-style-type: none">○ Changed “will” to “should” and “shall” to clarify the intent.○ Changed “Cradle of Texas” to COT.