

Duties and Responsibilities for Southern Maryland Emmaus PPOCs (non-Board Position)

Prayer Points of Contact (PPOCs) are person(s) responsible for forwarding not only prayer concerns, but also any other Southern Maryland Emmaus email correspondence to their Southern Maryland Emmaus (SME) email distribution lists.

If the communications POC receives an email from a community member requesting a church function/fundraiser be distributed to the Emmaus community, if in question, communications chair will ask direction from the Community Lay Director before forwarding to the PPOCs. PPOCs should use their own discretion on whether to forward to their local congregations or not.

PPOCs maintain the SME email distribution list of all Emmaus persons from their local church and any other SME Community members they are aware of who do not have a PPOC at their local church.

PPOCs add new SME pilgrims from their church to their distribution list after each walk. Ideally, the pilgrim or the sponsor will notify you after the walk. However, you should always follow-up after a walk by checking the pilgrim list posted online on the SME website.

In case the PPOC is on vacation or becomes ill and cannot fulfill his/her duties, it is highly recommended that there be a backup PPOC at each church. The backup PPOC will ensure the flow of information continues, when the primary PPOC is unable to perform these duties.

The backup PPOC receives and maintains a copy of the Emmaus distribution list from the primary PPOC. The primary PPOC notifies the backup PPOC of any changes to the distribution list.

The backup PPOC must contact the SME Board Communications Chairperson (listed on the website and in the newsletter) whenever he/she is performing the duties for the primary PPOC. The backup PPOC will be added to the PPOC distribution list to receive all Emmaus email for distribution until further notified.

If a PPOC changes his/her email address, notification **MUST** be sent to communications@somdemmaus.org or call the Communications Chairperson (listed on the website and in the newsletter). Be sure to state when the new email address will go into effect.

If a PPOC no longer can fulfill his/her obligations, find a replacement PPOC and notify communications@somdemmaus.org or call the Southern Maryland Emmaus Board Communications Chairperson (listed on the website and in the newsletter).

The communications email account receives a lot of SPAM. Whenever you send an email to this account, be sure to include a subject line (e.g., PPOC Change or PPOC Replacement).

Approved June 2008

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