

## **Duties and Responsibilities of Southern Maryland Emmaus Board Team Selection Committee Chair**

- Collects applications from registrar as they are submitted for a year
- Coordinates Committee meeting dates, times, and locations with LD's and CSD
- Conducts meetings as necessary to review applications and mark cover sheet with team and talk experience and other information to form a bank of applications\
- Incomplete applications are identified, and calls made to team applicant and/or pastor for missing information or signature. If a team application is received without a pastor's signature, the team selection committee will follow up with the applicant to determine the reason. The Board then makes the final decision based on the recommendation of the selection committee.
- Informs WLD of need to bring names to the next Board meeting for approval
- Before each Walk, In conjunction with the WSD, WLD, and other committee members, with much prayer, in accordance with the Emmaus Handbook:
  - Selects team 5(five) months before Walks (men's first, then women's, allow 1 hour for each).
    - Ensures qualification requirements are met (1/3,1/3, 1/3 rule in handbook, as well as active in local church, active in Emmaus, member or a Reunion Group, in good health per Board operating policies) or are consciously waived.
    - Ensures even mix of churches are represented on the cadre and team
  - Weekend Spiritual Director brings names of potential Assistant Weekend Spiritual Directors to the Team Selection Committee meeting. Names that are selected are then brought to the Board for approval with rest of team members.
  - Selects and provides names of selected team members for WLD/WSD to contact
    - Positions are assigned with backups if possible.
    - Ensures even mix of churches, within the limitations of those applying.
  - If sufficient team members are not available, coordinates the collection of additional names for consideration.
  - If sufficient team members remain unavailable, Chair will notify Board Chairman/Community LD of shortfall for consideration of working with reduced numbers, postponement/cancellation or a resolicitation of volunteers.
  - Assist WLDs in making decisions about talk assignments
- Ensures the Weekend Lay Directors have materials necessary for organizing the weekend:
  - Lay Director's Manual
  - ALD's Checklists & Binders
  - Updated Talk Outlines

- A sample “welcome to the team letter” with meeting dates
- Other team meeting notes
- Binders with Team materials, *Sustaining the Spirit*, and Talk Outlines for all Team members
- Community SD, in conjunction with Assistant Community SD, is responsible for identifying and contacting clergy for teams in advance in order to provide names of clergy available for weekends for consideration at the initial team selection meetings.
- Provides Board Communications Chair with a list of Team members with assignments and Talks
- Collects all binders after each Walk to conduct inventory of materials and prepare binders for next Walk
- Ensures that the Team Supply Box with Bible, candle, hand cross, stool, bell is in the hands of the WLDs before team preparation meetings begin.
  - At closing of each Walk, chair goes to the Conference Room to get the Team Supply box to prevent its being packed with other items in the trailer. (Mark box: **RETURN TO TEAM SELECTION.**)

Maintains hard copy of all applications received for one calendar year. Team applications will be used for team selection for one calendar year.

Scan applications that are over one year old, save to disc, and shred hard copies.

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Approved: November 15, 2008