

Community Lay Director (CLD)

The CLD is the chairperson of the Community Board and is elected annually by the Board. The role of the CLD is to oversee the running and activities of the Emmaus community, with support and help from the CSD and the Board members.

Responsibilities include, but are not limited to the following:

- Participate in the activities of the Community Board of Directors as an office bearer.
- Write the EMSA exam prior to taking up the position of CLD, ie in an elect year. Should the member fail the exam then it must be re-written no later than the February of the first year that the member is the CLD.
- Coordinate, manage and be responsible for the activities of the Community Board.
- Arrange for and chair regular Community Board meetings to monitor ongoing activities and plan and appoint Lay Directors for future Walks/Flights. The Community Board must meet at least 8 times a year.
- Ensure that the Covenant with the Upper Room is fully understood by each Board member, is signed indicating acceptance, and submitted to the EMSA Secretary by mid-March annually.
- Should the Covenant not be submitted by mid-March, EMSA will have no choice but to withhold supplies and permission for Walks, Flights or Encounters to go ahead until such time as the Covenant is received.
- Review the Community Health Check together with the Board. Compare this to previous returns and strategise as a Board how best to address the gaps and formalize a realistic, time bound action plan.
- Develop an Outreach plan together with the Board and submit this to the EMSA LD and CSD before the end of March each year.
- Supply the EMSA Secretary with all documents as requested from time to time and in the correct format / templates as provided for by the deadline dates provided.
- Ensure that the Officers of the Board are affirmed at the first meeting of the year by means of written ballot.
- Attend the annual EMSA Indaba and AGM.
- Send quarterly reports to the EMSA LD and submit a report to the EMSA Secretary for the AGM.
- Ensure that training is conducted by the Trainer for Board members at the beginning of the year.
- Ensure that the necessary training and outreach takes place and is effective.
- Compile a calendar for the Board for the ensuing year, table this at the Board meeting and ensure that it is finalised by and submitted to the EMSA Secretary by the end of September.
- Is a member of the Team Selection Committee (TSC) as detailed in Chapter 4 of the URH and in consultation with the TSC and the Community Board, appoint the Walk, Flight or Encounter leadership who must be active members of a Church as per the EMSA Constitution.
- Advise EMSA Board Walks, Flights and Encounter dates and the leadership for these.

- Ensure that the Emmaus programs comply with the Upper Room Handbook, Constitution and By-Laws. These include a minimum number of 20 pilgrims or 12 caterpillars per Walk or Flight and that Community Board members do not serve in the conference room with the exception of the Board Representative who is a current or former Board member.
- If minimum numbers of pilgrims / caterpillars required for a Walk, Flight or Encounter have not been achieved two weeks prior to an event, ensure that the event is cancelled.
- Ensure that all deposits are paid to the Walk, Flight or Encounter venue by the treasurer per their terms and conditions.
- When unusual problems arise within a community or over a Weekend which threatens the integrity of the Emmaus programs, the CLD and CSD are mandated to act on behalf of the Board to resolve such issues in Christian love.
- Refer all uncertainties regarding a Walk, Flight or Encounter to EMSA for resolution.
- Be available to help serve Holy Communion at Closing and at Gatherings.
- Represent the Community Board by introducing the community and welcoming the new members (pilgrims) at Closing and at Gatherings.
- Ensure that the Community hosts Fourth Day events and that Reunion Groups receive attention to ensure the growth of the ministry
- Monitor the preparation for the next set of Walks, Flights or Encounters.
- Ensure that minutes of the monthly Board meeting are submitted to the EMSA LD and secretary.
- Identify suitable candidate(s) as the CLD-elect, ensuring that they have previously served as a Walk LD. Table these nominations to the Board for a written vote on the most appropriate candidate. Should the nominations be accepted, it must be impressed upon the member that he/she must write the EMSA exam before taking up the portfolio.
- Support the CSD in fulfilling their tasks.
- Ensure that prospective Board members have been fully briefed regarding their portfolios before election to the Community Board and ensure that a full hand over process is completed prior to taking up office.
- Ensure that equal focus is given to all Emmaus programs presented in the community.
- Assess their general well-being as well as that of their Boards and the community as a whole.
- In consultation with the CSD provide pastoral oversight to the Board and community members.
- Ensure that the annual Board nomination and election process complies with the Upper Room Handbook and that candidates have the necessary experience before being accepted as nominees and that they undertake to write the EMSA exam.
- EMSA makes provision for public liability insurance on behalf of all South African communities. As such the only insurance required at a community level would be that of all risks cover for supplies and stock.
- Any incident(s) occurring on a Walk or Flight that could be subject to a public liability claim, must be reported without any delay and immediately after the 72-hour program (or in the case of Face to Face, within a day or two of the incident) to the EMSA Treasurer with as much detail as is

immediately available, who will advise the Insurer in writing. Additional details relating to the incident(s) can follow in due course. NOBODY may accept responsibility for any incident or make promises of payment as this could jeopardise the public liability policy and/or claim.

- Ensure that no information concerning Emmaus programs' events such as Sponsor's Hour, Candlelight or Closing is placed on social media and that cellphones and cameras are not permitted to be used on Walks, Flights or Encounters.

Additional requirements for the position:

- PC with internet access as well as printing and scanning facilities
- A good working knowledge of communicating via E-mail and Microsoft Word
- Skills/Experience
 - o Must have passed the Board examination
 - o Good interpersonal skills
 - o Managerial expertise
 - o Conflict resolution abilities