

Richmond Emmaus Community By-Laws

August 28, 2008

Article I Name

The name of this Community shall be the Upper Room Emmaus of Richmond Community, hereinafter referred to as the "Community" or the "Richmond Emmaus Community."

Article II Purpose

Section 1 The objective of this Community shall be to inspire, challenge, and equip church members, regardless of affiliation, for Christian action in their homes, churches, places of work, and communities through the Emmaus experience. The Emmaus experience is not intended to be a substitute for or to compete with the local church.

Section 2 The Community is affiliated with the International Emmaus movement, the Upper Room, Nashville, TN.

Section 3 Notwithstanding any other provision of these by-laws, the Community shall not carry on any activities not permitted by an organization exempt from federal income tax under Section 501(C)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

Article III Membership

Section 1 All persons who have completed a weekend experience of The Walk to Emmaus sponsored by the Richmond Emmaus Community shall be a member of the Community.

Section 2 Persons who have completed a Walk to Emmaus, Cursillo weekend, or Tres Dias (or other such weekend that is recognized by The International Emmaus movement, Upper Room) may become members of the Richmond Emmaus Community by participating in the activities of the Community and asking the secretary or registrar of the Community to include their names in the Community database.

Section 3 Each Community member shall have one vote on issues brought to the Community. The vote will be cast in person at the Gathering or voting may be through email or regular mail when the business matter requires prior notification. Instructions and requirements for voting by mail or email will be provided.

Article IV Board of Directors

Section 1 Purpose

Policy direction of the Community shall be vested in the Board of Directors, hereinafter referred to as the "Board." The Board is the local governing body and it agrees to conduct the three-phase method of the Walk to Emmaus according to *The Upper Room Handbook on Emmaus* and as interpreted by the Upper Room manuals. The three phases of the Walk to Emmaus are pre-event, event, and post-event.

Section 2 Composition

- a) The Board will consist of eighteen (18) members: fifteen (15) lay members and three (3) clergy members.
- b) The immediate past Community Lay Director (CLD) will serve in an advisory role for one year, but with no vote in year number four.

- c) A Board member will have served as a Talk Room Team member on at least one Walk to Emmaus sponsored by the Richmond Emmaus Community.
- d) A Board member will have attended Leadership training conducted by a trainer from the International Emmaus movement, The Upper Room, Nashville TN.

Section 3

Terms of Office

- a) A Board member shall be elected for a term of three (3) years.
- b) Board members may not succeed themselves in consecutive three (3) year terms. Re-election is allowed after a waiting period of two (2) years.
- c) Terms of office shall begin January 1 and shall terminate December 31 of each calendar year.
- d) Five (5) new lay Board members and one (1) clergy member will be elected each year. Each election is for a “class” of Board members to ensure continuity and rotation.
- e) The Secretary and Treasurer shall serve terms of one (1) year, and may succeed themselves two (2) times.

Section 4

Election of Board Members

- a) Board members are elected by the Community.
- b) Nominating Committee consisting of five (5) persons shall be selected by the Board for a one-year term commencing **March 1** of each year and terminating **February 28** of the following year.
- c) The Nominating Committee shall be composed of (1) the outgoing CLD, who will serve as the chairman of the Committee; (2) Community Spiritual Director; and (3) three (3) active members of the Community not currently on the Board of Directors and who have been members of the Community for not less than one (1) year. This Committee will provide recommendations to the Board for approval.
- d) The Nominating Committee shall be responsible for the organization and conduct of the Board election at the November Gathering. The committee is to adhere to the elections calendar as listed in the Richmond Emmaus Community By-Laws.
 - 1) The Nominating Committee, beginning March 1 of each year, shall solicit nominations, in writing, from the Community for lay and clergy members of the Board. No nominations shall be received by the Committee after August 15, unless the Board grants an extension.
 - 2) A notice will be placed on the Richmond Emmaus website listing the qualifications for Board Members, the date nominations are due, and the person to whom nominations are to be delivered.
 - 3) The Nominating Committee shall contact each nominee to confirm his/her willingness and eligibility to serve as a member of the Board.
 - 4) The Nominating Committee may add other nominees who meet Board membership requirements to the slate as it deems appropriate and desirable to assure fair and equal representation of the Community and to ensure a slate of quality nominees. The Nominating Committee will submit to the

- Board and publish on the Community website a list of nominees that is equal to or greater than the number of vacancies.
- 5) The Nominating Committee shall announce the slate of nominees at the October Gathering along with the time of election, which shall be at the November Gathering.
 - 6) At the November Gathering, the slate of nominees proposed by the Nominating Committee shall be read into nomination.
 - 7) At the conclusion of nominations, if the number of nominees is equal to the number of vacancies, the nominees shall be elected by voice vote by the Community.
 - 8) If the number of nominees exceeds the number of vacancies, the election shall be conducted by written ballot. Each Community member shall vote for the number of nominees equal to number of vacancies being filled, but may not cast more than one vote per nominee. The nominees who receive the most votes will be elected to fill the vacancies on the Board.

Section 5 – Meetings

- a) Frequency: The Board shall meet monthly in regular meetings unless otherwise ordered by a two-thirds (2/3) vote of the board in a regular meeting.
- b) Quorum: Ten (10) members of the Board of Directors present at a scheduled monthly meeting or a called meeting will constitute a quorum.
- c) Special Meetings: Special Board meetings may be called by the CLD or when requested in writing by ten (10) members of the board.
- d) Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Community, its Board of Directors and Committees, in all instances wherein its provisions do not conflict with these By-laws.

Section 6 – Duties and Qualifications of Board Members

- a) Board Members, General: By consenting to serve on the Board, a Board Member agrees and commits to: (1) support the Board and the Richmond Emmaus Community through prayer; (2) regularly attend Board meetings and Community activities; (3) serve the Board and the Richmond Emmaus Community; (4) additionally, a Director agrees to perform such additional duties as are assigned by the Board or the CLD; (5) a Board Member may be requested to chair one of the “Standing Committees” described in these By-Laws; and (6) a Board member will have served as a Talk Room Team member on at least one Walk to Emmaus sponsored by the Richmond Emmaus Community.
- b) Special Board Member Responsibilities/Requirements
 - 1) Clergy members must meet the criteria stated in the updated criteria "Clergy Criteria for Emmaus and Chrysalis" by the Upper Room on October 31, 2007, or later, which are hereby referenced.
 - 2) Music Director: The Board member designated by the CLD as “Community Music Director” shall oversee worship through music for all Community functions
 - 3) The CLD shall designate other roles as needed and as consistent with the guidance provided in *The Walk to Emmaus Coordinators’ Manual*, 2005 or later version.

Section 7 – Removal of Board Members

A Board member may be removed for cause by an affirmative vote of twelve (12) members of the Board; that Board member must be given written notice at least thirty (30) days prior to the Board meeting when the vote is to be taken.

Section 8 – Filling of Vacancies

If any vacancy shall arise in an elected or appointed position on the Board, the Board will appoint a person to fulfill the term of the vacancy.

Section 9 – Financial**a. Compensation**

Board members shall serve without compensation. However, members may be reimbursed for expenses incurred in the conduct of official Board business, provided the expense is approved by the Board.

b. Dissolution

No part of the funds of the Community shall be for the benefit of or be distributable to its members, directors, or other private persons should the Community dissolve. The Community may, however, pay reasonable fees for services provided to the Community.

Section 10 – Indemnification

The Richmond Emmaus Community shall indemnify and save harmless any and each and every Officer, Director or former Officer or Director against any and all liability, loss, damages, costs or expenses which may be incurred, suffered or be required to be paid by reason of being or having been an Officer or Director, except in relation to matters as to which such Officer or Director shall be adjudged in any action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of duty. Such indemnification shall not be deemed exclusive of any other rights to which those indemnified hereby may be entitled under any agreement, by vote of the Board of Directors, statutes or otherwise.

Article V Officers of the Board**Section 1 Election of Officers**

Officers shall be elected annually by those members of the Board of Directors who will serve in the following year. This election will be held at the December Board meeting. Officers elected will serve a one (1)-year term that continues until through the end of Board meeting of December of the following year.

Section 2 Officers

Officers shall be Community Lay Director (CLD), Assistant Community Lay Director (ACL), Community Spiritual Director, Secretary, and Treasurer.

- a) Community Lay Director (CLD): (1) Absent compelling circumstances, the CLD shall be the immediate past ACLD. (2) The CLD shall be a lay member of the Board and may serve as CLD during his/her second or third year on that Board. (3) A CLD shall have served as a Cadre member for a Richmond Emmaus Walk Team. (4) The CLD shall preside at Board meetings and shall be the voice of the Board. (5) The CLD may appoint one or more special committees as listed in Appendix 3.

- b) Assistant Community Lay Director (ACLD): (1) The ACLD will substitute for the CLD in his/her absence at Board meetings. (2) The ACLD will handle other duties of the CLD, when necessary or as directed by the CLD. (3) A ACLD shall have served as a Cadre member on a Richmond Emmaus Walk Team.
- c) Secretary: (1) The Secretary will take minutes of all Board meetings and see that they are distributed to Board members in a timely manner. (2) The Secretary will handle correspondence duties as necessary.
- d) Treasurer: (1) The Treasurer will handle the finances of the Richmond Emmaus Community and will keep the Board informed of the financial condition and bank balance of the Community. (2) The Treasurer will submit a financial report at each Board meeting. (4) In addition, the Treasurer will provide a year-end accounting of the financial activity of the Community to the Board for purposes of audit.
- e) Community Spiritual Director: One of the clergy members of the Board shall also serve as Community Spiritual Director. The Community Spiritual Director will direct the observance of Holy Communion in the Richmond Emmaus Community at the monthly Gatherings, Weekend Sponsors' Hour, Weekend Candlelight Ceremonies, Weekend Closing Celebrations and any other Community Gathering, unless other arrangements have been made and communicated to and agreed to by the CLD. The Community Spiritual Director will be selected from current clergy Board members and will serve a term of one (1) year and may succeed him/herself two (2) times based on appointment by the Board.

Article VI Walk to Emmaus

- Section 1 The Community will conduct the three-day (72-hour) experience according to *The Upper Room Handbook on Emmaus*.
- Section 2 The Board shall have complete oversight for the conducting of Richmond Community Walks to Emmaus.
- Section 3 Spiritual Directors for a Walk to Emmaus must meet the qualifications specified in *The Upper Room Handbook on Emmaus* or later guidance from the Upper Room. Spiritual Directors are selected to serve on a Walk by the Board of Directors based on recommendations by the Team Selection Committee.
- Section 4 The Lay Director for a Richmond Community Walk to Emmaus is selected by the Board of Directors based on recommendations from the Lay Director Selection Committee. See Appendix 2, Section 1.
- Section 5 Team Members for a Walk to Emmaus shall be selected by a Team Selection Committee. See Appendix 2, Section 2.
- Section 6 The Board of Directors shall approve each proposed Team for a Walk to Emmaus, which includes each team members and alternates, both lay and clergy.

Article VII Amendments

- Section 1 Proposed amendments may be presented to the Board by any member of the Board one month in advance of the consideration by the Board. After Board consideration, the proposed amendments shall be: (1) posted to the Richmond Emmaus website, (2) read to the Richmond Emmaus Community at the Gathering at which a voice vote will be taken to approve the amendment(s).

Section 2 For an amendment to be adopted it must receive a three-fourths affirmative vote of the Board Members who are present in order to be presented to the Community. Then a simple majority of the Community Members by a hand counted vote taken at the Gathering is required for the amendment to be adopted.

Section 3 Ratification of By-Laws and Amendments: These By-laws and/or amendments take effect immediately upon confirmation by the Board that the Community has approved them.

Article VIII Attachments

Appendix 1 - Definitions

Appendix 2 - Walk to Emmaus Guidance

Appendix 3 - Appointments within the Community

Appendix 4 - General Policy

Appendix 1 - Definitions

Active participation is defined as regular attendance at Gatherings and other Community functions such as Sponsor's Hour, Candlelight, Rise and Shine, etc.

Cadre is the leadership team for a particular Walk to Emmaus weekend.

Chrysalis is a youth version of the Walk to Emmaus. Chrysalis is organized as a standing committee of an Emmaus Community.

Community - see **Richmond Emmaus Community**

Cursillo is a movement that began in the 1940's, when a group of Roman Catholic men dedicated themselves to bringing the young men of their city, Mallorca, Spain, to know Christ better. The Spanish word Cursillo (KER-SEE-O) meaning a short course, is often associated with the 3-Day weekend, during which the fundamental teachings of Jesus, as lived with other Christians, is presented to participants.

DODU (Day of Deeper Understanding) See Fourth Day Follow-Up meeting.

Emmaus Weekend, same as **Walk to Emmaus**.

Fourth Day is a term applied to all days following the 3-day Emmaus Walk. Thus the Fourth Day is the balance of one's life; it is the continued journey (or Walk) as a Pilgrim through life.

Fourth Day Follow-Up Meeting is an instructional meeting during which those who have taken a Walk to Emmaus will learn more about various aspects of an Emmaus Weekend to include but not limited to: teaming, sponsoring, and attendance at Gatherings. Attendance at this or other Community Training is a requirement for sponsoring Pilgrims on a Walk presented by the Richmond Emmaus Community.

Gathering - a monthly meeting of and for an Emmaus Community

Pilgrim - the term applied to anyone who first attends a Walk to Emmaus.

Progressive Servanthood: This is a term that describes the way in which a Community develops its members by offering roles of increasing responsibility to Team Members of a Walk to Emmaus or to Community members for outside support of a Walk. For example, in teaming, the typical progression of tasks will be as follows: (a) a first time team member will serve as an Assistant Table Leader (perhaps giving a talk); (b) a team member with one or more Walks teaming experience will serve as Table Leader (perhaps giving a talk); and (c) then other assignments and/or talks as needs of the Walk dictate.

Registrar - an appointed Board member who receives and processes Pilgrim applications and notifies Sponsors of the acceptance of Pilgrims

Reunion Group is a regularly scheduled meeting of two or more Emmaus Community Members for the purpose of mutual accountability, strengthening Christian focus and continual renewal of their Emmaus Walk experience.

Richmond Emmaus Community consists of persons who have experienced an Emmaus Walk, a Cursillo weekend, or equivalent, and wish to associate themselves with this Community to fellowship with fellow Christians and to renew their spiritual focus. The Community is staffed by volunteers whose role is defined elsewhere in this document.

Talk Room Team refers to the Walk to Emmaus Team that is cloistered with Pilgrims during a Weekend. Support Team or Outside Support Team members are not cloistered with Pilgrims.

Tres Dias (Three Days) - a spiritual retreat similar in organization and purpose to the **Walk to Emmaus**

Spiritual Director is an appointed clergy position within the Community and he/she will serve the Community and Emmaus Weekend Pilgrims as described elsewhere. The qualifications of clergy to be a Spiritual Director are defined in the current version of the *Upper Room Handbook of Emmaus* and on the Upper Room website.

Walk to Emmaus (Walk) is a spiritual renewal program intended to strengthen the local church through the development of Christian disciples and leaders. The Walk is a 72-hour short course in Christianity presented in a retreat setting. Although originally based on the Roman Catholic Cursillo, the Walk to Emmaus is a separate ecumenical spiritual renewal that operates under the Upper Room Emmaus, Nashville TN. Importantly, continued renewal of what was learned and experienced is encouraged through Reunion Groups and Emmaus Community Gatherings.

Appendix 2 - Richmond Community Walk to Emmaus

Section 1: Qualifications for Lay Directors for Emmaus Walks

1. She/he shall have attended a Walk to Emmaus, a Cursillo or a Tres Dias.
2. She/he shall have participated in at least two previous Emmaus Walks presented by the Richmond Emmaus Community and shall have served as a Table Leader and in two of the following three roles: Speaker Support, Head Servant, Assistant Weekend Lay Director.
3. She/he shall be actively involved in Community activities; participation in a Reunion Group is recommended.
4. She/he shall be willing to conduct the Emmaus Walks as written in the Lay and Spiritual Director Manuals available from the Upper Room in Nashville and/or Board policy.
5. She/he shall be committed to the task of directing a Walk to Emmaus and eager to give what is necessary to organize, carry out and successfully complete the Walk.
6. If an appointed Lay Director is unable to fulfill her/his obligation to lead a scheduled Walk to Emmaus for any reason, some of these criteria may be waived through the agreement of the Board of Directors, in order to ensure that the scheduled Walk is conducted.

Section 2: Qualifications for Team Members for Emmaus Walks

1. She/he shall have attended a Walk to Emmaus, a Cursillo or a Tres Dias.
2. She/he shall have attended a training session at a Fourth Day Follow-Up Meeting or similar training offered by the Community.
3. She/he shall be actively involved in Community Activities; participation in a Reunion Group is recommended.
4. She/he shall be an active participant in their local church.
5. She/he shall be willing to accept whatever responsibility for the success of the Walk that is assigned by the Lay and/or Spiritual Director.

Section 3 Qualifications for Spiritual Directors for Emmaus Walks

Clergy who are to serve as Spiritual Directors must meet the criteria stated in the updated criteria "Clergy Criteria for Emmaus and Chrysalis" by the Upper Room on October 31, 2007, or later, which are hereby referenced.

Section 4 Team Applicants and Assignments

Names of potential team members will be taken from submitted applications first, then community membership records, prayer charts, progressive servant-hood lists, and participants in Emmaus training programs. Names of potential teams members may be submitted to the Team Selection Committee throughout the year. Team Selection committee will select all team members. Each Weekend Lay Director will participate in the selection of team members for her/his Walk team. The Team Selection Committee in conjunction with input from the Weekend Lay Director and Weekend Spiritual Director will make talk assignments.

- Section 5: Weekend Walk leaders and Team Members agree to follow The Upper Room Handbook on Emmaus, current version, and the Director's Manual, as provided by the Upper Room, and to follow policies and procedures provided by the Richmond Emmaus Community.
- Section 6 Weekend Lay Director Nominating Committee is composed of the following: (1) CLD, who will serve as chairman of the Committee; (2) Community Spiritual Director; (3) Assistant Community Lay Director; (4) Immediate past two Weekend Lay Directors; (5) two at-large members from the Community, who will be recommended by the Chairman of the Committee and will approved by the Board. This Committee will provide recommendations to the Board for approval.
- Section 7 Team Selection Committee will consist of (1) an Emmaus Board member who is responsible for team selection and who serves as committee chair; (2) the Community Spiritual Director, and (3) three or four members of the Emmaus Community (non-board members) who have a broad awareness of the Emmaus community membership and a solid understanding of team needs based on teaming experience.
- Section 8 Pilgrim Selection Committee shall consist of (1) the Registrar, a Board Member who will chair the committee; (2) the Community Spiritual Director, who will be consulted as needed; and (3) Three (3) at-large members appointed by the Community Lay Director.
- This committee reviews Pilgrim applications for attendance at a weekend and selects those who will be invited to attend. The Registrar, under the guidance of this Committee, communicates decisions to the Community, which includes Sponsors. The Weekend Lay Director for the Walk for which Pilgrims are being selected will be invited to review applications.
- Section 9 Chrysalis Consistent with the expectations set forth in the Upper Room Handbook on Chrysalis, the Richmond Chrysalis Community shall operate organizationally as a standing committee of the Richmond Emmaus Community. Further, the Richmond Emmaus Board accepts its responsibility for oversight of the operation of its Chrysalis Community.

Appendix 3 - Appointments within the Community

The CLD, after consultation with, and prior approval from the Board, shall appoint persons who have expressed a commitment to undertake the responsibilities of the following positions:

The term of office for each of the named appointments and chairpersons shall be from January 1 to December 30 of each calendar year. If vacancies occur in an appointed position, they shall be filled as indicated in Article IV, Section 8. Persons appointed to fill vacancies shall serve the remainder of the vacant terms and may be reappointed.

Cleanup Chairperson for Gatherings: Responsible for clean-up after all Gatherings.

Community Agape Chairperson: Coordinates placemat coloring, agape bag making and cross holders (lanyards) making for the weekend; delivers to Head Servant prior to weekend.

Community Outreach Chairperson: Visits and/or contacts other churches, retreats and Christian organizations to educate people about the Walk to Emmaus.

Facility Coordinator: (1) Aids in setting up dates for Emmaus Weekends; (2) keeps in touch with CLD as to any change that may occur; (3) consults with team about rooms needed for a weekend.

Fourth Day Follow-Up Meeting Chairperson: Periodically organizes and sets up the Forth Day Follow-Up Meeting; assigns training to Community members who have first-hand experience with their topic; decorates (optional); arranges for food and drink (if required); arranges for music; and details as may be required. This training also called Day of Deeper Understanding (DODU).

Fourth Day Packets Chairperson: Maintains a master of the documents to be put in Fourth Day Packets; responsible for filling packets and delivering to Head Servant before the weekend.

Gathering Program Chairperson: Arranges Fourth Day speakers for monthly Gatherings.

Historian: Keeps a scrapbook of (1) procedures of Richmond Emmaus Gatherings and functions; (2) news items; (3) pictures of weekend pilgrims; of weekend themes; and lists of pilgrims.

Newsletter Editor: (1) Prepares, edits and distributes an Emmaus Newsletter, electronically or in hard copy if so directed the Board; (2) coordinates any special mailings; (3) maintains the newsletter distribution list, and (4) maintains the newsletter historical files.

Outside Community Agape Chairperson: (1) Makes prayer wheel and solicits Community members to sign up; (2) receives all agape requests from other communities and coordinates the filling of those requests; (3) sends requests for agape for Richmond Emmaus Walks to other Communities and (4) delivers outside agape to Head Servant prior to weekend.

Progressive Servanthood: This committee reviews the tasks that a Community member has performed in outside support for a Walk to Emmaus or has performed as a Team member on Richmond Community Walks to Emmaus. The goal is to develop a member by assigning roles of increasing responsibility to build her/his experience.

Reunion Group Chairperson: Maintains list of reunion groups, including meeting times, members, and meeting places to assist sponsors in finding a reunion group for his/her pilgrim.

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Set-Up Chairperson for Gatherings: Responsible for set-up of all Gatherings, responsible for up-keep and ordering of paper products for Gatherings.

Special Committees: The CLD may establish and appoint special committees of specific duration and for specific purposes, subject to the oversight of the Board of Directors. The Chairperson and members of special committees shall be appointed by, and serve at the request of the CLD.

Supplies Chairperson: (1) Records items used on weekends; (2) orders all Emmaus materials needed from the Upper Room; (3) in cooperation with the Community Agape Chairperson and the Weekend Head Servant, assures that all Emmaus materials are delivered on-site prior to the beginning of each weekend.

Weekend Chairperson: (1) Serves as contact for the Head Servant during the weekend to handle emergency requirements; (2) arranges for Community assistance for Mananitas flower bouquets; (3) serves as candle servant for Candlelight ceremonies; (4) distributes agape on Saturday night; and (5) assures that all Emmaus materials are removed from the weekend site and returned to storage.

Appendix 4 - General Policy

- Section 1: The nominees for the Board of Directors shall be selected by the Nominating Committee in an effort to assure fair and equal community representation, taking into account factors such as race, gender, age, denominational affiliation, active service in the Community, and geographic distribution.
- Section 2: Board members shall attend Board meetings regularly and should not miss more than three consecutive meetings or more than three meetings per year that are not excused.
- Section 3: When a business matter requires prior notification to the Community by email, instructions and requirements for voting by mail or email will also be provided to the Community. A mailing address and an email address will be provided along with an acceptable format for the vote. A deadline for receipt of the vote will be included.
- Section 4: Other policy will be added as required
- Section 5: Other policy will be added as required