

**Duties and Responsibilities of
Southern Maryland Emmaus
Board Community Event Coordinator**

- 1. Coordinates Sponsor's Hour**
 - a. Works with Community Lay Director to provide for a person to lead the event
 - b. Verifies with the Community Spiritual Director that a clergy person will be present to administer communion (Community Events Coordinator brings elements and Community Spiritual Director Brings communion ware).
 - c. Recruits volunteer(s) to set-up and clean-up chairs, large cross, table for communion (agape team member will have pilgrim crosses, list of pilgrims, etc.)

- 2. Coordinates Candlelight**
 - a. Verifies with the Community Music Director that music is coordinated
 - b. Verifies with the Community Spiritual Director that a clergy person will be present to administer communion (& brings elements/communion ware).
 - c. Works with community volunteers (recruited by Agape Coordinator) to set up and clean up Worship space (chairs, communion table) and Candlelight path (luminaries, candles in holders)
 - d. Makes any necessary announcements before Pilgrims arrive
 - e. In the absence of the Community Treasurer, takes offering and forwards money collected to the Treasurer.

- 3. Coordinates Closing**
 - a. Verifies with the Community Music Director that music is coordinated
 - b. Verifies with the Community Spiritual Director that a clergy person will be present to administer communion (& brings elements/communion ware).
 - c. Recruits community volunteers (recruited by Agape Coordinator) to set up and clean up Worship space (chairs, tissues, bottled water, communion table) (**After**

closing is finished - entire community should help with chairs – this needs to be announced!)

4. Coordinator Monthly Gathering

- a. Responsible for obtaining Fourth Day Speaker for monthly gathering
- b. Confirm with Community SD that clergy is available to serve Communion and that Communion elements are read
- c. Verifies with CLD that a MC is available to lead gathering
- d. Coordinate setup of room for gathering: chairs, podium, and space for musicians, etc.
- e. Set up table for refreshments or pot luck
- f. Make coffee, set up tea and beverage area
- g. Work with Child Care Coordinator to assure that child care providers are available
- h. Provides Emmaus information for display and purchase (books, applications, volunteer signup sheets, etc)
- i. Encourage Community members to sign up for future Fourth Day Talks
- j. In absence of Treasurer, pays child care providers out of offering per Board policy
- k. Ensures that Gathering site is cleaned up after the Gathering.
- l. Advertises gathering dates through Newsletter and all community events
- m. Reports local Gathering statistics and needs to Board as needed

5. Recruits and supports Community Childcare Coordinator

- a. Secures a Coordinator to recruit childcare for 4th Day Seminars, Candlelight and Closing (no childcare for Sponsor's Hour)
- b. Recruits youth volunteer(s) to assist adults
- c. Maintains an active list of approved childcare providers and assistants from Southern Maryland Emmaus community as well as from local churches

- d. Ensures that both adults and youth meet requirements and guidelines from the Southern Maryland Emmaus Policy for the Protection of Children
 - e. Provides a current position description to Coordinator
- 6. Coordinates/oversees 4th Day Seminar**
- a. Oversees process of recruiting volunteers active in our community to speak on various aspects of Emmaus at the Fourth Day Seminars
 - b. Coordinates/Recruits volunteers to set-up & clean-up worship space and potluck
 - c. Assists with planning the mini-Gathering following the Fourth Day Seminar
 - d. Educates the community about Sponsorship (see separate Position Description)
 - e. Encourages the community to form Reunion Groups (see separate Position Description)
- 7. Attends Board meetings and supports all Community events**

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