



Walk to  
**Emmaus**  
THE UPPER ROOM®

TM

A TRANSFORMING EXPERIENCE OF CHRISTIAN COMMUNITY

Vol. 14, Issue 31

## WHAT IS THE LETTER OF AGREEMENT?

The Letter of Agreement is the document that lies at the heart of the relationship established between the local Emmaus community and the Upper Room International Emmaus Office. This relationship is covenantal with each party having specific responsibilities. Functionally the Letter of Agreement has four parts.



The first part of the Letter describes what The Walk to Emmaus is and actually empowers the local community to establish and administer the Emmaus program per The Upper Room guidelines. There is a statement that explains the need for an annual renewal of this Letter of Agreement.



The second part of the Letter of Agreement contains the statements of responsibility for each party. The first ones relate to the local Emmaus community and the remaining ones are what the Upper Room International Emmaus Office commits to do.



The third section of the agreement is the signature and information part. There are places for the signature of the Lay and Spiritual Directors as well as the Agape chairperson. There also is space for the signatures of the remaining board members.



The fourth section of the Letter is for the International Emmaus Office to provide important operational information. The International Lay Director's signature is found in this section.

The Letter of Agreement is processed in the following manner. The Letter of Agreement, cover letter, and financial report from the Upper Room Emmaus Office are sent to each Emmaus Community in early to mid January. The community then completes all their appropriate signatures and sends the original signed document back to the International Office by the end of March. At that time additional information is added to your Letter of Agreement; it is finalized by signature of the International Emmaus Director and a copy is returned to the local Emmaus community. A copy is sent to your Emmaus Regional Representatives and the original is filed. The cycle is then complete for that calendar year. The International Emmaus office recommends that the Letter of Agreement be the topic of a Gathering or appropriate community meeting, thus transferring the significance of the letter and its covenantal understanding to the community at large.

**Dr. Richard A. Gilmore**  
*International Lay Director*  
*The Walk to Emmaus*



Rev. Raymond H. Gough (better known as Pastor Ray or just Ray) is a recently retired ordained elder of the Greater New

Jersey Annual Conference of the United Methodist Church. He is presently serving part-time as pastor of a small local church near the home of he and his wife Joan in Southamton, NJ. Ray attended the Walk to Emmaus in May 1997, and is a member of the Garden State Walk to Emmaus community, where he has served in all Emmaus clergy capacities, including Community Spiritual Director. His pre-clergy career included serving in the U.S. Navy as musician, working in the export shipping business in New York City, Director of Public Relations for the United Methodist Homes of New Jersey, and operating his own church related public relations company, Horizon Communications. He has served as a United Methodist licensed local pastor, probationary deacon, and was ordained as an elder in 1993. He began serving as Northeast Region Clergy Representative for Walk to Emmaus/Chrysalis on October 1, 2006.

## THE BOARD ROOM ON THE WORLD WIDE WEB

In 1998 all communities received a letter introducing a new feature on the World Wide Web that is available to Emmaus and Chrysalis Board members. This is a private access web page available to community boards only. The following information provides instructions on how to reach the Board Room and what you will find when you get there.

*These instructions are repeated and expanded on The Upper Room's home page at this web address: [www.upperroom.org/fourthday/boardroom/](http://www.upperroom.org/fourthday/boardroom/)*

**Step One:** You will need access to the World Wide Web using a computer, an Internet service provider, and a web browser (like Netscape or Microsoft Explorer).

**Step Two:** After launching your browser, type in this web address: <http://www.upperroom.org/fourthday/boardroom/>

**Step Three:** Click on the link to "Enter the Board Room." You will see a dialog box, which asks you for a username and password. This information was given to each board when we went live with the boardroom access. If you do not have this information you will need to call our toll free number: 1-877-899-2780, ext. 7227, or e-mail us at: [emmaus@upperroom.org](mailto:emmaus@upperroom.org).

Also there is a different username and password for Chrysalis communities.

**Step Four:** Enter your username and password. After entering this information you'll be taken to the Emmaus and Chrysalis Board Room.

Here are the areas you will find in the Emmaus and Chrysalis Board Room:

1. **News and Announcements** – This area will contain news and announcements from the Emmaus and Chrysalis staff about the Emmaus and Chrysalis programs.
2. **Discussion Rooms** – This area will contain discussion rooms where board members can discuss issues relating to Emmaus and Chrysalis.
3. **Emmaus and Chrysalis Online Directory:**

**View Chrysalis and Emmaus Communities** – In this area of the Board Room you can locate and get information about every Emmaus and Chrysalis community throughout the world. It is similar to the paper directory that communities used to receive in the mail. However, this online community listing will contain the most up-to-date information available.

**Edit Community Record** – In this section of the Online Directory you may wish to edit your Chrysalis or Emmaus community's record. Remember you will need a different username and password for Chrysalis. You are only able to edit your community's record. You may make changes to your community information (address, phone number, fax, e-mail address, web page address, etc.) or to the directors involved with the community. These changes are submitted to the Upper Room's Emmaus and Chrysalis staff. The staff reviews the changes and adds them to the official database.

4. **Community Events Calendar** – In this area each community posts the dates, locations, and contact people for Emmaus weekends and Chrysalis Flights and Journeys.

**The boardroom also contains links to directory listings for the Emmaus and Chrysalis Regional Representatives.**



### ARE YOU IN NEED OF PRAYER?

Call the Upper Room Prayer Center at:

**1-800-251-2468**

A volunteer will pray with you.

After the prayer, your prayer request will be sent to covenant groups around the world for an extended time of prayer.

You may also contact us through our webpage at [www.upperroom.org/prayer](http://www.upperroom.org/prayer).

## WALKS IN SPANISH

COMMUNITY	CITY & STATE	CONTACT INFO	WALKS DATES
Aldersgate Emmaus	Geneva, FL (Orlando area)	Maggie Boreman 407-314-0656	Men: October 4-7, 2007 Women: October 11-14
Emmaus of the Cumberlands	Livingston, TN (Cookeville area)	Becky Miller 931-372-0819	Men: October 11-14, 2007 Women: October 25-28
New York Annual Conference WTE	Coram, NY (New York City)	John Fifield 631-828-1992	Men: April 26-29, 2007 Women: May 17-20

### WALKS OPPORTUNITIES

For those communities interested in Spanish speaking Walks in the U.S. please contact the International Walk to Emmaus Office for a copy of the Guidelines for Conducting Spanish-Speaking Walks in the United States

*You may call*

**Rev. Victor Perez**  
**615-340-7189**

*Toll Free:*

**1-800-899-2780**  
**Ext: 7189**

*or his assistant*

**Laura Feliciano**  
**615-340-7230**

*Toll Free:*

**1-800-899-2780**  
**Ext 7230**

*Or, you may just call toll free at*

**1-877-899-2780**

*Ask the operator to connect you to the Emmaus International office.*



*Caminata a*  
**Emaús**  
El Aposento Alto™

### El Cuarto Día

**La jornada continúa...**

**Edición Revisada**

*By Robert Wood*

**\$5.00**

**Ten or More:**

**\$4.25 each**

Paperback, 72 Pages

ISBN# 0-8358-9894-6

Order# 9894



## EMMAUS MATERIALS

**Call to order: 1-800-972-0433 \*PDF – only thru Emmaus Int'l Office. Call 1-877-899-2780, ext. 7230 or 7189**

ITEM #	ITEMS INDIVIDUALS CAN BUY	PRICE
9894	Day Four (Spanish) <b>El Cuarto Día</b>	\$ 5.00
ITEM #	ITEMS ORDERED BY COMMUNITIES ONLY	PRICE
E12	Emmaus Neck Cross (pk of 10, without chain) / <b>Cruces de Emaús para el cuello con inscripción en Español</b>	\$ 35.00
E9893	Walk to Emmaus Spanish / Blue Worship Book (pk of 10) <b>Guía para la Adoración (libro azul)</b>	\$ 12.00
E9892	Spanish Reunion Cards / Service Sheets (pk of 50) Tarjetas de Servicio / <b>Reunión Grupo</b>	\$ 10.00
*PDF	Emmaus Team Manual / <b>Manual del Equipo</b>	\$ 6.00
*PDF	Emmaus Handbook / <b>Manual de Emaús de El Aposento Alto</b>	\$ 6.00
*PDF	Emmaus Directors' Manual / <b>Manual de los Directores</b>	\$ 6.00
*PDF	Emmaus 3-Day Schedule (pkg of 3 sets) / <b>Horario Tres Días</b>	\$ 6.00
*PDF	Talk Outlines / <b>Bosquejos Plásticas</b>	\$ 6.00
	<b>"In Remembrance" (Video) in Spanish thru Grace Products Inc. 1-800-527-4014</b>	
E14	Emmaus Hand Cross / <b>Cruces de Mano</b>	\$ 12.00
	International Newsletter	N/A

