



Assistant Community Lay Director

Board Requirements

- ⇒ Active in your local church.
- ⇒ Participation in 4th Day Group
- ⇒ Loyal
- ⇒ Maintains Confidentiality
- ⇒ Self directed by prayer
- ⇒ Sign Covenant annually
- ⇒ Review & Sign By-Laws every 5 Years

Terms of Service

- ◇ Serves a 3 year term on the Board
- ◇ Assistant Community Lay Director elected annually by the Board

Time Commitment

- ◇ Attend monthly Board Meetings
- ◇ Participate in Training, Opening, Closing, Candlelight, and Gathering

Roles and Responsibilities

Fills in for the Community Lay Director (CLD) in His/her absence by:

- Oversees and orchestrates the activities of the Emmaus Community.
- Plans and conducts board meetings and ensure board members follow through on their assignments.
- Represents a mature understanding of the Emmaus movement, the Emmaus ministries programs, and team formation in order to help the board make decisions that ensure that Emmaus is of high quality and a positive influence in the life of the Christian community.
- Along with the Spiritual Director and Board Representative, solves situations that possibly hurts the integrity of the event according to the Community and Upper Room Emmaus Ministries standards. The CLD never unilaterally or arbitrarily interferes with the appointed leadership of an Emmaus Ministries event or with its efforts to carry out assigned responsibilities.
- The CLD participates in Closing of Emmaus Ministries events as indicated in the Closing agenda, by welcoming the event participants to the Emmaus community, announcing upcoming Emmaus activities, and presenting the team leaders for the next events. If the CLD cannot be present, then he or she makes sure an appropriate lay leader on the Emmaus Board undertakes this.
- The CLD represents the Emmaus Community to the broader Emmaus Ministries Community.
- The CLD carries out his or her responsibilities in a spirit of teamwork with the Board of Directors.
- Other duties, as requested and/or required.

**Board members are not allowed to participate as a team member in the Conference Room while serving on the Board.
Exception: Board Rep.**