



# **The Rio Texas Companion**

**2013**

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Adopted by Rio Texas Emmaus & Chrysalis Community  
Executive Committee on July 19, 2013**

Rio Texas Companion is to be used as a companion to *“The Upper Room Handbook on Emmaus,” “Walk to Emmaus Director’s Manual”* and *“Walk to Emmaus Team Manual.”* Therefore, all material published by The Upper Room takes precedence over this document.

The outlines set forth in this manual are established by Rio Texas Emmaus & Chrysalis Community Board of Directors, hereinafter referred to as the Board, to assist in leading the Walk to Emmaus experience.

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**THE WALK TO EMMAUS  
LETTER OF COVEVANT  
June 1, \_\_\_\_\_ – May 31, \_\_\_\_\_**

**Between  
Rio Texas Emmaus & Chrysalis Community  
and  
Emmaus Fourth Day Group**

**Name of Fourth Day Group:** \_\_\_\_\_

The Walk to Emmaus is an international movement that includes a three-day short course in Christian discipleship. The Upper Room International Emmaus/Chrysalis Office grants permission to Rio Texas Emmaus & Chrysalis Community (RTECC) to use the copyrighted Walk to Emmaus name and program when Emmaus Fourth Day Groups (FDG) demonstrate their readiness to lead Emmaus according to this Letter of Covenant. Each local governing body will annually review and renew its Letter of Covenant with Rio Texas Emmaus & Chrysalis Community.

The following statements represent fundamental agreements that exist between Rio Texas Emmaus & Chrysalis Community Office and FDG groups that use Emmaus. By signing the Letter of Covenant, a group is agreeing to conduct the Emmaus program in a manner that is faithful to these statements. Rio Texas Emmaus & Chrysalis Community Office is agreeing to recognize the group as a “FDG” and to support its ministry in the ways outlined below.

1. Each FDG will have a local governing body that is elected by the persons in that area. The local governing body will be organized and will conduct its business in accordance with Rio Texas Emmaus & Chrysalis Community Office guidelines in a manner that honors Christ and His church. The local governing body will stay in communication with Rio Texas Emmaus & Chrysalis Community Office regarding scheduled Emmaus weekends, election of new officers and other developments affecting the quality of the Emmaus ministry.
2. The local governing body will carry out the three-phase method of Emmaus in accordance with the most recent edition of *The Upper Room Handbook on Emmaus* and the most recent edition of The Upper Room manuals. To avoid misunderstandings, opportunity for conflict or violation of the Emmaus copyright, conducting the Walks using locally written and/or paraphrased materials or written materials from other organizations is prohibited. Interpretation of the Emmaus materials is vested in Rio Texas Emmaus & Chrysalis Community Board and staff. The three-phase method includes:
  - a. Pre-event phase – a plan for sound recruitment, communication about, and proper preparation of participants and team for their three-day introductory Emmaus experience, which includes the responsibility to screen and supervise all volunteer team members and workers and to ensure a safe and healthy environment for all participants;
  - b. Event phase – separate three-day events for men and women, using *The Upper Room Walk to Emmaus Director’s Manual*, *Team Manual* and Rio Texas Emmaus & Chrysalis Community Office outlines for the 15 talks (10 lay and 5 clergy);
  - c. Post-event phase – a follow-up plan that includes group reunions, monthly gatherings, leadership training for increasing the FDG knowledge of the method and its effectiveness of providing spiritual renewal for the local church, and encouragement of church involvement.
3. Emmaus, as a program offering of The Upper Room ministry unit of the General Board of Discipleship of The United Methodist Church, invites interdenominational, interracial and international participation, and fosters a spirit of Christian tolerance and unity. The local governing body will foster in Emmaus activities the openness to diversity and the mainstream theological balance that is reflective of Upper Room Ministries.
4. Translation of and/or printing of any and all Emmaus documents in any language must have prior written approval from Rio Texas Emmaus & Chrysalis Community Office.
5. The local governing body will keep denominational leaders, other church officials, and Rio Texas Emmaus & Chrysalis Community Office informed about the activities and fruit of the local Emmaus Movement. The local governing body will seek to cooperate with the leaders of other denominations and to function entirely as a servant of the church.
6. Annually, someone other than the treasurer will make an inspection of the books and records of the local community. The person who inspects the records will submit a written report to the local governing body as to the findings and this report will be entered into the minutes of the local governing body. The report will be made available to any interested party.
7. The local governing body will maintain Emmaus' focus on sponsoring Pilgrims who are actively participating in a local church.

8. The local governing body will maintain Emmaus' policy that, in support of the sanctity of marriage, the husband and wife are encouraged to make an equal commitment to participate in The Walk to Emmaus, as described in *The Upper Room Handbook on Emmaus*. Men and women attend separate walks.
9. Rio Texas Emmaus & Chrysalis Community Office will support the work that goes on through the International Emmaus Office to resource, guide and network the expanding Emmaus Movement throughout the world with a payment of \$13.00 per new participant following Emmaus weekends. Financial submissions are to be made payable to The Upper Room Emmaus and will be sent to the International Emmaus Office. These funds will be used exclusively for the work of the International Emmaus Office.
10. Each FDG is strongly encouraged to send the Lay Director and Spiritual Director (or members of the Board) to the Emmaus/Chrysalis Celebration events scheduled for Fall (time and place to be determined). These Celebrations will provide FDG leaders and members the opportunity to meet together and receive training in the Emmaus model.
11. The local governing body of each FDG will contact the Upper Room Emmaus Regional Representative to schedule a triennial Board and FDG training that will be conducted by a representative of the International Emmaus Office.
12. The International Emmaus Office will make available to FDG: (a) guidance and consultation; (b) interpretative materials on Emmaus; (c) direction and leadership for starting new Emmaus communities; (d) printed materials for leading all aspects of Emmaus; (e) resource persons for leadership training; and (f) coordination and networking of the expanding Emmaus movement throughout the world. The local FDG will work through the Upper Room Emmaus Regional Representatives to gain understanding of the movement for continual improvement.
13. The International Emmaus Office will support participants in their Fourth Day by making available, upon request, information about other Upper Room print, video and experiential resources for strengthening the spiritual life.
14. Rio Texas Emmaus & Chrysalis Community Office will maintain regular communication with FDG and will seek to continually improve the Walk to Emmaus program through a variety of means.

**Fourth Day Group Leadership Signatures**

<b><u>Position on Board</u></b>	<b><u>Signature</u></b>	<b><u>Date</u></b>
Lay Director	_____	_____
Assistant Lay Director(s)	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Board Representative	_____	_____
Spiritual Director	_____	_____

**\*Sign and return to the Emmaus Registrar Office by May 31, \_\_\_\_\_.**  
**Mail: 16400 Huebner Rd. San Antonio, TX 78248**  
**Email: emmaus@riotexas.org**  
**Fax: 210-568-2171**

# RESPONSIBILITIES OF THE FOURTH DAY GROUP CONFERENCE BOARD REPRESENTATIVE

## A. RESPONSIBILITIES TO THE CONFERENCE BOARD:

1. Serve a 3-year term
2. Attend quarterly meetings of Rio Texas Emmaus & Chrysalis Community Board, or notify an alternate Fourth Day Group Board Representative to attend the meeting in your absence.
3. **Submit the Fourth Day Group annual request for walk dates and locations to Rio Texas Emmaus & Chrysalis Community Office by November 15 by 5:00 p.m.**
4. **Submit the Walk Leadership form to Rio Texas Emmaus & Chrysalis Community Office** listing those persons from your FDG who are being recommended as Lay Directors, Spiritual Directors, and Board Representatives (to be known as the Walk Leadership Team) for walks scheduled by your FDG.  
**Deadline for submitting Walk Leadership forms to the Emmaus Registrar:**  
- **July 15 by 5:00 p.m. for Walks scheduled January through June**  
- **November 15 by 5:00 p.m. for Walks scheduled July through December**
5. Monitor the attendance of Walk Lay Directors and Board Representatives at Walk / Flight Training (4 to 15 months before scheduled walk).
6. Check the approved Clergy lists to ascertain eligibility of clergy for Spiritual Directors and Assistant Spiritual Directors. (Clergy must attend Upper Room Clergy Training once every four (4) years and submit an application to Rio Texas Emmaus & Chrysalis Community Office annually to be eligible to serve on Emmaus/Chrysalis teams.)

## B. RESPONSIBILITIES TO THE LOCAL FOURTH DAY GROUP:

1. Represent the concerns and wishes of the Fourth Day Group Board to Rio Texas Emmaus & Chrysalis Community Board; and to communicate the decisions of the Community Board to the Fourth Day Group Board.
2. Attend monthly gatherings of local Fourth Day Group and report on actions taken by the Community Board.
3. Write articles for local FDG newsletter of Community Board action and other pertinent information.

## C. RESPONSIBILITIES FOR TEAM SELECTION:

1. Chair the Team Selection Committee.
2. Make recommendations to the local Fourth Day Group Board for persons to serve on the Team Selection Committee for the Walks scheduled during the year. These recommendations must be voted on by the Fourth Day Group Board.
3. Call all necessary meetings of the committee.
4. Lead in the final selection of team candidates to assure a balanced representation as required in the *Upper Room Emmaus Handbook*.
5. Provide a list of team candidates to the local Fourth Day Group Board for approval. (Post in FDG newsletter if you have one.)

## D. RESPONSIBILITIES TO THE UPPER ROOM AND RIO TEXAS EMMAUS & CHRYSALIS COMMUNITY AS PER THE LETTER OF COVEVANT:

1. **Ensure that the Fourth Day Group Board signs and submits the annual Letter of Covenant to Rio Texas Emmaus & Chrysalis Community Office by May 31 at 5:00 p.m.**
2. Protect the intent and integrity of the Walk to Emmaus Program.

## **GUIDELINES FOR PLACING A FOURTH DAY GROUP IN INACTIVE STATUS**

A Fourth Day Group wishing to be placed in Inactive Status must submit a letter to Rio Texas Emmaus & Chrysalis Community Board Executive Committee. The letter must express the reasoning behind the request, and be signed by the members of the Fourth Day Group Board.

The Executive Committee shall bring a recommendation to the Community Board, placing the Fourth Day Group in Inactive Status. The Community Board shall vote to accept or deny the recommendation.

If the request is accepted, the Fourth Day Group shall be placed in an Inactive Status, and the Fourth Day Group Board shall be informed of the action by a registered letter sent to the Lay Director of the Fourth Day Group. This letter will be signed by the Community Lay Director and the Community Secretary.

If the request is denied, the Fourth Day Group shall be informed of the reasoning of the Community Board for the denial by registered letter to the Lay Director of the Fourth Day Group. This letter will be signed by the Community Lay Director and the Community Secretary.

While a Fourth Day Group is in an *Inactive Status*, that Fourth Day Group shall not sponsor or co-sponsor Walks. The Fourth Day Group shall not have a voting member on the Community Board. However, a member of the Fourth Day Group may attend Community Board meetings.

Any monies in the treasury of the Fourth Day Group placed in Inactive Status shall be sent to Rio Texas Emmaus & Chrysalis Community Registrar to be held should the Fourth Day Group become active again. The monies will be held for a period of up to four years. At the end of the four years, the monies will be moved into the general fund of Rio Texas Emmaus & Chrysalis Community.

The Community Board Executive Committee shall work with the Fourth Day Group Board toward restoring the Fourth Day Group to an active status.

All members of the inactive Fourth Day Group will be encouraged by the Community Board Executive Committee to become active in a Fourth Day Group that is nearby.



# **POLICY ON ABSTINENCE FROM USE OF ALCOHOL AND ILLEGAL DRUGS**

Walk to Emmaus is grounded theologically and institutionally in the Upper Room ministry unit of the General Board of Discipleship of The United Methodist Church. Therefore, Walk to Emmaus follows the guidelines of the United Methodist Church as outlined in The Book of Discipline of The United Methodist Church.

Paragraph 162L of the Book of Discipline (Social Principles) states, in part:

*(L) Alcohol and Other Drugs - We affirm our long-standing support of abstinence from alcohol as a faithful witness to God's liberating and redeeming love for persons. We support abstinence from the use of any illegal drugs. Since the use of illegal drugs, as well as illegal and problematic use of alcohol, is a major factor in crime, disease, death, and family dysfunction,....*

The above statement from The Book of Discipline is scripturally based.

1 Corinthians 10:32

*Do not cause anyone to stumble, whether Jews, Greeks or the church of God....*

2 Corinthians 6:3

*We put no stumbling block in anyone's path....*

Romans 14:20-21

*....It is wrong for a man to eat anything that causes someone else to stumble. It is better not to eat meat or drink wine or to do anything else that will cause your brother to fall.*

The Walk to Emmaus program takes these admonitions very seriously. We are about building people up, not risking bringing them down. Therefore, the stance of Walk to Emmaus is there is to be NO alcohol (or illegal drugs) at any Walk to Emmaus / Chrysalis function - not on Walks / Flights / Journeys, not at Gatherings, not at Reunions, not at team meetings, not at any Walk / Flight-related event, not even for on-site cooking.

We celebrate the good work you are doing through Walk to Emmaus and encourage you to stand firm regarding the principles/scriptures that guide the program.

# KEY GUIDELINES FOR WALKS/FLIGHTS

## 1. Agape Letters.

- Lay Directors should notify all Sponsors of Pilgrims on the Waiting List to be ready with agape letters in the event of a last minute cancellation.
- If any agape letters are not delivered because a Pilgrim failed to attend the Walk / Flight or did not complete the Walk / Flight, the letters must be returned to the Sponsor.
- Letter envelopes should be marked with the Pilgrim's full name in the front-center of the envelope. The relationship of the letter-writer to the Pilgrim should be written in the upper-right corner of the envelope.
- The optimum number of agape letters for each Pilgrim is 8-12. If more letters are received, they should be placed in a second letter bag and given before Closing, possibly as the last bit of pillow agape (See Closing Packet Information in this Companion).

## 2. Candlelight.

- Agape Letters. If Pilgrims have received insufficient letters, the Emmaus Community (generally those present at Candlelight) shall be notified and requested to write agape letters for those Pilgrims. No personal gifts are to be given during the weekend. This information should be announced at Candlelight.
- Clergy. The clergy who conducts the Community worship service for Candlelight must be a clergy member that is *not* a member of the Walk clergy team. The clergy person chosen for Candlelight service should be at the Candlelight site at least 30 minutes prior to the service to have sufficient time for announcements, requests, signing, and preparation for Communion. (See Candlelight Check List in this Companion). The service for Communion before Candlelight Service shall begin at 8:30 p.m. Saturday night (The Community gathers at 8:00 p.m.). The Pilgrims are scheduled to arrive for the service at 9:15 p.m. All in attendance should be punctual.
- Music Leader. The music leader(s) for the Community worship service for Candlelight should not be a member of the Walk music team. The music leader(s) chosen for Candlelight service should be at the site with sufficient time to set-up and test equipment before announcements. He/she/they should prepare for a time of worship before the service, worship throughout Communion as indicated in the Worship Book, closing music, the possible need for additional music while awaiting Pilgrims, and "Jesus, Jesus" as printed in the Worship Book. Additional information is in the Upper Room manuals.
- Arrangements for the Community worship service preceding Candlelight and Candlelight itself are made by the Fourth Day Group Board, not by Walk Leadership.

## 3. Closing.

- Pilgrims will be given the opportunity to respond to two questions at the Closing Ceremony on a voluntary basis. The questions are (1) "What has the Walk to Emmaus meant to me?" and (2) "What am I going to do about it?" In the Conference Room, two Assistant Lay Directors will give a brief example to the Pilgrims. Other Team Members (Table Leaders, Assistant Table Leaders, or other team members) SHALL NOT witness at Closing except as directed by the Upper Room Director's Manual.
- Starting time for Closing will be at 3:30 p.m. Sunday.

## 4. Closing Packet Contents.

- Packets are to be passed out to Pilgrims, Inside (Conference Room) Team, and Outside Team prior to Closing.
- The Closing Packets should contain ONLY the items listed in this section. Agape gifts, agape letters, advertisements, newsletters, and subscriptions forms of any kind are NOT to be included.
- Current copies of the Closing Packet Contents may be retrieved from this Companion or UMCDData.com.
- Closing Packet Contents:
  - a. Pilgrim rosters containing names, addresses, phone numbers, home church and birth dates
  - b. Team rosters containing names, addresses, phone numbers, home church and birth dates

- c. Group photo (one photo of all Pilgrims and conference room Team members; no table photos)
- d. Recommended Reading List reflective of Book Table items and Grow Through Study Talk
- e. Schedule of upcoming Fourth Day Group activities
- f. Notice of Fourth Day Group's follow-up Pilgrim Orientation Meeting
- g. "Points to Remember" handout (from Companion or UMCDData.com website)
- h. Reunion Group handouts (from Companion or UMCDData.com website)
- i. Serving on an Emmaus Team handouts (from Companion or UMCDData.com website)
- j. Sponsorship information handout (from Companion or UMCDData.com website)
- k. Devotional Book – *Upper Room Devotionals* (from RTECC Office shipment)
- l. Emmaus Brochure (from Rio Texas Emmaus & Chrysalis Community Office shipment)
- m. Chrysalis Brochure (from Rio Texas Emmaus & Chrysalis Community Office shipment)
- n. Fourth Day Book: Fourth Day, Fourth Day Forward, or Coming Down from the Mountain (purchased from the Upper Room Bookstore)
- Anything not listed above should go in an "Extras" packet.
  - a. "Extras" Packets are to be delivered to the Pilgrim's packed belongings as their last bit of pillow agape. Deliver Sunday morning during the cross ceremony.
  - b. Contents:
    1. Extra agape letters
    2. Talk handouts
    3. Remaining pillow agape that was not distributed
    4. Newsletters (if there are any)
    5. Subscription forms (if there are any)
    6. Anything not listed on the "Closing Packet" content list above

#### 5. **Cook Team / Menus.**

- For those Fourth Day Groups hosting Walks at sites that do not provide meal service, the food stipend check is sent to the Walk LD or Walk Cook Team Leader when the Walk makes and no later than two weeks prior to the Walk.
- The Walk Lay Director may submit the name of a Cook Team designee to receive the check. The designee request needs to be made in writing or by email to Rio Texas Emmaus & Chrysalis Community Registrar no less than three (3) weeks prior to the start of the Walk. (See 10/25/2008 Rio Texas Emmaus & Chrysalis Community Board Meeting Minutes.)
- The cook team sets the meal menus with the assistance/guidance of the Lay Director.
- Lay Director should supply Cook Team Leader with Pilgrims' and Team Members' dietary restrictions to ensure menu is properly prepared. Pilgrims' dietary restrictions are included in their applications and posted in the UMCDData.com registration site. Team Members' information can be gathered through team queries during team formation meetings.

#### 6. **Covenant Agreement.** The Walk Lay Director, Spiritual Director, and Board Representative shall sign the Walk to Emmaus Leadership Team Covenant Agreement at the first team meeting to indicate they will abide by the agreement. The agreement is part of covenant service and shall be sent with the Close-Out to Rio Texas Emmaus & Chrysalis Community Office. It is recommended that the leadership team read the covenant as team selection begins as some items pertain to early stages of Walk preparation.

#### 7. **Crosses.**

- The Conference Room table cross shall remain in the Conference Room at all times, leaving only for Closing.
- The hand cross used by speakers should easily fit in the palm of the hand and not be easily broken.

- Lanyard Crosses are to be those approved by Rio Texas Emmaus & Chrysalis Community Board and provided by RTECC Registrar in the Office shipment. Unused crosses may be returned to RTECC Office with the Walk Closeout Report or retained by the Fourth Day Group for inventory. If lanyard crosses are retained by the FDG, they will need to be accounted and paid for on the Walk Closeout Report.
  - Gifting of Crosses:
    - The Walk hand cross or table cross (if it is not part of the Fourth Day Group's Walk supplies) may be presented to the Lay Director by the Fourth Day Group Spiritual Director during the Closing Ceremony.
    - The Lay Director may present another cross to the Walk Spiritual Director at Closing.
    - No other gifts shall be given to anyone during the Walk or the Closing Ceremony. The Lay Director will instruct the Team not to initiate any special gifts to anyone during the weekend.
8. **Forms.** The Walk to Emmaus forms and materials are copyrighted and any group must have written permission to use them.
9. **Photography.** There will be NO photography, filming, or recording of any part of any Emmaus Walk except for one (1) Group photo taken on Friday morning as directed in the Upper Room Director's Manual.
10. **Pilgrims.**
- Attendance. During the weekend, Pilgrims are not to leave the group for any purpose other than an emergency. Pilgrims leaving after Candlelight shall be considered to have completed the Walk to Emmaus and may be given their letters, crosses, service sheets, and Pilgrim closing packets before leaving, if possible. If this is not possible, the Lay Director shall present these items to the Pilgrim as soon as possible after the Walk. Pilgrims leaving before Candlelight will be required to repeat the weekend in order to be a member of the Greater Emmaus Community. If Pilgrims repeat the weekend, they will have to repay the registration fees for the new Walk of choice.
  - Number. The maximum number of Pilgrims attending an Emmaus Walk is 36. The minimum number is 20. Some sites will only accommodate a number less than 36; adjust based on the site. The minimum number (20) must be registered by 5:00 p.m. the Thursday two (2) weeks prior to the start of the scheduled Walk.
11. **Prayer Vigils.**
- Prayer vigil prayer times may be filled by anyone.
  - Multiple people may sign-up for the same time slot.
  - It is encouraged that the weekend dates be submitted to [www.3dayol.org](http://www.3dayol.org), [www.mysignup.com](http://www.mysignup.com) or a similar website for world-wide posting and prayer solicitation.
  - The Fourth Day Group Prayer Vigil Coordinator should directly contact RTECC FDG Prayer Vigil Coordinators no later than three (3) weeks before the Walk for any vigils that have not been submitted or time slots that remain vacant.
  - The Fourth Day Group Board is responsible for filling vacant prayer slots. Slots should be filled no later than the Thursday morning of the Walk weekend.
  - All time slots must be filled before the Walk starts on Thursday evening.
  - Prayer Vigil sign-up sheets are to be provided to the Walk LD by the Fourth Day Group Prayer Vigil Coordinator and posted by the Walk ALDs in the conference room at the designated time during the Weekend.
12. **Schedule.** It is very important to stay on schedule during the Walk weekend. Be mindful of scheduled breaks and Greater Emmaus Community involvement (i.e., Sponsor's Hour, Candlelight and Closing).
13. **Sponsors.**
- Sponsors may be alumni from any sister three-day event as recognized by the Upper Room and Rio Texas Emmaus & Chrysalis Community.
  - Sponsor's letters and forms will be sent to Sponsors by the Walk Lay Director. It is vital that letters be sent far enough in advance so that Sponsors have plenty of time to collect agape letters for their Pilgrims. No personal gifts are to be given during the weekend; this information should be included in the Sponsor's letter.

- Walk Lay Directors should notify all Sponsors of Pilgrims on the Waiting List to be ready with agape letters in the event of a last minute cancellation.
- If any agape letters are not delivered because a Pilgrim failed to attend the Walk or did not complete the Walk, the letters will be returned by the Walk Lay Director to the Sponsor.

#### 14. **Sunday Morning Celebration / Wake-up**

- Las Mañanitas. There is no mention of Las Mañanitas in the *Upper Room Handbook on Emmaus*; therefore, Lay Directors must NOT have a Las Mañanitas.
- At the Walk Lay Director's option, Pilgrims may be awakened by appropriate songs (ex., Rise and Shine, etc.) sung by the Conference Room Team. Team Members are not to enter Pilgrims' sleeping quarters. Breakfast, snack, or agape items are not to be given to the Pilgrims. Those not on the team should not participate.
- Additional information is in the *Upper Room Handbook on Emmaus*.

#### 15. **Talks.**

- Outlines. The Upper Room Talk Outlines was last updated in 2011 (and reprinted in 2012/2013 with no changes). Be sure that the most recent version is used for talk preparation.
- Preview. All talks should be heard by all members of the Conference Room Team during Team Formation. Special attention should be given to content and length. If a Team member was absent during a Talk Preview, he/she needs to prepare by previewing the talk before the Walk weekend to anticipate personal issues for their table members or themselves. The Walk Lay Director, Spiritual Director and Board Representative must hear all talks – both laity and clergy – before the Walk.
- Talks – Means of Grace. The Means of Grace talk shall always be given by the Spiritual Director.
- Talks – Perseverance. The Lay Director shall always give the Perseverance talk.
- Talks – Perseverance follow-up. A demonstration of a Reunion Group meeting after the Perseverance talk is an excellent way of explaining how the Service Sheet is used and how a Reunion Group should work. This is outlined in the Upper Room materials.
- All talks are sanctified for this Walk - and this Walk only. They are not to be shared outside the Walk. Similarly, they should not be used again on a future Walk. Ideally, laity will not give the same talk twice. If they do so, they should rewrite the talk so that the talk integrity and the speaker's testimony remain intact.

#### 16. **Team.**

- First-Time Servants. Following the model of progressive servanthood, first-time servants should begin their service as either an Outside Support Staff Team member or an Assistant Table Leader.
- Assistant Lay Directors. Using the qualification criteria, Assistant Lay Directors will be selected by the Team Selection Committee. The main purpose is to train these persons for progressive leadership in future Walks. They must be present at the Walk for the entire weekend.
- Board Representative. There shall be a local Board Representative for the Walk. This person is appointed by the Board of Directors and is present at the Walk to ensure the Upper Room model is followed, to provide continuity and to protect the integrity of the event. This person shall be a member of the Fourth Day Group Board of Directors, either as an elected member or an appointee. The Board Representative will work closely with the FDG's RTECC Board Representative, Walk Lay Director, FDG Lay Director, and the Team Selection Committee. The Board Representative will assist the Walk Lay Director in planning for the Walk. During the Walk, the Board Representative serves in an advisory capacity and should make sure that all Upper Room guidelines, Rio Texas Emmaus & Chrysalis Community guidelines, and local Fourth Day Group procedures are followed throughout the Walk. The Board Representative is the back-up for the Walk Lay Director in the event the Walk Lay Director becomes unable to serve.

#### 17. **Training – Clergy.**

- Spiritual Directors are required to attend Upper Room Clergy Training every four (4) years. Rio Texas Emmaus & Chrysalis Community and Upper Room provide multiple training sessions annually.
- Assistant Spiritual Directors are encouraged to attend training.

## 18. Training – Lay persons.

- All Lay Directors and Board Representatives are required to attend Walk / Flight Training (WFT) four (4) to fifteen (15) months prior to the Walk. If the LD and BR do not attend WFT within this window, Rio Texas Emmaus & Chrysalis Community Board reserves the right to cancel the Walk.
- Assistant Lay Directors and Outside Support Staff Team Leaders are encouraged to attend WFT as well.
- Rio Texas Emmaus & Chrysalis Community Board provides multiple training sessions throughout the Community annually at no cost to the attendee. The Board reserves the right to cancel training if less than (10) people register by the Monday preceding the Saturday training. Registration is online at UMCDData.com.
- All Fourth Day Group members are welcome to attend training; FDG Board members are encouraged to attend.

19. **Walk Attendance – Clergy.** It is required by the Upper Room that the Walk Spiritual Director and Assistant Spiritual Directors remain in the Conference Room with the Pilgrims at all times. Similarly, there must be a clergy member that meets the qualifications to serve as a Walk Spiritual Director on site at all times during the weekend. To protect against possible emergencies, it is recommended that at least two (2) clergy team members meet eligibility requirements to serve as Walk Spiritual Director.

20. **Additional Services.** No additional services – such as baptisms, healings or foot washings – may be added to the Walk to Emmaus weekend.

## 21. Things to Remember and Tips:

- a. The Walk to Emmaus is set in a Cloistered Environment and is important to maintain the integrity of the Emmaus Weekend.
- b. A list of all persons who will be on-site to serve as prayer partners and/or support staff during the Emmaus Weekend shall be given to the site coordinator (usually OSTL).
- c. At check-in, ALDs should check with Pilgrims about special diets, allergies and medicines that they need to be reminded to take. Though this is on the application, it is best to verify at check-in.
- d. At registration, Pilgrims should verify that their name, contact information, etc., is correct on the roster.
- e. Have one complete set of Pilgrim and Team rosters to provide the Site Director/Contact Person at check-in and for Outside Support Staff Team use.
- f. Type the "Invocation to the Holy Spirit" and the "We light this candle..." and tape them to the Conference Room lectern.
- g. If provided by the site, test the sound system upon arrival at the site. If not, test as soon as set-up.
- h. If provided by the site, test the projector/TV and the video (VCR/DVD) player prior to check-in. If not, test as soon as set-up.
- i. Have small bills and change on hand for Book Table sales. (Board Rep takes care of Book Table.)
- j. Outside Support Staff Team Coordinator is responsible for collecting all money from the Outside Support Staff Team owed for staying at the site during the Walk.
- k. Remind the Outside Support Staff Team Coordinator there is no agape in the Conference Room.
- l. Request as agape or assign someone to prepare candles for Chapel and Speaker's Table.
- m. Prepare team assignments of things that must be done prior to the Pilgrims arriving on Thursday evening so that each team member has an active role in site set-up.
- n. No one shall be identified for special recognition during the weekend, including musical performances, birthdays, anniversaries, etc.

# CONFERENCE ROOM TEAM MEMBERS

**Lay Director (1)** – Leads the Team during Team formation and leads the Team and Pilgrims through the Walk Weekend; reports directly to the Fourth Day Group Board of Directors.

**Board Representative (1)** – Represents the Fourth Day Group Board of Directors during Team formation and the Walk Weekend. The Board Rep is responsible for the Book Table and all related monies during the Walk weekend. The Board Rep also evaluates the weekend by completing a written report to be sent to Rio Texas Emmaus & Chrysalis Community Registrar, in a sealed envelope, at the close of the Walk.

**Assistant Lay Directors (3)** – ALDs will rotate responsibilities each day to enhance their leadership development.

ALD 1: Lights candle, introduces speaker, acts as master of ceremonies.

ALD 2: Lets speaker know when it is time to get dressed, escorts speaker to Chapel, communicates with Outside Support Staff, monitors snack /drink table and communicates needs to Outside Support Staff.

ALD 3: Time keeper, places posters and Prayer Vigil sheets on bulletin boards at designated time (remember there is not any agape in the conference room nor handouts at the tables).

**Table Leaders (5-6) & Assistant Table Leaders (5-6)** – There being a maximum of six (6) tables, there is a maximum of six (6) table leaders and six (6) assistant table leaders. (The fewest number of tables is 5.) Read the *Upper Room Handbook on Emmaus* and *Team Manual* for complete description of duties. A suggestion is to have each table leader and assistant table leader read and sign “Why am I here, Lord” from the *Team Manual* as a sign of their covenant to the Walk.

**Spiritual Director (1)** – Must stay the entire weekend.

**Assistant Spiritual Directors (4)** – Two (2) to three (3) clergy team members must be available each day of the Walk.

**Music Team** – Two (2) to three (3) people of mixed experience; three is the recommendation.

The maximum number of Conference Room team members, including clergy, for sites that accommodate 36 Pilgrims, is 25. Adjust the number of Conference Room persons by using only enough Table Leaders and Assistant Table Leaders needed for the number of Pilgrims. If the Walk is not full, there may not be fewer than five (5) tables with no fewer than 4 Pilgrims at each table. If the Walk is NOT full, some team members should be asked to serve as Outside Support Staff Team members.

Excluding the Lay Director, Spiritual Director, Music Leader, and Board Representative:

- The desired breakdown of Team Members’ experience levels should be:
  - Seven (7) (or 1/3<sup>rd</sup>) with no previous conference room team experience.
  - Seven (7) (or 1/3<sup>rd</sup>) with 1-2 conference room team experiences.
  - Seven (7) (or 1/3<sup>rd</sup>) with 3 or more conference room team experiences.
  - If possible, Music teams should follow the 1/3 - 1/3 - 1/3 experience model, as well.
- No more than seven (7) team members should be from any one church.

Qualifications for Walk Lay Director:

- Served as member of the Outside Support Staff Team 1-2 times, at least once for a full weekend
- Served as a Table Leader and Assistant Table Leader (pg 23 of *Upper Room Handbook*)
- Given two (2) different talks
- Served as an Assistant Lay Director twice (pg 23 of *Upper Room Handbook*)
- Also see page 13 of *Upper Room Director’s Manual*
- Not be serving or progressing in leadership in more than one three-day weekend experience

# REPLACEMENT WALK LAY DIRECTOR GUIDELINES

When a Fourth Day Group (FDG) does not have a qualified Walk Lay Director and does not wish to forfeit a walk, qualified members of Rio Texas Emmaus & Chrysalis Community Executive Committee as well as qualified previous Lay Directors from other FDGs may step in and serve in the vacant Walk Lay Director position (as the Replacement Walk Lay Director). **All walks containing Replacement Walk Lay Directors will be run in accordance with the Emmaus manual.**

The Replacement Walk Lay Director will serve in both the official Lay Director capacity as well as in a 'trainer' capacity to allow the FDG to have trained and qualified persons to lead the FDG's next walk. The expectation is that this situation would be temporary and considered the 'exception,' as opposed to general practice.

Building up a FDG leadership base is paramount; therefore, all Assistant Lay Director (ALD) positions on the walk would be reserved for those persons following the progressive servanthood channel to become Lay Directors.

## **Team Meetings**

Team meetings will be held in accordance with the Emmaus manual. In the event the Replacement Walk Lay Director is not from the same area as the FDG requesting assistance, the team meetings will be held in the proximity of the FDG requesting assistance. The ALDs will be responsible for arranging the team meeting locations and meals. (Any other additional arrangements will be negotiated between the Replacement Walk Lay Director and the walk ALDs).

## **Team Selection**

The FDG will be responsible for conducting team selection in accordance with the Emmaus manual. The Replacement Walk Lay Director will be present during team selection and will follow the normal course of calling the potential team members, with assistance from the walk ALDs, thereby teaching them the procedure so they can perform these duties in their future role as Lay Director.

## **Training**

Such persons who serve as Replacement Walk Lay Directors will need to attend Walk / Flight Training as specified in Rio Texas Companion (4-15 months before the Walk date).

## **Walk Fee**

Rio Texas Emmaus & Chrysalis Community offers each walk a discretionary scholarship, and this discretionary scholarship will be used to pay for the Replacement Walk Lay Director walk fee.



# MUSIC LEADER GUIDELINES

In an effort to encourage the spirit of praise and worship through music, Rio Texas Emmaus & Chrysalis Community purchased a license from Christian Copyright Licensing International (CCLI). This license makes the use of certain copyrighted lyrics available for reproduction. The use of this license is for Emmaus teams, Fourth Day Group Gatherings and annual Rio Texas Emmaus & Chrysalis Community Gatherings.

Reporting of our copying activity to CCLI is required occasionally. Therefore, for ANY copying of lyrics, a report must be filed with Rio Texas Emmaus & Chrysalis Community CCLI reporter. The following guidelines MUST be utilized:

1. Only lyrics from songs listed in the Resource Guide may be reproduced. The Resource Guide is available from your Emmaus Community Representative. If there is a question about a song, or if it is not in the Resource Guide, contact Rio Texas Emmaus & Chrysalis Community Office BEFORE copying.
2. Copies may be made only in the following formats:
  - a. Bulletins (programs).
  - b. Overheads (slides).
  - c. Song Sheets.
  - d. Recordings.
  - e. Customized arrangements.
3. All reproduced lyrics must have the following printed on the copy:
  - a. Song Title.
  - b. Author's Name.
  - c. Copyright Information (year, company, etc).
  - d. CCLI #578847.
4. When a reproduction is made, a CCLI report using the form in the Companion or downloaded from UMCDData.com needs to be sent to Rio Texas Emmaus & Chrysalis Community Registrar with the Walk Close-out Forms. Information from Items 2 and 3 above, and the number of copying sessions must be included. A copy session is defined as the number of times it was sent to be copied, NOT how many copies were made. If you have any questions about how to complete your CCLI report, or whether a song is available to use, contact Rio Texas Emmaus & Chrysalis Community Office BEFORE copies are made.

Thank you for your cooperation in this endeavor to add to the music ministry of the Walk to Emmaus. Your honesty and integrity will speak as a great witness to the Glory of God.

**\*\*\*REMEMBER MUSIC LEADERS AND MUSICIANS MUST USE THE NEW WORDS AND TUNES FOR *GRACE BEFORE MEALS* AND *GRACE AFTER MEALS*. WE CANNOT - UNDER ANY CIRCUMSTANCES - USE THE TUNE TO *EDELWEISS* FOR GRACE SONGS.**

**CCLI REPORT for WALK # \_\_\_\_\_ DATE: \_\_\_\_\_**

PUBLISHER:	
SONG TITLE:	
AUTHOR:	
FORMAT:	COPY SESSIONS:
PUBLISHER:	
SONG TITLE:	
AUTHOR:	
FORMAT:	COPY SESSIONS:
PUBLISHER:	
SONG TITLE:	
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# SUPPORT STAFF TEAM MEMBERS

## Outside Support Staff Team Leader:

- Leads the Support Staff Team through the Walk weekend.
- Assigns Support Staff Team members to duties as needed, paying attention to interests, skills, and personalities.
- Instructs all Support Staff Team members that they will assist with Pilgrim check-in as needed.
- Assists all other Support Staff Team members as needed.
- Is the main contact with the site during the weekend for emergencies and maintenance.
- Is the main contact with Sponsors in the case of an emergency.

## Chapel Coordinator(s) + 1 helper:

- Sponsor's Hour: Ensures cross lanyards are assembled, labeled, and in alphabetical order for Sponsor's Hour. Cross lanyards may also be at the Community Service preceding Candlelight. After Candlelight, bundles by table and takes to agape room to be reassembled on lanyard cross for Sunday Cross Ceremony.
- Communion: Insures that all Communion supplies and equipment are prepared and available for each scheduled Communion service (Thursday afternoon, Friday morning, Saturday mid-day, and Sunday afternoon). Makes sure the juice and bread for the communion service is at the site. Suggested: 8 bread loaves and 8 small bottles of purple grape juice.
- Assists in prayer for speakers as needed.
- Assists all other Support Staff Team members as needed.

## Agape Coordinator(s) + 1-2 helpers:

- Receives non-snack agape items (i.e., supplies and pillow agape) and stores in a suitable location.
- Assists as needed with distribution of agape snack items.
- Receives agape letters for Pilgrims. 8-12 letters are prepared for distribution in the conference room Sunday; the remainder are placed in the "extras" packets to be delivered to the Pilgrim's packed belongings as their last bit of pillow agape on Sunday.
- Agape Guidelines:
  - Pencils, notebooks, and secretary books are part of the set-up for the tables on Thursday evening / Friday morning for each table – these are not items distributed as agape and should not bear the name of the providing Reunion Group, Fourth Day Group, Community or church.
  - Non-snack agape (i.e., pillow agape) is not distributed until AFTER the "Justifying Grace" talk on Friday.
  - Check agape for individual names. Agape cannot bear an individual's name, only that of a Reunion Group, Fourth Day Group, Community, church, etc., is permissible. Remove the name if possible; otherwise, do not distribute.
  - Make a list of agape received and from what group. Post the list on the agape bulletin board.
  - Count the number of pieces in non-snack items to determine to whom it will be distributed:
    - Pilgrims Only - 36 pieces
    - Pilgrims & Conference Room Team - 61 pieces (this is preferred)
  - Determine which agape items will be distributed at what time, based on talks and needs.
  - Watch the schedule for the time to take non-food agape to the sleeping quarters. Distribute only when Pilgrims are in the conference room.
  - Non-snack agape is not distributed in the conference room.
- Assists all other Support Staff Team members as needed.

## Snack Agape Coordinator(s) + 1-2 helpers:

- Receives and stores snack agape items in suitable location. Sorts and arranges snack items on the conference room snack table throughout the day when Pilgrims are not present.
- Communicates with ALDs to insure the snack table is replenished when needed.
- Ensures that bowls, plates, napkins, utensils and cups are available at the snack table each day.
- Assists all other Support Staff Team members as needed.

**Errand Runner:**

- Coordinates with ALDs and acquires any toiletry items needed; contacts Sponsors for expensive need items instead of purchasing.
- Coordinates with Agape Coordinator and assists in distribution of agape as needed.
- Assists all other Support Staff Team members as needed.

**Grounds/Rooms:**

- Ensures all restrooms are supplied with toilet paper, paper towel, 4oz Dixie drink cups, hand soap, air freshener, and a toiletry supplies basket (stocked with travel-size soaps, shampoos, feminine products (if applicable), razors, lotions, etc.).
- Collects trash daily and takes to dumpster.
- Assists all other Support Staff Team members as needed.

**Cook Team (where applicable):**

- Plans menus in advance with Walk Lay Director.
- Receives food funds from RTECC Office. Procure all food items and store properly.
- Insures that site has sufficient kitchen equipment and implements.
- Prepares meals as required. Keeps cooking area clean and neat.
- The food stipend check is sent to the Walk LD or Walk Cook Team Leader when the Walk makes and no later than two weeks prior to the Walk. The Walk LD may submit the name of a Cook Team designee to the RTECC Office to receive the check. The designee request needs to be made in writing or by email to RTECC Registrar no less than three (3) weeks prior to the start of the Walk. (See 10/25/2008 Rio Texas Emmaus & Chrysalis Community Board Meeting Minutes.)
- Keeps proper records of all funds expended for food items. Submits an itemized list of expenses and receipts for all funds spent within ten (10) days of the Walk closing to Walk LD. Returns all unspent funds to Walk LD, which will be included in the Walk Closeout Report with the receipts.

**THE NUMBER OF OUTSIDE SUPPORT STAFF MEMBERS DEPENDS ON THE WALK SITE. THE OUTSIDE SUPPORT STAFF TEAM NEEDS TO ENABLE THE WALK TO FOLLOW THE UPPER ROOM MANUAL.**

# CLERGY SERVICE CRITERIA FOR EMMAUS AND CHRYSALIS

(Updated on November 11, 2013, and presented as found on the UpperRoom.org website)

(These updated criteria replace and supersede the section on clergy qualifications found on pages 29-31 of *The Upper Room Handbook on Emmaus* (2<sup>nd</sup> edition) and pages 63-66 of the *Upper Room Handbook on Chrysalis*). (This section refers to the “Community Spiritual Director.” In Rio Texas Emmaus & Chrysalis Community, as presented in this section, also applies to the Spiritual Director of the local Fourth Day Group.)

Clergy persons are critical elements in The Walk to Emmaus and in Chrysalis. The two programs depend on the partnership between laity and clergy. This partnership is a model that can be used in churches to enhance the ministry of the church.

It is important to have a thorough understanding of the role of the clergy in Emmaus and Chrysalis. In addition, it is important to have clarity about what is expected of the clergy who serve Emmaus and Chrysalis. It is also important to have a good understanding of how men and women are recognized as clergy and those things that qualify them to be called clergy. Below you will find the qualifications for the various clergy positions in Emmaus and Chrysalis. All clergy persons seeking to serve as Spiritual Directors should have a completed Clergy Application Form on file with their local Board [and Rio Texas Emmaus & Chrysalis Community Office].

## **Community [and Fourth Day Group] Spiritual Director**

The ministry and mission of The Upper Room Walk to Emmaus and The Upper Room Chrysalis depend on the Community Spiritual Director for leadership and oversight of the spiritual life of the community. The Community Spiritual Director serves as the moral, ethical, and spiritual conscience of the Board, the community and the teams. The Community Spiritual Director assists the Board in the development and nurture of clergy leaders and also assists in selecting those to serve on Emmaus/Chrysalis/Journey teams. The Community Spiritual Director shall be recognized as a competent spiritual leader within his or her church or denomination and by other church leaders in the area. This person should also represent the best Emmaus/Chrysalis has to offer.

Only persons who meet ALL the following criteria can serve as the [Fourth Day Group and] Community Spiritual Director[s]. Those who:

- Are ordained Clergy, AND
- Have completed an undergraduate degree, AND
- Have a M.Div. from seminary accredited by the Association of Theological Schools (ATS, [www.ats.edu](http://www.ats.edu)), OR in place of M.Div. Seminary degree, have completed Advance Study Program at a graduate level approved by their Denomination/Church.

In addition the following criteria must be met:

- Have a completed Clergy Application Form on file with their Board [Rio Texas Emmaus & Chrysalis Community requires annual submission of applications for all clergy in order to remain listed on the approved SD/ASD list].
- Being able to maintain theological balance and be sensitive to the variety of perspectives in this ecumenical setting.
- Have showed commitment to the Upper Room Walk to Emmaus and Chrysalis models as stated in the Letters of Covenant.
- Have served as Weekend Spiritual Director.
- Being actively engaged in professional ministry (or retired while in good standing).
- Being able to be a role model of a servant leader in a team environment.
- Being able to guide and coordinate the full participation of other clergy.
- Being authorized by their ordaining body to consecrate the elements of Holy Communion.
- Being approved by the local Emmaus/Chrysalis board.

## **Weekend Spiritual Director**

The Weekend Spiritual Director (WSD) is the primary clergy leader of the Emmaus or Chrysalis weekend. The Weekend Spiritual Director, after receiving Upper Room Clergy Training, is selected by the [FDG] Board of Directors with the recommendation of the Emmaus or Chrysalis [FDG] Spiritual Director. The WSD is responsible to the board as the spiritual leader of the Walk, Flight or Journey. As with the Lay Director, the weekend Spiritual Director must have sufficient experience, training, and ability for the job.

Only persons who meet the following criteria can serve in this category:

- Persons recognized as clergy by their Denomination/Church and who are serving in professional ministry (or retired while in good standing)
- Such persons must be authorized by their ordaining body and able to consecrate Holy Communion elements in Emmaus/Chrysalis
- Must attend Upper Room Clergy Training
- Be invited to serve by the local Emmaus/Chrysalis Board

For United Methodist Church:

- United Methodist Licensed Provisional Members and Local Pastors; who are current in their Course of Study or seminary; or who have completed their Course of Study Program or seminary, are serving under the appointment of the Bishop, and who are not ordained. These persons need to secure written authorization from the Bishop or District Superintendent to consecrate the elements of Holy Communion in Emmaus or Chrysalis settings. This letter of authorization must be on file with the Community and FDG Spiritual Directors, and the Emmaus/Chrysalis International Office prior to serving as the WSD. This letter must be renewed annually (or for each walk, journey or flight if the authorization is event specific).

In addition, the following criteria must be met:

- Have a completed Clergy Application Form on file with the [Community] Board;
- Being able to maintain theological balance and be sensitive to the variety of perspectives in this ecumenical setting;
- Being willing to serve on a team, working in concert and cooperation with the Weekend Lay Director, and abiding by The Upper Room model for Emmaus and Chrysalis as presented in the most recent editions of the Handbooks, the Manuals, and the other official documents;
- Having served at least once for the entire three days as an Assistant Spiritual Director under the leadership of an experienced Weekend Spiritual Director; and
- Have given a minimum of two of the five clergy talks other than the Emmaus Means of Grace talk or the Chrysalis God's Gifts to You talk.

## **Assistant Spiritual Directors**

The Team Selection Committee and the Community Spiritual Director select prospective Assistant Spiritual Directors for the weekend. Assistant Spiritual Directors will assist the Weekend Spiritual Director in the clergy duties for the Emmaus/Chrysalis event.

Only persons who meet the following criteria can serve as Assistant Spiritual Directors. Those who are:

- Qualified to serve as Weekend Spiritual Director; or,
- Recognized as clergy by their Denomination/Church but who are not authorized to serve Holy Communion.

In the UMC:

- Full and Part-Time local Pastors, Student Local Pastors, Commissioned Probationary Elders and Deacons, Licensed Provision Members and Associate Members, who are under appointment or subject to appointment, and who are current in their Basic Course of Study or approved ATS seminary, AND
- UMC ordained Deacons.

In addition, the following criteria must be met:

- Have a completed Clergy Application Form on file with their Board;
- Being able to maintain theological balance and be sensitive to the variety of perspectives in this ecumenical setting;
- Being willing to serve on a team, working in concert and cooperation with the weekend Lay Director, and abiding by The Upper Room model for Emmaus and Chrysalis as presented in the most recent editions of the Handbooks, the Manuals, and the other official documents;
- Being actively engaged in professional ministry (or retired in good standing from professional ministry);
- Be invited to serve by the local Emmaus/Chrysalis Board.

Note: The United Methodist Church has the category of Certified Lay Ministers. These persons are laypersons and, therefore, are not eligible to serve in any clergy capacity in Emmaus or Chrysalis. This same standard applies to churches and other denominations with similar categories.

***Additional considerations:***

Using persons who do not meet the above-mentioned criteria is not wise. It compromises Chrysalis/Emmaus standards for clergy leadership and undermines the sacramental role of the weekend Spiritual Director. While such practices may simplify clergy selection in the short term, it will undermine the role of the clergy and diminish the relationship of Emmaus/Chrysalis with historic and established church.

Some Emmaus and Chrysalis Boards face difficult decisions regarding who can serve as a Spiritual Director. Some persons' relationship with the church may not be clearly defined as clergy or laity. Some who serve in pastoral roles in the church or with young people may not be clergy. Still others may present credentials stating they are clergy, but the credentials have been obtained through a non-accredited source. These matters must be approached by the Board with Christian love and respect for the persons involved while upholding the clergy criteria and integrity of the Emmaus and Chrysalis programs.

Several aspects of Chrysalis and Emmaus need to be kept in mind as persons are being considered as Spiritual Directors.

- *Persons who are recognized as clergy within their local church may not always be qualified and equipped for the role of Spiritual Directors in Emmaus and Chrysalis.* The burden rests with the local Emmaus or Chrysalis Board, Emmaus or Chrysalis Community Spiritual Director, and the Team Selection Committee to seek out the clergy who have the training, experience, pastoral sensitivity, theological depth, ecumenical breadth, and Christian maturity needed for spiritual leadership in Emmaus or Chrysalis.
- *Emmaus or Chrysalis Boards and Community Spiritual Directors are responsible for encouraging clergy to attend Upper Room (UR) Clergy Training.* The International Emmaus/Chrysalis Office has Clergy Regional Leaders who stand ready and are willing to assist the local board by offering the required UR Clergy Training.
- *Not all clergy bring an outlook on God's grace, the Christian life, or sacraments that is representative of the Emmaus or Chrysalis model.* The Chrysalis and Emmaus movements are shaped from within the biblical and theological mainstream of the church as reflected in the United Methodist and Wesleyan tradition.
- *Team members and participants should be able to recognize and respect the Spiritual Directors as clergy.* If the person's ordination or clergy standing is questionable in the minds of the team and/or participants, then that person's presence as Spiritual Director will detract from the Emmaus or Chrysalis event.

- *Every clergy and layperson serving on a team has specific roles and responsibilities. No one should be jealous about a particular role.* The clergy-laity partnership must be lived and demonstrated.
- *No person, lay or clergy, has the “right” to serve in any capacity in Emmaus or Chrysalis, even if all the criteria are met. **Service is never a right, but always a response to the call of the Holy Spirit through the Emmaus/Chrysalis Board.***
- *Clergy serving in Emmaus/Chrysalis must have been a Pilgrim in Emmaus/Chrysalis or a recognized Fourth-Day movement.* In order to be an effective servant leader, one must have experience in a recognized Fourth-Day model (a list of recognized expressions of the Fourth-Day movement is available from the Clergy or Lay Regional Representative or the International Office).

Emmaus and Chrysalis team is a ministry partnership between clergy and laity. That partnership represents these persons’ equality before God as baptized members of the body of Christ. While playing different roles during the weekend, pastors and laity are to work in concert. Neither of their roles is effective without the other. The Weekend Lay Director and the Weekend Spiritual Director stand as ecumenical companions in directing the Walk / Flight/Journey and in modeling this partnership.

#### **Implementation plan for the clergy criteria (in the U.S.A. and U.S. Territories only):**

Walk to Emmaus /Chrysalis International Office has realized that:

- While information in Handbooks regarding clergy qualifications was sufficient for a time when the WTE constituency was almost entirely mainline Protestant churches, it was necessary to develop and issue a thorough written clarification and interpretation on clergy qualifications
- It was important that Emmaus/Chrysalis Boards and CSD’s receive training in the areas of clergy roles and qualifications
- A plan was needed to enable those who had been serving as clergy in WTE prior to December 31, 2007, but who did not meet the qualifications, to continue to serve. The Upper Room Clergy Certification Program was a plan to provide for this.
- The requirements of Clergy Certification Program proved to be helpful to some communities but not all.
  - Through the current Clergy Training Program, as of 2011, The Upper Room seeks to empower local Boards to identify and select qualified clergy persons to serve as Spiritual Directors in Emmaus and Chrysalis. You can find a copy of the **Clergy Training Program (3/1/11)** posted on both [Upper Room] Emmaus and Chrysalis web pages. [In Rio Texas Emmaus & Chrysalis Community, clergy eligibility to serve is determined by Rio Texas Emmaus & Chrysalis Community Spiritual Director.]

Updated: January 1, 2011 ; 3<sup>rd</sup> Revision: 11/11/2013



## FINANCES AND SUPPLIES

1. Finances for Walk expenses  
(**NOTE:** This is the maximum support available from Rio Texas Emmaus & Chrysalis Community).
  - a. \$300.00 as Lay Director's stipend to cover copying, mailing, photographs, etc.
  - b. Walks at sites that do not provide for meal service receive a Food Stipend from RTECC Registrar for food purchases for the Walk. In these instances, the Fourth Day Group must return all unused money. The FDG must turn in receipts covering the money that was spent and used for meal preparation. Return the unused money and receipts with the Walk Close-Out packet.
2. Walk to Emmaus worship booklets, crosses, and Service Sheets will be supplied to the Lay Walk Director by the Rio Texas Emmaus & Chrysalis Community Registrar. These supplies will be mailed via USPS Priority Mail when the walk makes or two (2) weeks before the scheduled date of the Walk, whichever is earlier. If the supplies have not been received by the Monday of the week of the walk, the Lay Director is responsible for contacting the RTECC Registrar. Multicolored lanyards are Fourth Day Group agape gifts.
3. Each Fourth Day Group should have a copy of the ***Walk to Emmaus Thursday Night Video*** on hand for use.
4. The *The Upper Room Handbook on Emmaus*, *Director's Manual*, *Coordinator's Manual*, *Team Manual*, *Sustaining the Spirit*, *Talk Outlines* and *Review Sheets*, and *Rio Texas Companion* are available for purchase through Rio Texas Emmaus & Chrysalis Community Office. The *Talk Review Sheets* may be copied for use. The Lay Director, Spiritual Director, and Board Rep should have a complete set of current manuals and review sheets.
5. There is a one (1) discretionary scholarship per Walk given by Rio Texas Emmaus & Chrysalis Community. The Walk Lay Director chooses who is to receive this scholarship, whether Team, Pilgrim, or a combination thereof, and the name(s) is entered on the "Financial Summary Sheet" when the Walk Close-Out is sent.

## CLERGY FEES

All clergy team members should be entitled to free registrations. The Fourth Day Group sponsoring the Walk will contribute a \$250.00 clergy fee (\$50.00 per Clergy Team member) for the Spiritual Director and Assistant Spiritual Directors.

Clergy attending as Pilgrims are required to pay the full Pilgrim registration fee.

## **SAMPLE SUPPLY LIST FOR A WALK**

*(These are suggestions only - your FDG may need more or less items based on local needs)*

### **Each team member is asked to bring the following:**

- 1 2- or 3-liter bottle of your favorite beverage – soda, tea or juice
- 1 case small bottles of water
- Favorite snack: fruit, veggies, nuts, crackers, pretzels/chips, cookies or other baked goodies, etc.
- Flashlight (with your name on it)
- Umbrella (with your name on it)

### **Also, please sign up to bring one of the following:**

- 1 pk. of 100 3" x 5" index cards
- 100 small paper plates
- 100 small paper plates
- 100 small paper plates
- 100 small paper plates
- 250 napkins
- 250 napkins
- 2 large boxes toothpicks
- 1 box gallon size baggies
- 2 packages prunes, individually wrapped

### **COMMUNION:**

#### **Grape JUICE, not grape drink**

- 4 small bottles grape Juice
- 4 small bottles grape Juice

#### **Bread**

- 4 loaves bread
- 4 loaves bread

# **RIO TEXAS EMMAUS & CHRYSALIS COMMUNITY EMMAUS TRAILER / SUPPLY CLOSET GUIDELINES**

Contact the Rio Texas Emmaus & Chrysalis Community Office for information on reserving the trailer.

The Community Trailer is available for use for Rio Texas Emmaus & Chrysalis Community Walks and is stored in Junction, Texas. The Trailer will be picked up by the responsible Fourth Day Group before 2:00 p.m. on the Thursday before the Walk. The same Fourth Day Group will pick up the Trailer on Sunday after Closing and return it to Junction.

The fee to use the Community Trailer is \$50.00 and is to be included in the Walk Close-out report and payment.

Mt. Wesley or Omega Center Walks: Follow the guidelines posted in the supply closet during the Walk.

At all sites a specific individual shall be responsible for supervising the unloading of the Trailer/Supply Closet and for reloading the materials in the PROPER PLACES after Closing. The Trailer/Supply Closet should be locked at all times when not in use during the weekend with the key in the possession of the responsible team member (generally, an Outside Support Staff Team member). Good intentions of the team notwithstanding, DO NOT PUT ANYTHING in the Trailer/Supply Closet that is not on the inventory!

When two Walks are scheduled for the same date and both want the Community Trailer, the priority is:

1. Junction,
2. Camp Alto Frio,
3. Camp Young Judaea, and
4. any other remote site.

If a conflict arises involving a Walk to be held at a site not mentioned above, RTECC Registrar will determine which site uses the Trailer.

Unless other arrangements are made, RTECC's set of Banners travel with the Trailer. Fourth Day Groups with extra sets of Banners are Coastal Bend, Crossroads, Concho Country, Hays Praise and Koinonia.

An inventory will be taken of items before and after each Walk by the Fourth Day Group. Missing items will be replaced by the Walk sponsoring Fourth Day Group.

**A checklist of supplies is found on the next page. This checklist is to be used as inventory control for the Trailer / Supply Closet. One copy is mailed in the Walk Close-out packet to Rio Texas Emmaus & Chrysalis Community Registrar and the other copy remains in the Trailer/Supply Closet.**

# RTECC TRAILER / SUPPLY CLOSET INVENTORY

## Worship Supplies:

1. One clear plastic container with lid, holding two chalices, two patens and two white napkins for Communion.
2. Bible Holder.
3. Candle Holder.
4. One basket with handle for "Dying Moments" Communion service

## Seven plastic containers (approx. 10" x 10" x 8"). One for each table, containing:

Markers, 1 ea. of 8 colors	One stapler	Plastic ruler (1)
Pens (2 blue, 2 black)	Scotch tape	Elmer's glue (2 large. 1 small)
Pencils (2-3)	Scissors (2 pair)	Masking tape (1)

## St. Elsewhere table supplies:

Chalk	Thumb Tacks	Toothpicks
Erasers	Glue	Paper Punch
Paper clips	Glue stick	Magic Markers
Pins	Name tags	Ice pick
Pens	Scotch tape	Rubber bands
Pencils	Masking tape	Ruler
Staples	Clothes pins	3" x 5" cards
Staplers	Extra projector bulb	2 electric pencil sharpeners

## Candlelight Supplies:

Candles (approx. 250)	Candleholders (approx. 250)
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## Craft Supplies:

Yarn	String	Clothespins
Wallpaper books	Construction paper	Cotton Balls
50 poster boards	Fabric scraps	

## Table supplies:

Seat cushions (75)	7 table name plates
Kleenex (14 boxes)	7 crosses

## General Supplies:

Song books (250)	Broom (1)	Dust pan (1)
3 flashlights	9 volt batteries	D Cell Batteries
15 banners	Video (plus back up)	Heavy duty extension cord (50')
Rainbow Rack for banners	2 melodious bells	Projector/TV
1 dolly (2 wheel) for moving heavier objects		

## First Aid Kit:

Cotton balls	Flexible Gauze	Steri-pads	Band-Aids
Visine	Cough Drops	Aspirin	Advil
Alcohol	Alka-Seltzer	Ascriptin	Tylenol
Rolaids	Caladryl	Benadryl	Bactine

## Toiletries Kit:

Shampoo	Conditioner	Toothpaste	Toothbrushes
Soap	Deodorant	Vaseline	Lotion
Baby powder	Safety Pins	Needles	
Razors	Kotex (1 box)	Tampax (1 box)	

<b>SUGGESTED AGAPE OPPORTUNITIES</b>	
<b>AGAPE NEEDS</b>	<b>Name of Individual/Reunion Group/Church/Town</b>
<b>Lunch for Team Meetings:</b>	
<b>1st Team Meeting – Date – serve 32</b>	
Location:	
<b>2nd Team Meeting – Date – serve 32</b>	
Location:	
<b>3rd Team Meeting – Date – serve 32</b>	
Location:	
<b>4th Team Meeting – Date – serve 32</b>	
Location:	
<b>Team Meal – Thursday – serve 32</b>	
<b>Agape Feast – Saturday – serve 61</b>	
<i>keep simple - follow suggestions in manual</i>	
<b>Closing Feast - Sunday - Team, Pilgrims, community</b>	
<i>can use leftovers from snack food/Agape feast</i>	
<b>CROSSES      Conference Room Table Cross – 1</b>	
<b>Hand Cross for Speakers – 1</b>	
<b>PHOTOS – Group – 1 of whole group, 65 reprints</b>	
<b>Agape Bags – 64</b>	
<b>Clothes Hangers – 64</b>	
<b>Cups:    Conference Room – 64</b>	
Room/Bathroom Cups – 64	
<b>Door Tags – 64</b>	
<b>Earplugs – 64</b>	
<b>Envelopes – (large manila; brads optional)</b>	
Closing Packet Envelopes – 64	
<b>God Watches (stretch bands w/colored beads) – 64</b>	
<b>Halos/Crowns – 64</b>	
<b>Lanyards for crosses – 36</b>	
<b>Letter Bags – for Conference Room – 36</b>	
overflow Extra Letter Bags/Envelopes – 36	
<b>Name Tags – 64</b>	
<b>Cord for Nametags – 64</b>	
<b>Notebooks for note-taking – 64 + 6 for secretaries</b>	
<b>Trash Bags for dirty clothes – 64</b>	
<b>Placemats    64/meal – Friday-3; Saturday-2; Sunday-2</b>	
<b>64 – special for Saturday evening meal</b>	
<b>Prayer Bracelets / God Watches – 36</b>	
<b>Worship Book Bags – 64</b>	

<b>SUGGESTED AGAPE OPPORTUNITIES</b>	
<b>AGAPE NEEDS</b>	<b>Name of Individual/Reunion Group/Church/Town</b>
<b>Worship Book Clothespin Holders – 64</b>	
<b>Worship Book Covers – 64</b>	
<b>Audio/Video Systems: (depends on site)</b>	
<b>Conference Room</b>	
<b>Chapel</b>	
<b>Golf Carts/Mules: (depends on site)</b>	
<b>Golf Cart or Mule</b>	
<b>Golf Cart or Mule</b>	
<b>Golf Cart or Mule</b>	
<b>KLEENEX:</b>	
<b>6 Large Boxes</b>	
<b>6 Large Boxes</b>	
<b>6 Large Boxes</b>	
<b>6 Large Boxes</b>	
<b>6 Large Boxes</b>	
<b>4 – 6 packs small Kleenex</b>	
<b>4 – 6 packs small Kleenex</b>	
<b>4 – 6 packs small Kleenex</b>	
<b>4 – 6 packs small Kleenex</b>	
<b>4 – 6 packs small Kleenex</b>	
<b>4 – 6 packs small Kleenex</b>	
<b>4 – 6 packs small Kleenex</b>	
<b>4 – 6 packs small Kleenex</b>	
<b>Pillow Agape – 36 Pilgrims + 25 Team + 3 extras = 64</b>	
<b>\$\$ GREEN AGAPE \$\$ is always welcomed for those last minute or forgotten items</b>	

# REGISTRATION PROCEDURAL INFORMATION

Rio Texas Emmaus & Chrysalis Registrar  
16400 Huebner Rd.  
San Antonio, TX 78248  
Email: emmaus@riotexas.org

Phone: 210-408-4528  
Toll Free: 888-349-4193  
Fax: 210-568-2171  
Website: www.riotexas.org/emmaus

**IN ORDER FOR APPLICATIONS TO BE PROCESSED, THE APPLICATION FORM MUST HAVE ALL INFORMATION COMPLETELY SUPPLIED, INCLUDE ALL REQUIRED SIGNATURES, AND CHECK FOR FULL AMOUNT.**

## **PROCEDURE ONE:** Registrar's processing of applications:

1. Applications must have all information completely supplied with all required signatures.
2. Check for full payment of fees must accompany application.
3. Verbal requests will not be accepted or processed.
4. Any changes such as choice of Walk, refund request, change of Sponsor, or change of address must be done in writing by mail, fax, or email to the Registrar.
5. Applications sent by fax or email will not be processed unless it is within the week before the walk and is accompanied by a copy of the check.

## **PROCEDURE TWO:** Registrar's correspondence with **Pilgrim Candidates and Sponsors:**

1. Candidate designates a first and second choice of Walks and the dates desired on the application:
  - a. If first choice is open, the Registrar assigns the candidate as a Pilgrim for that Walk.
  - b. If first choice is closed and second choice is open, the Registrar assigns the candidate as a Pilgrim to the second choice and places his/her name on the waiting list of the first choices.
  - c. Registrar sends confirmation letter unless walk registration has been turned over to the Lay Director.
2. If neither choice is open, the Registrar places the candidate on the waiting list of both the first and second choices.
3. If Pilgrims do not attend the Walk for which they were initially confirmed, they have 90 days from the time the "Did Not Attend Letter" was mailed to request a refund or to be placed on another Walk. **THE CANDIDATE IS NOT AUTOMATICALLY PLACED ON THE NEXT WALK.** A refund is not available after the 90 day deadline.
4. The Registrar notifies the candidate and Sponsor, by letter, of the action taken.
5. Payment in full must accompany the application. Applications without payment will be returned to the Sponsor. Scholarships are not available from Rio Texas Emmaus & Chrysalis Community. They may be provided by individual FDGs.
6. Any changes to be made after application is received at the Registrar's office, must be in writing, faxed or emailed directly to the Emmaus Registrar.

## **PROCEDURE THREE:** Registrar's correspondence with **Lay Directors:**

1. The Registrar posts the Prayer Vigil sheets on the website for all Rio Texas Emmaus & Chrysalis Community Fourth Day Group Prayer Vigil Coordinators' access.
2. The \$300.00 stipend is sent to the Walk LD after the Walk Leadership Report has been submitted to Rio Texas Emmaus & Chrysalis Community, after the Walk LD has attended Walk / Flight Training, and no more than six months prior to the Walk. (The Walk LD is not required to reimburse Rio Texas Emmaus & Chrysalis Community if the Walk does not make.)
3. **FOUR MONTHS BEFORE:** The Lay Director's Packet may be retrieved online. The Packet contains the Walk Leadership Covenant, letters for Pilgrims and Sponsors, Prayer Vigil copies, Pilgrim Closing Packet information, and all Walk Close-out report forms. **\*\*This is available online through the UMCdata website\*\***
4. **TWO WEEKS BEFORE:**
  - a. If the Walk does not have 20 or more completed applications in Rio Texas Emmaus & Chrysalis Community Registrar's office by 5:00 p.m. two (2) weeks prior to the walk start date, the Walk will be CANCELLED.
  - b. If 20 or more applications have been received, Pilgrim supplies will be mailed to the Walk Lay Director. These will include lanyard crosses, worship books, service sheets, and, if applicable, a Food Stipend Check. **THE LAY DIRECTOR MUST REMAIN IN DAILY CONTACT WITH THE REGISTRAR'S OFFICE TO COORDINATE ROSTER CHANGES.** If any Pilgrims cancel, inform them to contact the Registrar's office in writing to be moved to another

Walk or to request a refund. Any applications received within two (2) weeks of the Walk should be held by the Walk Lay Director and turned in with the Closing Summary, as part of the Walk Close-Out reports.

- c. If an application is received within two (2) weeks of the Walk and the accompanying check is made payable to Rio Texas Emmaus & Chrysalis Community Treasurer, enclose that application and check with the Walk Closing Statement.
- d. If any accompanying check is made out to anyone other than Rio Texas Emmaus & Chrysalis Community Treasurer or the sponsoring Fourth Day Group, make a photocopy of it, OR if the application is accompanied by cash, send the original application and the accompanying payment to Rio Texas Emmaus & Chrysalis Community Registrar's office with Closing Summary. Notify the Registrar if this Pilgrim has been confirmed on the Walk or is to be placed on the waiting list to prevent duplication.
- e. If the check accompanying the application is made out to the sponsoring Fourth Day Group, deposit the check to the Fourth Day Group's bank account. Submit the application and a check from the FDG's Treasurer to the Registrar's office with the Closing Summary.

**PROCEDURE FOUR:** Lay Director's Correspondence with the Registrar after they attend Walk / Flight Training. During the week following the Walk, the following completed forms and material shall be given to the Registrar's office in one packet:

1. Walk to Emmaus Closing Summary Checklist.
2. Financial Summary.
3. ONE CHECK, payable to Rio Texas Emmaus & Chrysalis Community, that includes payment for:
  - a. Trailer Usage Fee (if any)
  - b. Fourth Day, Fourth Day Forward or Coming Down from the Mountain Books (Invoice)
  - c. Team Registration fees. (Instruct team members to make their checks payable to the Fourth Day Group. Deposit those checks in the Fourth Day Group's bank account. Include total payment for team fees in the check to the Community. DO NOT hold checks!)
  - d. \$250.00 for all clergy team members (\$50.00 per clergy team member)
  - e. Applications received locally the two (2) weeks before the Walk.
  - f. The name(s) of the recipient of the discretionary scholarship - whether Team or Pilgrim
  - g. Any remaining Food Stipend money
4. Two copies of the revised Pilgrim Roster showing all Pilgrims that attended, including application forms for late registrants
5. Two copies of the updated team roster
6. One (1) photograph of the entire group of participants
7. If a Food Stipend Check was issued, original receipts for food expenditures
8. Music Leader's CCLI Report
9. If the Trailer/Supply Closet was used: one (1) copy of the Inventory Checklist; one (1) copy of the Inventory Checklist remains in the Trailer/Supply Closet
10. One copy of the signed Walk Leadership Team Covenant
11. NOTE: If at a site other than Mt. Wesley, money for the team's Thursday night meal, the Support Staff meal and lodging fees, and overnight lodging fees for the Greater Emmaus Community that stayed on site should be paid directly to the site director, unless other arrangements have been made in advance. If this is not possible, contact the Registrar as soon as possible for instructions.

**PLEASE NOTE:** The Walk should be closed out by the first the Friday after the Walk. There is a thirty (30) day Grace Period, after which the Walk Close-Out will be considered delinquent. There will be a \$100.00 fine to the sponsoring FDG for every month the Walk Close-Out remains delinquent. It is the Walk Lay Director's responsibility to take care of the items listed above promptly. The local Board Representative for the Walk shall monitor the situation. The Walk is not considered complete until all required items are in Rio Texas Emmaus & Chrysalis Community Registrar's possession.

**Scholarship Arrangements:**

1. Scholarships for Pilgrims and Team members come from individual Fourth Day Groups.
2. The Lay Director of each walk has one (1) discretionary scholarship from Rio Texas Emmaus & Chrysalis Community at his / her disposal for either a Pilgrim or a Team member.



# UMCDATA INSTRUCTIONS FOR WALK LAY DIRECTORS

- Register with UMC Data <http://umcdata.com/> to access Walk / Flight Rosters and paperwork needed for the Walk / Flight.
- If you have any questions, call Rio Texas Emmaus & Chrysalis Community Registrar at (888) 349-4191.
- UMC DATA site includes:
  - Walk Pilgrim roster (Excel file with Pilgrims' and Sponsors' information)
  - Letters to Pilgrims
  - Letters to Sponsors
  - Outside Support Staff Team information
    - Service application
    - Attendance tally sheet
  - Pilgrim Closing Packet Handouts
    - Points to Remember
    - Sponsorship Information
    - Team Service Information
    - The Gift
  - Walk Close-Out Information for Walk LD
    - Walk Close-Out Checklist
    - Financial Summary
    - Silent Servant Tally Sheet
    - CCLI Report for Musicians
  - Walk Board Rep Report

# Walk 72-Hour Prayer Vigil Instructions

- The Emmaus Registrar will post blank prayer vigil sheets on Rio Texas Emmaus & Chrysalis Community website. The Registrar will also post each Fourth Day Group's Prayer Vigil sheets on the website for downloading. **Copies** of the prayer vigil sheets are provided to the Walk Lay Director in UMCDData.
- The Prayer Vigil Coordinator should return their FDG's assigned Prayer Vigil sheets to the appropriate FDG Prayer Vigil Coordinator sponsoring a walk. The completed Prayer Vigil sheets should be returned a minimum of three (3) weeks prior to the walk. If a PVC and his/her FDG is unable to complete the sheet, the PVC should return the partially completed sheet to the Sponsoring Fourth Day Group.
- Three (3) weeks prior to the walk, the sponsoring FDG Prayer Vigil Coordinator should contact the Prayer Vigil Coordinator for any FDG's that have not been submitted their Prayer Vigil. If there are missing sheets, the Sponsoring FDG Prayer Vigil Coordinator will need to take the sheets with blanks and go to their own FDG to cover the missing times.
- Prior to the start of the Walk, give the completed Prayer Vigil Sheets to the Walk Lay Director along with the completed **72 Hour Prayer Vigil Report**. The Walk Lay Director will include the completed Prayer Vigil Report in his/her Walk Close-Out packet.
- Additional suggestions:
  - Prayer vigil prayer times may be filled by anyone.
  - Multiple people can sign-up for the same time slot.
  - It is encouraged that the weekend dates be submitted to [www.3dayol.org](http://www.3dayol.org), [www.mysignup.com](http://www.mysignup.com) or a similar website for posting, prayer solicitation, and printing.
  - The Fourth Day Group Board is responsible for filling vacant prayer slots. Slots should be filled no later than the Thursday morning of the Walk weekend.
  - All time slots must be filled before the Walk starts on Thursday evening.
  - Prayer Vigil sign-up sheets are to be provided to the Walk LD by the FDG PV Coordinator and posted by the Walk ALDs in the conference room at the designated time during the Weekend.

# BOOK TABLE GUIDELINES

The purpose for having a book table on Walk to Emmaus is to introduce participants, particularly laity, to a variety of authors and titles, with an eye on the cost of the book and a view to the subject of the book as it relates to one or more of the fifteen (15) talks. The book list is not meant to be comprehensive, but rather representative. More than anything, it should be understood that they are not so much books people SHOULD read, but books that people MIGHT read profitably.

To assist Walk Lay Directors and Board Representatives, Rio Texas Emmaus & Chrysalis Community has made arrangements with the Cokesbury Book (Internet) Store to provide these books for Rio Texas Emmaus & Chrysalis Community Walks. The books are selected from the latest Cokesbury and Upper Room catalogs. Books were picked that were representative of the following categories: Christian Action, Spiritual Growth, Inspiration and Devotion, Family Life and Bible Study.

- \* One alternative to Cokesbury is for Fourth Day Groups to work with local Christian book stores to arrange for consignments and/or to request book donations from members of the Fourth Day Group. Should a FDG elect to enter into consignment with a local book store, the consignment must be closed and an invoice available for the Walk Close-Out Report within thirty (30) days of the Walk.

A second alternative is to collect donated gently used or newly gifted books from FDG members.

It is the Walk Board Representative's responsibility to take care of the book table at the Walk. Books should be returned to the bookstore, send by registered mail, Fed EX, or UPS, within 30 days of the Walk. Money for the books sold is to be given to the Walk LD with a book table sales report that can be submitted with the Walk Close-Out packet.

## **PROCEDURE:**

### **FOR COKESBURY:**

1. At least six (6) weeks in advance of the Walk, contact Cokesbury with the request to place the books on consignment using Rio Texas Emmaus & Chrysalis Community account and clearly establish a must-receive-by-date for shipping purposes. To place such an order, call 210-525-9685.
2. Use the Walk number as the purchase order number on the Cokesbury order.
3. Cokesbury will ship books to the Walk Lay Director at the address provided by the Walk LD.
4. The books will be shipped prepaid and prices will be marked on the packing slip.
5. After the Walk, the unsold books are to be shipped back to Cokesbury, deducting the cost of shipping from money received in book sales.
6. Books must be returned within 30 days of the Walk. If shipping books, send the carefully packaged books by UPS, Fed-Ex or USPS Registered Mail.
7. Book sales, less shipping, must be included in the Walk Close-Out Report.
8. Cokesbury will send the final invoice to Rio Texas Emmaus & Chrysalis Community Registrar for payment and it must match what is indicated on the Walk Close-Out Report.

# SPONSOR'S HOUR

Gather before 7:00 p.m. with Pilgrims and Team members at the registration site. Once all Pilgrims have been checked in, roll called, and the Community dismissed, Sponsors can gather in the Sponsor's Hour location.

Sponsor's Hour is a lay-led service. A member of the Fourth Day Group Board, with the assistance of an Outside Support Staff Team member, will lead Sponsor's Hour. If the Sponsor for any Pilgrim is not present, any Community member who is attending Sponsor's Hour may substitute for the Sponsor.

It is recommended for Sponsor's Hour to be one hour or less in length. The definition of Sponsor's Hour can be found in Chapter 9 of *The Upper Room Emmaus Handbook*.

Service of Communion during Sponsor's Hour is discouraged. However, if Communion is served, the clergy member presiding during Sponsor's Hour cannot be one of the Walk's clergy members. The elements may not be consecrated in advance. The Fourth Day Group Spiritual Director, if he/she is not serving on the team, or another clergy person can be asked to serve.

## Reminders for Sponsors:

- Always remind those present that there are to be NO personal gifts given during the Walk. Those gifts should be given on the way home from the Walk after Closing.
- NO PICTURES are to be taken from the time the Pilgrims arrive at the site until they leave the site. The only exception is the group picture taken by Walk staff on Friday morning.
- No child under age 12 may participate in Candlelight. If Childcare is provided, relay necessary information.

## Preparation:

- The crosses should be placed on the lanyards ahead of time by the Outside Support Staff Team.
- Pilgrims' names typed or printed clearly on small strips of paper should be attached to each Pilgrims' lanyard (one name per cross) near the lanyard knot.
- The large cross that holds lanyard crosses should be at the front of the room being used for Sponsor's Hour.
- The lanyard crosses are arranged alphabetically at the back of the room or along the prayer rail. Sponsors are welcome to pick up the crosses as they enter the room.
- A current Pilgrim list will be needed at the podium – arranged by Table Assignments is best.
- Books from the Upper Room Library may be available for sale (such as *Fourth Day, Group Reunion, Coming Down from the Mountain*, and/or *Fourth Day Forward* devotionals). Sponsors may purchase and label books with the Pilgrim's name to be included in the Pilgrims' Sunday take-home packet or they may take the book with them to give to the Pilgrim later.

## Script

Sponsor's Hour is a FDG Board run and lay-led event. One Support Staff Team member should be available to assist.

**WELCOME:** (LEADER) Welcome to the Sponsor's Hour for Walk to Emmaus #\_\_\_\_\_. Thank you for making the commitment to serve as a Sponsor and for attending Sponsor's Hour. As we go through this service, you will be able to spend time praying for your Pilgrim as their journey on the Walk to Emmaus begins. If a Pilgrim's sponsor is unable to attend, any member of the Greater Emmaus Community can accept the Pilgrim's cross for prayer.

**COMMUNION** (Discouraged): Must be led by a qualified non-team clergy member; elements may not be pre-consecrated.

ACT OF SPONSORSHIP: (LEADER) I will call the name of each Pilgrim and, as I do so, would the Sponsor for that Pilgrim stand and repeat the Pilgrim's name, then return to their seat. Should a Pilgrim's Sponsor not be present, anyone present may volunteer to pick up the Pilgrim's cross so that none are left without prayer coverage. After all Pilgrims' names are called, we will have time of silence in which you may continue praying.

(Note to Leader – Call out the name of each Pilgrim. Wait for the Sponsor or a volunteer to respond before calling another Sponsor forward.)

PRAYER TIME OVER CROSSES: (As Sponsor's pray, read selected Scriptures. Pause between each scripture. )

Suggested scriptures:

- The LORD is good to those who depend on him, to those who search for him. So it is good to wait quietly for salvation from the LORD. And it is good for people to submit at an early age to the yoke of his discipline. Lam 3:25-27 NLT
- Tell of His glory among the nations, His wonderful deeds among all the peoples. For great is the LORD and greatly to be praised; He is to be feared above all gods. For all the gods of the peoples are idols, But the LORD made the heavens.. Splendor and majesty are before Him, Strength and beauty are in His sanctuary. Psalm 96:3-5 NASB
- But if from there you seek the LORD your God, you will find him if you look for him with all your heart and with all your soul. Deut 4:29 NIV
- Suggested items to pray for (pausing between each):
  - Pray for the nervousness each Pilgrim is experiencing as they meet and introduce their new friends.
  - Pray for the evening of silence they will enter into tonight – that God will speak to them in the way that best touches them.
  - Pray for the new friends they will meet in their sleeping quarters and at their tables.
  - Pray for the talks the Pilgrims will hear, for the giver, and for each hearer, that they may hear according to their need.
  - Pray for the Speakers, that they remember Whom they represent and seek to glorify God.
  - Pray for the conference room team – both laity and clergy – that will be serving the Pilgrims this weekend; may they be true instruments of the Holy Spirit.
  - Pray for those that will be traveling to and from this location throughout the weekend to assist with acts of agape, to deliver agape, or to participate in Community services.
  - Pray for the fun and fellowship that will warm their hearts and that it will remain focused on God.
  - Pray for the food that will fill their bellies and touch their senses.
  - Pray for the families you, as Sponsors, will be caring for while the Pilgrim is cloistered here.
  - Pray for all the agape gifts, for the hands that made them, and the blessings they bring.
  - Pray for the special times that will forever be a part of the Pilgrim's Fourth Day life.
  - Pray for one another as Sponsors that you will meet the needs of your Pilgrims this weekend, as well as throughout their Fourth Day.
- **[Time of Silence]**
- "Keep on asking, and you will receive what you ask for. Keep on seeking, and you will find. Keep on knocking, and the door will be opened to you. For everyone who asks, receives. Everyone who seeks, finds. And to everyone who knocks, the door will be opened. Matthew 7:7-8 NLT
- Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus. Phil 4:6-7

HANGING OF THE CROSSES: (LEADER) As I call the names of the Pilgrims, please come forward and hang your Pilgrim's lanyard and cross on the large cross. (Name of the assistant) will show you where to hang the Cross.

(Pilgrim's names will be called out and Crosses hung on the large cross *in table order*.)

PRAYER AFTER HANGING: God of Grace and Glory, give to each of us an awareness of your Goodness. May we commit ourselves to serving you and to fulfilling the task of truly being a Sponsor for these Pilgrims. Open the heart and mind of each Pilgrim as they listen, pray, sing, commune, eat and sleep. May their eyes be opened by the power of the Holy Spirit so that they may really see your Son, Jesus Christ, and through Him, experience your love, goodness

and grace. As Sponsors and as part of the Greater Emmaus Community, let your grace flow through us in loving acts of agape. We ask these things in the name of Your precious Son, our Lord and Savior, Jesus Christ. Amen.

LEADER: This concludes Sponsor's Hour. Before you leave, we would like to share some information.

- Candlelight will be Saturday at 8:00 p.m. at/in \_\_\_\_\_.  
Parking is \_\_\_\_\_.  
If you are able, we always need individuals to assist with directing traffic.  
Be sure to bring last minute agape letters at that time but remember no personal gifts are allowed until after Closing on Sunday. Green agape is always welcome. Also bring a flashlight to light your way to the site, your cross, name tag, and purple worship book.
- Closing will be Sunday at 3:30 p.m. Family members of Pilgrims are welcome to attend with you. Again, any assistance you can lend to directing traffic is welcome.  
Also bring your cross, name tag and purple book.
- Children under 12 are discouraged from attending Candlelight or Closing services.  
[Give information on child care if it is being provided.]
- Pilgrims will be given the opportunity to purchase books following the Grow through Study talk on Saturday. If they did not bring cash or checks with them, please be prepared to assist them with their purchase on Sunday.
- The Pilgrim's Follow-up Gathering will be \_\_\_\_\_. Please accompany your Pilgrim to help them get plugged in the Fourth Day Group, find a Reunion Group, and support them in their Fourth Day.

BENEDICTION: (LEADER) Give a short dismissing prayer.

# CANDLELIGHT CEREMONY INFORMATION

Please make the following information known to the Emmaus Fourth Day Group and Community present at Candlelight before the service of Holy Communion.

1. Candlelight is a FDG Board-run lay-led event with the guidance of the Fourth Day Group Spiritual Director and Lay Director or their designees.
2. If child care is available, announce such and state the location. Ask that all children under 12 be taken there.
  - It is Rio Texas Emmaus & Chrysalis Community Board policy that, due to safety concerns, children under 12 do not participate in this service. However, do not keep anyone from participating.
  - It is a Rio Texas Emmaus & Chrysalis Community policy that all childcare providers have a current background check.
3. Remind the Community that there will be no filming or recording of any part of an Emmaus Walk as per Upper Room and Rio Texas Emmaus & Chrysalis Community Board guidelines.
4. Inform the Community in a general way of the status of the Walk (no specifics that might violate privacy).
5. Ask for Agape Letters for specific Pilgrims, if needed, based on the count provided by the Outside Support Staff Team. The optimum number of letters is 8-12 per Pilgrim. Provide letter writing materials if needed.
6. Reminders to be shared with the Community:
  - Closing at 3:30 p.m. on Sunday at \_\_\_\_\_. [Provide the location.]
  - There are NO gifts to individual Pilgrims until after Closing is completed.
  - The Gathering and Recent Pilgrims' Meeting will be \_\_\_\_\_ (date/location).
  - DO NOT reach out, touch, hug or get too close to Pilgrims or Team members during Candlelight.
7. Take Offering during Community communion service to off-set Walk expenses. ("green agape")
8. Clergy leading Communion is selected by FDG Spiritual Director. This individual must not be from the Walk team and must have previously attended a Walk as a Pilgrim. For consecration purposes, it is advised that the individual be on Rio Texas Emmaus & Chrysalis Community's Eligible SD/ASD list(s).
9. Music person(s) leading Candlelight worship is selected by FDG Lay Director. These person(s) must not be from Walk team and must have previously attended a Walk or Flight as a Pilgrim. The Music should not be a "performance"; therefore it is recommended the Candlelight Music team and not an individual.
10. Reference "*The Upper Room Handbook on Emmaus*" for more information.

Community Gathering is scheduled to begin at 8:00 p.m. with Worship and Communion at 8:30 p.m. The Pilgrims are due to arrive at 9:15 p.m. If at all possible, do not delay the entrance of the Pilgrims.

## Suggested Candlelight Ceremony

### Supplies:

- Blank stationary for agape letters
- Glow sticks or candles and candle holders, depending on site allowances
- Communion elements (hand sanitizer, grape juice, bread loaves, linens, paten & chalice)
- Lighting for the space if not already lit
- Song books, song sheets or words projected
- Offering baskets
- Kleenex
- Current list of Pilgrims
- List of Pilgrims needing letters
- Current list of Team members
- Agape collection boxes (pillow agape, food agape, and letters)
- Programs with Pilgrims, Team, Events listed
- Large cross and lanyards in alphabetical order
- Means of communication with conference room for notification when Pilgrims are en route
- Container(s) for used candles/glow sticks

- 8:00 p.m. Welcome, announcements (see below) and worship songs.
- Ask Community members where they have traveled from (provide to Walk SD for his/her script)
  - Announce which Pilgrims need letters  
Indicate where letter writing supplies are located, if provided
  - Give the status of the Walk in a general way
  - Practice “Jesus Jesus” as printed in the most recent edition of the Emmaus Worship Book
  - Reminders:
    - Remind them NOT to reach out, touch, hug or get too close to Pilgrims or Team members during Candlelight. Explain why if necessary. Keep lines moving.
    - Agape collection boxes (indicated where in the room they are located)
    - Closing at 3:30 p.m. on Sunday at \_\_\_\_\_ (location)
    - The Gathering and Recent Pilgrims’ Orientation will be \_\_\_\_\_ (date/location)
    - No filming or recording
    - No gifts to individual Pilgrims until after the Closing service is completed on Sunday
    - Explain how to light candles or illuminate glow sticks
    - Explain how Candlelight will work/flow
    - Remind them again NOT to reach out, touch, or hug Pilgrims or Team members

- 8:30 p.m. Worship begins.  
Ask clergy what assistance they may need.  
Prayer: [Provide list of Pilgrim & Team Member names to Clergy leading Communion for prayer]  
Read names of Pilgrims and Team Members.  
Collect Green Agape during offering (to off-set Walk expenses).

- 9:15 p.m. Pilgrims should arrive.  
Sing “Jesus Jesus” as printed in Worship Book as Pilgrims near and continue until all Pilgrims and team members are in place.  
Walk SD will speak, followed by Pilgrims singing “Jesus, Jesus” to the Community.  
Community joins in singing then begins circling to exit.  
Extinguish candles once *outside* of the building.

Jesus, Jesus Lyrics (Worship Booklet for Pilgrims, Third Edition, Page 39)

*Jesus, Jesus, can I tell you how I feel?*

*You have given me your Spirit, I love you so.*



## SATURDAY (AGAPE FEAST) EVENING REFRESHMENTS

The "Saturday Evening Refreshments" is another expression of agape love from the Emmaus Community. There shall be no attempt to make it more than a symbol of loving Christian fellowship. At the time of the event, the hour is late and the day has been filled with emotional highs and lows. The "Saturday Evening Refreshments" should be relaxing and a beautiful way to close this eventful day. This can be done through simple table decorations.

Suggested drinks to serve:      Sparkling grape and/or apple juice  
   Fruit juice punch  
   Chilled bottled water

Suggested food to serve:        Cheese and Crackers  
   Fresh Fruit  
   Nuts  
   Chocolate fountain with fresh fruit  
   Ice Cream Sundaes or Floats  
   Popcorn

### **Notes:**

Arrange a few tables and chairs so that the Pilgrims may relax and have quiet conversations. If space allows, the serving tables can be arranged to form a cross.

The mood of the "Saturday Evening Refreshments" time is essential. Remember, the Pilgrims are coming to the "Saturday Evening Refreshments" from a very deep spiritual moment. The mood should be relaxed and easy, but in a subdued and controlled manner. All arrangements should be approved by the Walk Lay Director.

# CLOSING CEREMONY

## Supplies:

- Communion Elements (hand sanitizer, grape juice, bread loaves, linens, paten & chalice)
- Program/Brochure with Pilgrims, Team, Events listed
- Designated seating for Pilgrim/Team and Community
- Microphone for “Two questions”
- Music team set-up
- Kleenex
- Gathering & Follow-up Schedule on Podium for FDG Lay Director

## Suggestions:

- NO OFFERING is taken on Sunday
- The Community arrives between 3:15 and 3:30 p.m.; be prepared for early arrivals
- The service begins at 3:30 p.m. as outlined in the *Upper Room Manual*
- Musicians: The Walk musicians can serve as Closing musicians. However, it may be preferential to ask a non-team music leader(s) to assist with Closing. If Walk musician(s) are participating, they should arrive at the Closing site prior to the Community’s arrival, and separate from the Pilgrim and Team, to provide time for set-up and leading Community in Worship.
- Outside Support Staff Team and FDG Board members (that are not on the Walk team) should set up the site in advance. Closing Ceremony is a FDG Board run and lay-led event.
- Seating: There will be an area for Pilgrims to sit together, separate from the community.
- Two Questions: When Pilgrims are speaking, give them time to say name and table name. Do not yell out to remind them to say name or table name. Remember some will be very nervous. Not all Pilgrims need to speak; only those who volunteer.
- The Community SHOULD NOT break into the Pilgrim’s communion line. Remember, this is their last time to take Communion together.
- Fourth Day Group Lay Director will give announcements about next Gathering time and location as well as the Follow-up Pilgrim Meeting. Remind Pilgrims how important it is to plug-in to a Reunion Group and continue to connect with the Emmaus Community throughout their Fourth Day.

## **CLOSING PACKET CONTENTS**

(Refer to Key Guidelines for Walks/Flights Section for Complete List;  
Some Handouts are also available in [UMCDATA.com](http://UMCDATA.com))

# POINTS TO REMEMBER

**DO NOT** develop a “holier-than-thou” attitude. The Walk to Emmaus is only ONE OF MANY instruments of holiness.

**DO NOT** bug people - especially clergy - to attend the Walk to Emmaus. This often creates the impression that the Walk to Emmaus is absolutely necessary for salvation. It is Not!

**DO NOT** compare the Walk to Emmaus to a retreat. They are TWO DIFFERENT instruments of renewal. They complement each other, but the Walk to Emmaus is an once-in-a-lifetime experience.

**DO NOT** form a clique or special society among yourselves. This is not Christ-like and is repugnant to those who have not had the opportunity to attend the Walk to Emmaus or who are not interested.

**DO NOT** act as though the Emmaus community is a secret society. When people ask, tell them what the Walk to Emmaus is and what it meant to you.

**OFFER** your services, whatever they may be, to your pastor. Together with him/her and other parishioners you are the church in your area. You need the pastor and the pastor needs you to be involved in personal ministry. Do not be critical of your pastor’s plans and programs. You may not have all the facts.

When you wish to seek spiritual counsel or talk over a matter with your pastor, be courteous and ask when it would be convenient for him/her to see you. The pastor is your servant, yes, but he/she has many other persons to serve. Do not think you are special because you have attended an Emmaus weekend.

Make your weekly Emmaus group meeting and attend Emmaus community meetings. Emmaus does not pretend to, nor is it able to give a complete Christian formation in three days. If you think you have “arrived” after three days, you are WRONG! You have just begun anew. The greatest testimony to the value of Emmaus is not your words, but your actions. Upon returning, go to your Pastor and ask how you can serve Christ’s church more fully.

## **A GOOD REUNION GROUP**

1. Each group should take agape action.
2. Prepare ahead of time what to say; bring something to share.
3. Try to have every person in the Group speak on a section rather than having each person go through the entire *Order of the Reunion* at once.
4. Be regular. The Group must meet weekly and everyone should be present.
5. Avoid digressions and irrelevant details. Go through the *Order of the Reunion* before general visiting. Don't go beyond an hour.
6. Be discreet. Never betray the rule of discretion.
7. Be sincere. Without sincerity a lack of trust will develop.
8. Periodically evaluate the success of your Reunion Group and discuss how it could be improved.

## **REUNION GROUP THINGS TO AVOID**

1. Unnecessary formality, stiffness. Be friendly and open.
2. Apathy lack of interest.
3. Overseer mentality. No one takes over, dominates reprimands.
4. Fear, lack of trust in Group member.
5. Clique attitude: caring only for each other.

# SERVING ON AN EMMAUS TEAM

*Be serious and discipline yourselves for the sake of your prayers. Above all, maintain constant love for one another, for love covers a multitude of sins. Be hospitable to one another without complaining. Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received.*

*1 Peter 4:7-10*

The Emmaus movement does not exist primarily for the weekends Walks. Its purposes are to deepen the faith of individuals, to increase the faith of congregation and to bring Christianity to the world. Emmaus gives Pilgrims the skills needed for leadership and invites them to make the commitment needed to build up the church for the sake of Jesus Christ. The questions asked at closing - "What has this weekend meant to you?" and "What are you going to do with it?" - help Pilgrims begin to comprehend what God may require of them in the future.

Team experience prepares Pilgrims for leadership roles in their local churches. By participation in team meetings and on the Walks, team members internalize the faith of the Emmaus community. Because they are Christ's disciples, they are willing to rely on him and to become Christ's servants. Being a team member for a weekend Walk is far different from participating as a Pilgrim. People who are team members for the first time may feel overwhelmed when they realize the full scope preparation necessary for a Walk. Even those who have served on several teams gain spiritual insight from each experience; they come to understand and appreciate the dynamics of team membership and the meaning of service.

The team does not strive to have a Walk that is better than any other. Rather its intent is to form and deepen the spirituality of each team member. Weekends are structured so that the participants have experiences that help them become better disciples and opportunities that encourage them to express their faith. They learn to witness to the love of Christ, not only in the Emmaus Community, but their homes, workplaces, churches, and world. Being a member of a team prepares people to make a discipleship, proclaiming the gospel, a vocation. The attitude of team members is this: We do our best, through Christ who strengthens us, in the places where we have been called; and we trust the rest to God, though the power of the Holy Spirit.

The Walk to Emmaus is a cloistered retreat. To be cloistered means to be secluded or retired from the world. Because it is cloistered, the weekend Walk provides safety and equality for the participants so that they can be themselves, examine their lives, and discern the will of God. Thursday evening's time of silence helps everyone to focus on the purpose of the Walk: To love, nurture, accept, and challenge one another as we discover or deepen our understanding of the God's love and to return as Christ's disciples to a work hungering for God's peace and steadfast love.

Team meetings are also cloistered, or set apart, from the world, so that team members will enable to build a community of Christian love. Team meetings are small gatherings that model what the church in the world should be like. When the Israelites left Egypt, they followed a cloud by day and fire in the cloud by night. When "the cloud covered the tent of meeting,... the glory of the Lord filled the tabernacle" (Exodus40:34). During team meetings, we follow a great "cloud of witnesses"(Hebrews 12:1), servants and leaders who were called by God and have gone before us. The fire of the Holy Spirit and the glory of God fill the Walk to Emmaus.

This information about serving on team comes from The EMMAUS Library *Spiritual Growth Through Team Experience* by Joanne Bultemeier

**It is recommend by The Upper Room and Rio Texas Emmaus & Chrysalis Community that recent Walk to Emmaus attendees wait 6 months before serving on their first team.**

# Serving on an Emmaus Team, Cont'd

**What is a Team member?**

**Who can be a Team member?**

**How do I get on a Team?**

**What does it mean if I say, "Yes", to being on a Team?**

These and other questions about team duties and functions are likely to be asked as Pilgrims go home eager to begin their Fourth Day complete with all its activities. This short message is an attempt to answer or clarify the issues involved. Also, ask these or any other question might have of your Sponsor, Fourth Day Group, or your Rio Texas Emmaus & Chrysalis Community Board member. These people can help you find answers to any and all questions concerning team membership. Hopefully, the following suggestions will be helpful as well.

A team member is one who agrees to be part of a particular Emmaus Walk team. Team members serve in many capacities, but they always SERVE! Anyone who has attend an Emmaus Walk, is attending Gatherings, is active in an Emmaus Reunion Group, and is attending worship regularly is eligible to be a team member. The time and place of that service is determined by God through prayer. You get on a team through prayer - yours and the Lay Director's of a particular Emmaus Walk. God knows exactly how to match these up. However, it doesn't hurt to let your Board Representative or a Lay Director know that you are interested.

It means several things if you say "yes" to being a team member. First and foremost, it means you will serve for God's glory, asking and seeking nothing for yourself. Do not be uneasy if the Lay Director asks you to do a task for which you feel you are incapable. You may well be, but God is not. The Lord can handle whatever it is He has called you to do. The Lay Director will assign you a task only after much communication with God, which effectively means He has chosen you.

Moreover, if you agree to serve on an Emmaus team, you are committing to attend several all-day team meetings. These are a MUST! It is at the team meetings that you will learn how to do those tasks you have been assigned. You will also be spiritually enriched and molded as the team prepares to become a unified body working for Christ. Attendance at team meetings is an important part of your commitment; you will be unprepared without it.

Also, you are committing to pray daily for the other team members and the Pilgrims-to-be. As a team member you must pay the fee to attend the Walk just as you did when you were a Pilgrim. Much printed material passes through a team members hands. You are committing to study all of it, especially that which pertains to your task. You may be curious about why, on your original Walk, you didn't know who all the team members were until Sunday. This is because team members receive no special recognition. We realize that we are all on a Pilgrimage together. Only those in leadership positions are set apart and then only because they have to be. Team members need no special recognition for serving God. Being on a team brings to you much spiritual growth and blessings. Even though you give, you receive much, much more.

Pray about it we would love to see you commit and say "YES".

**It is recommend by The Upper Room and Rio Texas Emmaus & Chrysalis Community that recent Walk to Emmaus attendees wait 6 months before serving on their first team.**

# **SPONSORSHIP IS IMPORTANT**

- **Seek prayerful guidance before asking applicant to attend**
- **Answer all questions and concerns honestly**
- **Help resolve any problems that might prevent attendance**
- **Obtain personal agape letters from family and friends**
- **Bring your Pilgrim to the site on time Thursday evening**
- **Participate in the Sponsor's Hour prayer service**
- **Assist our Pilgrim's family during his/her absence**
- **Attend the Candlelight and Closing services**
- **Drive or ride home with your Pilgrim at the close of the weekend**
- **Take your Pilgrim to the first gathering after the Walk**
- **Persevere in helping your Pilgrim get into a Reunion Group**

**It is recommend by The Upper Room and Rio Texas Emmaus & Chrysalis Community that recent Walk to Emmaus attendees wait 6 months before sponsoring their first Pilgrim.**



# GUIDELINES FOR SPONSORS

"..SERVE ONE ANOTHER IN LOVE." Galatians 5:13

WHEN YOU AGREE TO SPONSOR A PILGRIM FOR THE WEEKEND, YOU ACCEPT CERTAIN RESPONSIBILITIES FOR THAT PERSON. YOU AGREE TO:

1. PRAY FOR THEM: Before, during and after the weekend.
2. TELL THEM about the weekend. Do not be secretive. Answer questions.  
Offer them the book: *What Is Emmaus?* by Stephen Bryant.
3. BEFORE MAILING APPLICATION: Obtain their pastor's signature and answer any questions that may come from their pastor. Be open and share your own experience if necessary. Mail completed application with check to the registrar (please answer all questions).
4. WRITE & COLLECT AGAPE LETTERS. Collect agape letters from spouse/significant other (if applicable), family, friends, and relatives and bring them Thursday. Bundle 12 of the most important letters together for your Pilgrim to receive at their table on Sunday afternoon.
5. PRAYER AGAPE: Make sure your name is on the prayer vigil.
6. TELL THEM what they need for the weekend. Comfortable shoes, casual clothing, jacket, toiletries, medications, bedding, maybe their favorite pillow.  
DO NOT BRING: Radios, clocks, cameras, cell phones, and pagers.
7. HELP THEM with special problems such as: childcare, house sitting, car pools, meals, etc.
8. BRING YOUR PILGRIM to the walk on Thursday evening. Bring food and pillow agape with you.  
STAY for Sponsor's Hour to pray over their cross.
9. ATTEND CANDLELIGHT. 8:00 p.m. on Saturday.
10. BE THERE FOR CLOSING! 3:30 p.m. on Sunday. Pack up things for or with your Pilgrim.
11. FOLLOW-UP: Be sure to tell your Pilgrim about the follow-up Pilgrim meeting ahead of time. Contact your Pilgrim on Monday after the walk to see how they are doing. Arrange to pick them up for the meeting or gathering. Be sure your Pilgrim locates a Reunion Group. This is your responsibility!!

## CHECKLIST FOR SPONSORSHIP

As a Sponsor, I understand and have done the following for my Pilgrim:

- ✓ I have committed the whole process of sponsorship to prayer.
- ✓ I have listened to God about whom to Sponsor on the walk.
- ✓ I have discussed the walk in full with my Pilgrim and their spouse/significant other (if applicable) even if the spouse/significant other has no intention to attend the Walk to Emmaus.
- ✓ I am sponsoring someone who is fully committed to living a life that is pleasing to God.
- ✓ I am sponsoring someone who is a church leader, a servant, or someone who is seeking their servant role in the church.
- ✓ I have committed the time to Sponsor this one Pilgrim, by:
  - retrieving agape letters,
  - transporting this Pilgrim to and from the Walk site,
  - committing the time to help them get settled in their room,
  - attending Sponsors hour, candlelight services and closing services,
  - committing the time to assist my Pilgrim in finding or starting their reunion group and
  - taking them to their first Fourth Day gathering(s).

**It is recommend by The Upper Room and Rio Texas Emmaus & Chrysalis Community that recent Walk to Emmaus attendees wait 6 months before sponsoring their first Pilgrim.**



# Rio Texas Emmaus & Chrysalis Community WALK LEADERSHIP TEAM COVENANT AGREEMENT

As members of the Leadership Team for **Walk to Emmaus # \_\_\_\_\_**, we hereby acknowledge, covenant and agree to the following terms, provisions and conditions:

1. We acknowledge that the Emmaus Walk assigned to us belongs to the Rio Texas Emmaus & Chrysalis Community, who is in a covenant relationship with The Upper Room International Walk To Emmaus Office, and that we are under the authority of the Board of Directors of the Rio Texas Emmaus & Chrysalis Community and acknowledge to the Board that we are committed to organize the team and conduct the Emmaus Walk according to the Board’s guidelines and direction.
2. We promise that we will have attended the appropriate Emmaus Training Event(s) prior to the beginning of the Walk assigned to us (within four (4) to fifteen (15) months of the beginning date of the Walk for Lay Directors and Board Representatives, or within four (4) years for Spiritual Directors). Furthermore, we will meet or have made arrangements to meet all the eligibility requirements set forth by the Upper Room and the Rio Texas Emmaus & Chrysalis Community Board prior to taking leadership of this Emmaus Walk.
3. We acknowledge that we are fully committed to the task of directing the Emmaus Walk assigned to us, and that we are willing to give whatever is necessary to organize and successfully complete it. We will insure that the Walk assigned to us is conducted as written in the Upper Room *Director’s Manual*, the Upper Room *Handbook on Emmaus*, and *Rio Texas Emmaus Companion*.
4. We will ensure that the Emmaus Walk assigned to us will not be altered in any way, including, but not necessarily limited to eliminating portions of the Walk or adding services to the Walk such as baptism, healing services and foot washing. We will also insure that if these types of services occur during a team meeting, that each team member is instructed that this is for team bonding only and will not be repeated on the weekend under any circumstances.
5. We hereby promise to meet with the Local Fourth Day Group Team Selection Committee approximately six (6) months prior to the scheduled date of the Walk assigned to us for the purpose of selecting team members. We and other team selection committee members will strive to choose a strong and balanced team with reflection of the gifts, graces, experiences and needs of prospective team members through progressive servanthood. We will strive to build a team consisting of a broad involvement of the Emmaus community, staffing the team according to the “one-third rule” (1/3 new team members, 1/3 serving on their second or third team, and 1/3 that have served on four or more teams), and attempting to keep the conference room lay team to 20 or less team members. No more than seven (7) lay persons from each church shall serve on the team, not including the Lay Director, Board Representative or Music Leader. We will insure that each team member is at least 18 years old and has attended an Emmaus Walk or other recognized 3-day event at least six (6) months prior to their service as a team member.

## SIGNATURES

\_\_\_\_\_  
Walk # \_\_\_\_ Lay Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fourth Day Group Lay Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Walk # \_\_\_\_ Spiritual Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rio Texas ECC Lay Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Walk # \_\_\_\_ Board Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rio Texas ECC Registrar

\_\_\_\_\_  
Date

# WALK CLOSE-OUT FORM #1

Rio Texas Emmaus & Chrysalis Community



## Close-Out Summary Check List for Walk # \_\_\_\_\_

This Summary Sheet and all the accompanying materials are due to the RTECC Registrar by the first Friday following the close of the Emmaus Walk.

- \_\_\_\_\_ Completed financial summary
- \_\_\_\_\_ **ONE CHECK** for all monies, made payable to Rio Texas Emmaus & Chrysalis Community (See financial summary)
  - \_\_\_\_\_ Payment fee and late registration forms of any candidates not preregistered
  - \_\_\_\_\_ Payment for Fourth Day, Fourth Day Forward, or Coming Down from the Mountain books if ordered through the RTECC Office and not already invoiced
  - \_\_\_\_\_ Financial Summary Checklist balance owed
- \_\_\_\_\_ Two Copies of the final roster of all Pilgrims (include total number of Pilgrims) (List Clergy Pilgrims separately from Lay Pilgrims)
- \_\_\_\_\_ Two Copies of the final roster of all team members (include total number of Team Members - Laity and Clergy)
- \_\_\_\_\_ Photograph of entire group for placement in the Permanent RTECC Scrapbook
- \_\_\_\_\_ Music Leader's CCLI Report
- \_\_\_\_\_ Original receipts for food money; include any remaining funds (if you received a check for food)
- \_\_\_\_\_ One Copy of Team Covenant signed by Walk Leadership Team

### Other Things to do before the Walk is "OVER"

- \_\_\_\_\_ Return Book Table consignment books to book vendor (If on consignment from Cokesbury, return books **by registered mail** and include sales in Close-Out Check)
- \_\_\_\_\_ Return unused supplies (Worship books, crosses, and Service Sheets) to the RTECC Registrar (or include payment if retaining supplies in the FDG's inventory)

# WALK CLOSE-OUT FORM #2

Rio Texas Emmaus & Chrysalis Community



## Outside Servant Staff Team Meals For Walk # \_\_\_\_\_

Total Number of Servants: \_\_\_\_\_

<u>Number</u>	<u>Meal</u>	<u>Cost</u>	<u>Total</u>
_____	Breakfast	\$ _____	= \$ _____
_____	Lunch	\$ _____	= \$ _____
_____	Dinner	\$ _____	= \$ _____
_____	Overnight Stay	\$ _____	= \$ _____

Total Amount Due: \$ \_\_\_\_\_

Payable to: \_\_\_\_\_

# WALK CLOSE-OUT FORM #3

Rio Texas Emmaus & Chrysalis Community



## Outside Servant Staff Team Tally Sheet for Walk # \_\_\_\_\_

Person Filling Out Form: \_\_\_\_\_

Telephone: (H) (\_\_\_\_\_) \_\_\_\_\_ (W) (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### Room Count:

\_\_\_\_\_ # of People with 1 in a room = \_\_\_\_\_  
\_\_\_\_\_ # of People with 2 in a room = \_\_\_\_\_  
\_\_\_\_\_ # of People with 3 in a room = \_\_\_\_\_  
\_\_\_\_\_ # of Rooms Empty but Used = \_\_\_\_\_

### Dorm Room Count:

\_\_\_\_\_ # of People Stayed 1 Night = \_\_\_\_\_  
\_\_\_\_\_ # of People Stayed 2 Nights = \_\_\_\_\_  
\_\_\_\_\_ # of People Stayed 3 Nights = \_\_\_\_\_

### Meals:

Thursday \_\_\_\_\_ for Dinner = \_\_\_\_\_  
Friday \_\_\_\_\_ for Breakfast = \_\_\_\_\_  
\_\_\_\_\_ for Lunch = \_\_\_\_\_  
\_\_\_\_\_ for Dinner = \_\_\_\_\_  
Saturday \_\_\_\_\_ for Breakfast = \_\_\_\_\_  
\_\_\_\_\_ for Lunch = \_\_\_\_\_  
\_\_\_\_\_ for Dinner = \_\_\_\_\_  
Sunday \_\_\_\_\_ for Breakfast = \_\_\_\_\_  
\_\_\_\_\_ for Lunch = \_\_\_\_\_

### Other Charges:

Misc.: \_\_\_\_\_ = \_\_\_\_\_  
Child Care: @ \_\_\_\_\_ each \_\_\_\_\_ = \_\_\_\_\_

**Total Due to Facility:** (Paid directly to the Facility/Site, NOT to the RTECC Office) = \$ \_\_\_\_\_

**Total Number Attending Candlelight:** \_\_\_\_\_

**Total Number Attending Closing:** \_\_\_\_\_

# WALK CLOSE-OUT FORM #4

Rio Texas Emmaus & Chrysalis Community



## Financial Summary Check List

for Walk # \_\_\_\_\_

Walk Date: \_\_\_\_\_ Close-Out Due Date: \_\_\_\_\_

Lay Director: \_\_\_\_\_

Telephone: (H) (\_\_\_) \_\_\_\_\_ (W) (\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### **Financial Summary:**

**Submit One Check for All Monies Payable to: *Rio Texas Emmaus & Chrysalis Community***

Was the RTECC Trailer Used? (Please circle)	Yes / No
If "yes", add \$50.00 for Trailer Use Fee	= \$ _____
Fourth Day/Fourth Day Forward/Coming Down from the Mountain Books (Invoice):	= \$ _____
Extra Supplies (only kept crosses and worship books):	= \$ _____
Baby-sitting (when appropriate; Omega walks/Boerne: \$120):	= \$ _____
Food Stipend Returned (when appropriate):	= \$ _____

### **Team Registration Fees:**

_____ Number of lay team members X \$ _____ Registration Fee	= \$ _____
_____ Number of CLERGY	= \$ 250.00
_____ Number of Outside Servant Staff team members (site policies vary; check with Registrar before Walk)	= \$ _____

### **Pilgrim Registration Fees:**

_____ Number of Late Registrations X \$ _____ Registration Fee	= \$ _____
_____ Total Number of Pilgrims (Pre- & Late-Registrations)	

**Minus** Rio Texas Emmaus & Chrysalis Cmty Discretionary Scholarship: = -\$ \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_

**CHECK #** \_\_\_\_\_ **GRAND TOTAL:** = \$ \_\_\_\_\_

- \* Unused/unpurchased supplies (Worship books, crosses, and Service Sheets) need to be returned to the Rio Texas Emmaus & Chrysalis Office.
- \*\* The Walk Closeout Summaries should be returned to the Rio Texas Emmaus & Chrysalis Office one week after the Walk is completed. If the Walk Closeout is not complete within 30 days from the end of the Walk, the local Fourth Day Group sponsoring the Walk will be fined \$100 for every subsequent 30 days that the Closeout is late.
- \*\*\* NOTES AND COMMENTS CAN BE ADDED TO THE BACK OF THIS REPORT.

Updated 2/10/2010

# WALK CLOSE-OUT FORM #5

Rio Texas Emmaus & Chrysalis Community



## Walk 72-Hour Prayer Vigil Report

**Walk #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Hosting Fourth Day Group:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Lay Director:** \_\_\_\_\_

**Prayer Vigil Coordinator:** \_\_\_\_\_

**Date Given to Lay Director:** \_\_\_\_\_

In order to better serve your team and the Pilgrims, we need to know if there are any issues in receiving completed Prayer Vigils. Occasionally there are problems getting them completed and the local community will need to fill in those times. However, if there is a community that is consistently having difficulty getting their prayer vigils completed, we need to know this. To help us, please fill out this report before giving the Completed Prayer Vigils Sheets over to the Walk Lay Director. Check those communities that returned their completed prayer vigil. For those that didn't return a prayer vigil or the prayer vigil has some missing times, designate that in the Missing Time column. The Lay Director should return this report with the Walk Closeout Packet.

Please check off each group as they return the 72 Hour Prayer Vigil Sheets. If more than one time slot is missing, make a note on the bottom of this page or on the back.

Fourth Day Group	Returned Complete	Missing Time
ABC		
Bluebonnet		
BOeRNe Again		
Brush Country		
Care Bexar		
Cathedral Oaks		
Coastal Bend		
Concho Country		
Crossroads		
Frontier		
Greater Austin		
Hays Praise		
Heart of Texas		
Hill Country		

Fourth Day Group	Returned Complete	Missing Time
Koinonia		
Living Colors		
Living Waters		
Luling		
New Life		
Northwest San Antonio		
Plum Creek		
Simply Emmausing		
Soaring Eagles		
Solid Rock		
Sonshine		
Springs of Life		
Valley		
Uvalde		

# WALK CLOSE-OUT FORM #6 – to be completed by Walk Board Rep

Rio Texas Emmaus & Chrysalis Community



## Extended Walk/Flight Board Rep Report

Please submit a copy of this report to:

- Local FDG Lay Director, Spiritual Director and Board Representative
- Rio Texas Emmaus & Chrysalis Community Registrar (with Walk Close-Out Report)

**Name:** \_\_\_\_\_ **Walk Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: *The Upper Room Handbook on Emmaus*, hereafter referred to as “HB”, and *Directors’ Manual*, hereafter referred to as “DM”.

### PREPARATION INFORMATION

Did the team composition adhere to the 1/3. 1/3. 1/3 Guideline?		
Were a sufficient number of churches represented?		
Did the team composition follow progressive servanthood and support the growth of new Lay Directors?		
Were all clergy on the approved SD or ASD clergy list?		
Did the team meetings support the guidelines for number of hours of training (23-26 hours)?		
Did the team meetings follow the format as outlined?	<i>Ch.6 HB</i>	
Was the necessary education conducted?		
Were all talks and visuals (Lay & Clergy) reviewed in their final form?		
Did the LD, SD, and Bd Rep review all talks?		



## **THURSDAY**

<b>EVENT</b>	<b>REFERENCE</b>	<b>COMMENTS</b>
Send-Off	<i>P. 76 HB &amp; P. 93 DM - When all Pilgrims are present, LD calls out names of Pilgrims with Pilgrims repeating their name back; making no distinctions between Pilgrims and team members.</i>	
Send-off Song	<i>P. 93 D – The Emmaus Community serenades them with a lively song</i>	
Conference Room/New Friend Introduction	<i>P. 94 - DM - ALDS model “new friend” by telling name, church, family, &amp; interesting fact. Name of church may be omitted if that information seems divisive.</i>	
Sponsor’s Hour	<i>P. 76 HB - The sponsors and community gather in chapel for prayer for the Pilgrims. A lay person leads this service. No communion is offered at this time.</i>	
Were Pilgrims’ crosses held and prayed for by sponsors?	<i>P. 152 DM – Cross ceremony script tells Pilgrims their crosses have been held and prayed over by their sponsors.</i>	
Lay Director Talk – was script followed?	<i>P.95-100 – DM</i>	
Film – was it shown? Was it the correct film?	<i>P. 77 HB - The “In Remembrance” film helps the walk get off to a solid, non-threatening start, while removing team members from the spotlight of performance.</i>	
Did Spiritual Director and Lay Director follow scripts in chapel service?	<i>P. 101-102 DM</i>	
How was music handled at close of chapel?	<i>P. 104 DM</i>	
How was the team meeting conducted?	<i>P. 77 HB - Thursday night’s team meeting should be brief, that respects the call to silence. Finalize table assignments for Friday, review Friday’s flow briefly, and end in prayer including special mention of next day’s speakers.</i>	
Was silence observed by all?	<i>P. 104 DM</i>	
Were lanyards being worn by team members?	<i>P. 70 HB – Team members do not wear their Emmaus crosses or any special Emmaus clothing that distinguishes them as team members.</i>	
Were support committee members observed by Pilgrims?	<i>P. 55 HB - The basic guidelines for persons serving in any support role is to serve humbly, selflessly, and invisibly, insofar as that is possible. These roles are exercises in anonymous servanthood and are not occasions for outward recognition by the team or by Pilgrims.</i>	

**FRIDAY**

EVENT	REFERENCE	COMMENTS
Was silence still being observed?		
How was morning chapel conducted? Was script followed?	P. 105-109 DM	
Was the communion service conducted by the purple worship book?	<i>P. 78 HB - This service is conducted in a simple, straightforward manner from the liturgy in the worship book without singing or passing the peace. The rule of silence does not mean the Communion Service should be conducted without spoken liturgy.</i>	
Was there a prayer before breakfast by the lay director?	<i>P. 79 HB - Breakfast on the first day begins in a way that is natural for everyone; with a prayer by the Weekend Lay Director.</i>	
Was Lay Director script followed in the assignment of table families?	<i>P. 110-112 DM  Table names: Matthew, Mark, Luke, John, Paul, Peter, Thomas – Sarah, Anna, Ester, Martha, Mary, Naomi, Ruth</i>	
"Priority" talk comments and length of talk / was outline followed?	<i>P. 26 and 28 HB - An experienced ALD gives the talk on "Priority"</i>	
Was "Priority" talk introduced by a simple prayer?	<i>P. 112 DM - The speaker is to begin this talk with a simple prayer; not the Prayer to the Holy Spirit.</i>	
Group picture taking session? One or multiple?	<i>P. 113 DM - Take group photo</i>	
Music begun to be taught? Meal Graces and DeColores explained and taught?	<i>P. 113 DM - Musicians teach the group to sing the song for introducing talks. DeColores and meal graces. Share the history of DeColores.</i>	
Introduction of talks handled according to the model?	<i>P. 113 DM - "Gentlemen/Ladies, with a clean sheet of paper, high idealism....."</i>	
"Prevenient Grace" talk comments and length of talk / was outline followed?	<i>P. 26 HB - Talk given by ASD</i>	
Were breaks protected?	<i>P. 94-95 HB – The schedule also takes into account the need for the Pilgrims to take breaks, to rest, and to sleep. Leaders should respect the Pilgrims' need for unstructured time, and they must work to protect the allotted time for breaks, recreation, reflection and sleep, so the Pilgrims will remain alert and refreshed for the Walk.</i>	

Were the Pilgrims told how long their breaks were?	<i>The walk leadership has a tendency to play games with the Pilgrims about the length of the breaks. The UR recommendation is to tell them exactly how long their breaks are.</i>	
“Priesthood of All Believers” comments and length of talk / was outline followed?	<i>P. 27 HB - Talk given by TL or ATL</i>	
“Justifying Grace” comments and length of talk / was outline followed?	<i>P. 27 HB - Talk given by ASD</i>	
Were agape and the prayer vigil introduced during “Justifying Grace”?	<i>P. 80 HB - Agape is introduced in the last part of the talk on “Justifying Grace”. Table agape first appears at the supper table Friday evening. After that it may also appear on beds if in dorm setting.</i>	
“Life of Piety” talk length and comments / was outline followed?	<i>P. 27 HB - Talk given by TL/ATL</i>	
Was three-legged stool/tripod introduced during talk?	<i>P. 3 of expanded talk outline refers to the speaker introducing the tripod or stool image.</i>	
Chapel time after “Life of Piety” – was script followed?	<i>P. 115-119 DM</i>	
Posters and summaries party comments.	<i>P. 79 HB - The sharing of talk summaries and representations is an enjoyable time for creatively summarizing the day through each table’s insights and images of the five talks.</i>	
Friday night chapel time.	<i>P. 79 HB - As the day comes to a close during night prayer in the chapel, the SD reviews the message of the day and assures the participants that no pat responses are expected of them....P. 119-122 DM</i>	
How was music handled in the chapel?	<i>P. 122 DM - Meditative solo before dismissal for bed.</i>	
Friday night team meeting comments.	<i>P 80 HB – P. 123 DM - The team meeting is not a time to gossip or to violate the Pilgrims’ confidences. The aim is to celebrate the day. The agenda is to review the day’s dynamics and check up on each table family. The meeting should close with prayer that includes praying for the remaining speakers for the weekend. (Since there is no team meeting on Saturday night.)</i>	

**SATURDAY**

EVENT	REFERENCE	COMMENTS
Morning chapel time.	<i>P. 81 HB &amp; P. 125-128 DM - Saturday begins with morning prayer in the chapel. The Weekend SD arranges for the meditation on "Four Responses to Christ" sharing with other clergy.</i>	
Was script followed?	P. 124-129 DM	
"Grow Through Study" length and comments / was outline followed	P. 27 HB - Talk given by TL or ATL	
Was script after "Grow Through Study" followed by LD?	P. 130-131 DM	
"Means of Grace length and comments / was outline followed?	P. 27 HB - Talk given by SD	
Length of "Dying Moments" service and how conducted?	<i>P 82-84 HB – P 132-134 DM - These pages in the manual give a complete explanation of the "Dying Moments" service.</i>	
Was long break protected after lunch?	<i>P. 84 HB - The schedule indicates a long break following the lunch period, the longest break of the weekend, and this time needs to be preserved. This break is not the time to make up lost time in the schedule.</i>	
Question and answer period for clergy – how handled	<i>P. 84-85 HB - Discussion on "Means of Grace" is completely self-explanatory with regard to what should take place during the question and answer period after the Pilgrims return to the conference room after the long break.</i>	
Question and answer period for clergy – What was the effectiveness of clergy answers?		
Were chapel visits explained?	<i>P. 85 HB – P. 135-136 DM - There is a complete explanation of the process and rationale for the chapel visits by tables. These chapel visits can begin after the Pilgrims return to the conference room and the process is explained. The chapel visits should conclude after the "Discipleship" talk or on Sunday morning. The leadership does not tell each table when they will go to their chapel visits.</i>	
Did all tables take advantage of the chapel visits?		

“Christian Action” length and comments / was outline followed?	P. 27 HB - Talk given by TL or ATL	
“Obstacles of Grace” length and comments / was outline followed?	P. 27 HB - Talk given by ASD	
Was Saturday dinner more special? Describe.	<i>P. 86 HB - Saturday evening dinner is made celebrative with table and dining room decorations, a more elaborate meal and service, and after-dinner entertainment.</i>	
Entertainment – how handled?	<i>P. 86 HB - Entertainment consists of 15-20 minutes of music, drama, or humorous skits prepared by members of the Emmaus community or kitchen crew. No special introductions are made of this group of people.</i>	
“Discipleship” length and comments / was outline followed?	P. 27 HB - Talk given by TL/ATL	
Candlelight conducted by the community.	<i>P. 86 HB - A complete description of the Candlelight service is explained.</i>	
“Jesus, Jesus” song used?	<i>P. 87 HB - The correct wording of the song is written as “Jesus, Jesus, can I tell you how I feel. You have given me your Spirit. I love you so.”</i>	
Were the Pilgrims moved to the chapel in silence after the community left?		
Explanation of Candlelight by Spiritual Director to Pilgrims in chapel.	<i>P. 87-88 HB - There is a section entitled “Prayer Following Candlelight” that clearly explains what the chapel service should be like.</i>	
Examination of Conscience and chapel time	<i>P. 87-88 HB – P. 139-140 DM - This section needs to be read and studied so that this very important service is conducted properly. There is an explanation of how to begin and end the service in the handbook and DM.</i>	
Describe the “Agape Refreshments” after Candlelight	<i>P. 82 HB – P. 141 DM - This part of the weekend should be kept very simple. “Following INFORMAL REFRESHMENTS AND FELLOWSHIP, the Pilgrims go to bed.”</i>	
Team Meeting?	<i>P. 82 HB - Normally there is NO team meeting on Saturday night.</i>	

**SUNDAY**

EVENT	REFERENCE	COMMENTS
Sunday morning wake up	<i>P. 89 HB - The upbeat spirit of Sunday morning wake-up focuses especially on starting the day as disciples of a risen Lord.</i>	
Morning chapel	<i>P. 143-147 DM - "The Humanness of Jesus" – shared if possible by all clergy</i>	
Was script followed?		
"Changing Our World" length and comments / was outline followed?	<i>P. 27 HB - Talk given by ATL/TL</i>	
"Sanctifying Grace" length and comments / was outline followed?	<i>P. 27 HB - Talk given by ASD</i>	
"Body of Christ" length and comments / was outline followed?	<i>P. 27 HB - Talk given by TL/ATL</i>	
"Perseverance" length and comments / was outline followed?	<i>P. 27 HB - Talk given by Weekend LD</i>	
Were Reunion Groups effectively explained and demonstrated?	<i>P. 90 HB - The Handbook explains the different ways in which the Reunion Group can be introduced.</i>	
"Fourth Day" length and comments / was outline followed?	<i>P. 27 HB - Talk given by ALD</i>	
Points to remember by Spiritual Director	<i>P. 90 HB - The section entitled "Reviewing the Pilgrim's Information Packet" gives the necessary information.</i>	
If necessary, were chapel visits by table completed on Sunday?	<i>P. 149 DM</i>	
How were agape letters introduced?	<i>P. 91 HB - The section entitled "Individual Agape Letters" explains the introduction of the letters and the time following.</i>	
How many agape letters were Pilgrims given in their packets?	<i>P. 91 HB - Personal agape letters are letters written to individual Pilgrims by those who are close to them. More important than the number is the quality of the letters. Sponsors should aim for 8 to 12 letters from family and close friends. P. 61 also refers to the number of letters.</i>	
Were the Pilgrims left in the conference room with their TL/ATL to read their letters	<i>P. 91 HB refers to team members tending to their own letters and giving the Pilgrims personal space to read their letters without interruption. But Pilgrims are intended to stay with their table family while reading the letters.</i>	

How was "Cross Ceremony" conducted?	<i>P. 92 HB – P. 152 DM - "Presenting the Service Card and Emmaus Cross" section has a detailed explanation of how this service is to be conducted.</i>	
Was it clearly explained about the two questions that need to be answered at the closing?	<i>P. 92 HB - The Pilgrims are then given instructions for going to Closing and sitting by tables and are reminded to be thinking about the two questions to which they may respond: "What has the weekend meant to me? And What am I going to do about it?"</i>	
Did two people model answering the two questions?	<i>P. 93 HB - Though this time is not for team witness, the Weekend Lay Director asks two team members to model answering the two questions as they pertain to the current weekend. This modeling of the two questions may be done at the end of the cross commissioning service, rather than in the closing with the community.</i>	
Closing conducted	<i>P. 92-93 HB – P. 153-155 DM - The section entitled "The Closing" is clear about the process and order of the closing service.</i>	
Was the sharing of the Pilgrims done in "open mike" style?	<i>P. 93 HB references taping the two questions to the lectern for Pilgrims to have for ready reference. P. 155 of DM shows the words of the LD in introduction of "open mike" style.</i>	
Introduction of the team?	<i>P. 93 HB – P. 154 DM - Introduction of the team is done per the script of the walk lay director.</i>	
Was servant team introduced?	<i>The support personnel should not be introduced other than standing with the rest of the community when the various participants are recognized for participating in the 72 hour prayer vigil, providing gifts of agape or food, attending candlelight, etc.</i>	
Were Pilgrims made to feel like they had to speak?	<i>P. 155 DM - Pilgrims should not be forced to speak at closing unless they feel led by the Holy Spirit to do so.</i>	
How was the hand cross presented to the Weekend Lay Director and by whom?	<i>P. 93 HB – P. 155 DM.....introduction of the Community Spiritual Director for presentation of the Emmaus hand cross to the Weekend Lay Director on behalf of the community....</i>	
How was the closing worship service conducted and by whom?	<i>P. 93 HB - Traditionally the Community Spiritual Director is celebrant for the closing service of Holy Communion. Sometimes the Community SD of the board of directors will assign this responsibility to the Weekend SD if the Community SD is unavailable.</i>	

**GENERAL INFORMATION**

Number of Pilgrims on the Walk?	<i>P. 149 HB - The Board of Directors determines the number of Pilgrims for each walk. The schedule is best suited for 36 Pilgrims.</i>	
Number of pilgrim / team tables?		
Makeup of Conference Room Team (list number of team members, # from same church, and experience).	<i>P. 26-27 HB</i>	
Lay Director		
Assist. Lay Directors	Did ALDs rotate duties each day of the walk?	
Table Leaders		
Assist. Table Leaders		
Spiritual Director		
Did SD spend the weekend onsite?		
Is clergy team ecumenical? List denominations represented.		
How many clergy stayed onsite for the entire weekend?		
Board Rep	<i>Was BR busy with other duties? Is so explain what.</i>	
How many musicians?	<i>How was music team organized? Was it designed for performance or leadership development?</i>	
Explain the structure of the outside support team.	<i>P. 55-59 explains the roles of the support roles</i>	
How many of outside support staff stayed onsite?		
Were the support staff the same gender as the walk?		



Was there a Kitchen Crew?	<i>P. 56 HB - Explanation of Kitchen support roles</i>	
When and where was agape distributed?		
Was there an agape prayer chapel set up?		
Were Pilgrims asked for personal prayer requests? If so, how?		
Was agape prayer chapel covered 24 hours a day or only during the waking hours of the Pilgrims?		
If there was not an agape prayer chapel, was there a speaker prayer chapel?		
How was telling the Pilgrims the length of breaks handled		
How was the book table handled?		
How extensive was the book selection?		
Who determined what books were selected for the table? Were there Upper Room books available?		
Were themes used?	<i>P. 34 HB under LDs checklist addresses this issue. The model calls for NO elaborate themes.</i>	
Altar enhancements used?	The model calls for no altar enhancements to be used.	
What song was sung before each talk?	<i>"Sing Alleluia" is the preferred song and is printed in the purple worship books.</i>	

How was the conduct of the leadership table during the table discussions?		
Was good sponsorship evident among the Pilgrims? Explain		
Is there a follow-up meeting planned? If so, How long after the walk?		
What is the plan for the formation of Reunion Groups?		

**Additional comments and items that need to be addressed:** \_\_\_\_\_

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