

Cradle of Texas 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 will 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

1. Potential Walk Lay Directors shall

- A. Demonstrate ability to yield to spiritual authority and accept feedback.
- B. Be disciplined in devotion and preparation.
- C. Be sensitive to people who are different from them.
- D. Be active participants in their local church.
- E. Actively involved in a reunion or similar group.
- F. Attend Gatherings regularly and participate in other Fourth Day activities.

2. Must have served on at least four (4) teams in the following capacity:

- A. Table Leader
- B. Team Assistant
- C. Assistant Lay Director
- D. Any other position (ideally a "Head" position).
- E. Must have given at least two walk talk

3. Should have served on a Cradle of Texas Emmaus team in some capacity in the past 24 months.

III. POLICY ON REQUIREMENTS TO SERVE ON A TEAM

Eligibility requirements for those who serve on a Walk to Emmaus teams are as follows

1. They shall have attended a Walk to Emmaus, Kairos, Cursillo, Via de Cristo, or Chrysalis
2. They shall be at least 18 years old at the time of Team Selection.
3. They shall be actively involved in a Reunion Group or other similar group.
4. They shall be involved in other Fourth Day activities such as gatherings.
5. They shall be active participants in their local church.
6. They shall be willing to accept whatever legitimate duties or responsibilities for the success of the Walk to Emmaus weekend that is assigned to them by the Lay Director and/or the spiritual director.

IV. TEAM SELECTION

A team Selection Committee comprised of an Emmaus board member who is responsible for team selection and who serves as committee chair, the Community Spiritual Director, and three or four other members of the Emmaus community (nonboard members **and/or** former Walk Lay Directors) will have primary responsibility for the selection of the Walk Team members and aid the Walk Lay Director in the assignment of Walk Talks. This committee must be approved by the Board of Directors.

V. POLICY ON AN EMMAUS LEADERSHIP, LAY DIRECTOR, AND BOARD REPRESENTATIVE TRAINING SEMINARS.

1. The COT Emmaus Community Board will conduct a Leadership Training Seminar - each year. All Lay Directors are required to complete the Seminar within 12 months prior to the date of their Team Selection. All Spiritual Directors are encouraged to attend prior to serving on their next walk. All new COT board members will attend this seminar within first year of Board Service. Leadership Training will be open to all members of the community.
2. The Spiritual Director of the Cradle of Texas Emmaus Community will conduct training for walk Spiritual Directors at least once per year.
3. The COT Emmaus Community Board will conduct a Board Representative Training Seminar at least once a year. To be chosen and qualified as a Board Representative on 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.
4. The Cradle of Texas Emmaus Community Board will conduct a Walk Lay Director Training Seminar at least once each year. All Walk Lay Directors must attend this seminar prior to team selection.
5. The Cradle of Texas Emmaus Community Board Team Selection Chairperson will maintain a record of attendance at each of these seminars.

VI. 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.

Annually the Board of Directors shall approve a list of former Lay Directors who would be acceptable replacements. Each person on the list must have worked a walk within the past three (3) years. The replacement Lay Director shall be selected either from that list or from the existing team if any member of that team has been a Lay Director of a Walk in the Cradle of Texas Emmaus Community.

VII. POLICY ON CANCELLATIONS FOR ATTENDING AN EMMAUS WALK

The registrar will notify the sponsor immediately of what weekend the pilgrim is tentatively scheduled to attend. This written notification will 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 will apply:

1. If the registrar receives notification of cancellation later than 10 days prior to the scheduled walk, the registrar will contact sponsor identify if the pilgrim can be rescheduled for the next walk. If a pilgrim cancels and a refund is requested, a refund will be granted.
2. In any case (even if advanced cancellation) two cancellations will result in the application being returned to the sponsor. The pilgrim can reapply if desired. Special allowances will 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 will not be counted as a cancellation.

VIII. POLICY ON BOOK SALES DURING WEEKEND

1. The Board Chairperson assigned to this task will provide all books.
2. Requests for specific books for the book table shall be made to the Book Committee Chairperson book requests must be approved by the Chairperson.
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 Walk Lay Director designates a Board Rep. to be responsible for the Book Table. Additional team members may be used as needed.
6. Literature will be sold at or near cost.

IX. 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 Cradle of Texas 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. Clorox 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 Clorox bleach (1-10 concentration of Clorox 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.

X. POLICY ON WHAT GOES IN THE CHALICE

Grape Juice will be used in the celebration of the Holy Eucharist at all functions of the Cradle of Texas Emmaus Community.

XI. 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 Cradle of Texas Emmaus Board for that Walk.
2. All requests for reimbursement must comply with the reimbursement policy of the COT Board.
3. A separate fund will 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.

XII. 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 can 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 will insure 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.

XIII. POLICY ON USE OF COPYRIGHTED MUSIC

The Board member for music will provide any training or answer question related to COT CCLI license.

POLICY:

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 Emmaus Community Board will have a Music Coordinator and will perform the following functions:
 - A. File all reports with CCLI and renews the yearly licensure.
 - B. Process requests from community musicians for additional music. This includes researching the ownership of a copyrighted song. This research will be primarily through CCLI.
 - C. Maintain the master copy of the various Community music books. Also maintain a list of the quantities of each book used by the Area Communities. All requests for additional copies of the Community music books must be approved by the COT Music Board member. The Music Coordinator will request funds for these additional books from the Cradle of Texas Board before granting approval.
 - D. Encourage and facilitate musician workshops in the various area communities as well as Cradle of Texas Emmaus musician workshops.
 - E. Maintain a master list of the COT musicians. The area musician coordinators will periodically (at least quarterly) provide an updated musician roster for their area. A copy of the master list will be provided to each of the area musician coordinators, the area Lay Directors, and the area team selection coordinator.

XIV. 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.

XV. Policy on Photographs and voice recording

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

XVI. 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. All persons utilizing the Golf cart at Palacios must complete the cart training and are not allowed to transport any pilgrims on the golf cart.
4. The Walk Lay Director will notify the Encampment of any accidents involving team members or pilgrims. If an ambulance should be called, the Walk Lay Director will contact the Encampment office 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 are to be made for pilgrims and team and other copies available if an emergency or evacuation is needed.
7. An escape route will be discussed with the team and pilgrims and a designated place to meet will be established away from the dormitories.
8. Inform and instruct pilgrims to stay on Encampment property.
9. The Walk Lay Director will instruct the team and pilgrims to watch for snakes and uneven terrain while walking to the cafeteria or on other parts of the Encampment.

These Policies and Procedures are effective as of the date of their adoption by the Board.

Effective Date: 12/19/02