

Community Training Coordinator (CTC)

The role of the CTC is to assist the community board as the primary support service for training to facilitate meeting the needs of the Walk, Flight or Encounter and contribute towards excellence in team preparation, team performance and community health. The CTC is nominated by the Community Board and the proposal is ratified by the EMSA Board. The CTC works closely with the CLD, Community Board, as well as the EMSA National Trainer.

Responsibilities include, but are not limited to the following:

- Write the EMSA exam prior to taking up the position of CTC. 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 CTC.
- Be fully conversant with all the Upper Room training manuals.
- Timeously submit the required training reports to the EMSA National Trainer.
- Train the Leadership for all the Walks/Flights/Encounters and ensure that they understand the relevant roles and responsibilities and where to obtain the required resources.
- Ensure the Board Representative understands the role of the Board Member and the position on the Walk, Flight or Encounter. Further ensure that the Board Rep completes the provided report during the Walk, Flight or Encounter and submits it to the CLD, EMSA National Trainer and EMSA LD, immediately after the Walk, Flight or Encounter.
- Before training commences, arrange Board members to assist with training of the various portfolios on the training days and provide relevant material to these trainers in advance. In conjunction with the CLD, prepare the training schedule for the different training days before the Weekends or the four Encounter Days.
- Ensure that the team formation / training days are conducted and completed in line with the schedule as supplied by the EMSA National Trainer.
- Present the “How to give a Talk” training at the first Orientation team meeting or arrange for an experienced Board member to do so.
- Present Talk Previewing Guidelines.
- Monitor the quality of training and ensure that all the following material is covered:
 - All Support Team portfolios and functions are fully explained;
 - Entertainment is previewed. There is no entertainment on Face to Face Encounters.
 - Table Leaders’ training on Role and Responsibility of the Table and Assistant Table Leader is done. There are no Assistant Table Leaders on Face to Face.
 - Practical Table Leader Training using role play, training material and table dynamics presented.
 - What it means to Serve on Team plus Canon of Emmaus. A specific Canon is provided for Face to Face.
 - Spirit of Emmaus.
 - 3 Day Overview.
 - All 15 Talks are previewed for the Emmaus Walk and Chrysalis Flight and all 14 Talks are previewed for the Face to Face Encounters.
 - Guidelines are followed for the TL and ATL who will present the ‘example testimony’ to the pilgrims / caterpillars at Closing.

- Prepare and update Training Manuals for all the various portfolios on team, both Clergy and Laity, with all the necessary instructions and information;
- Training manuals to be properly named for each Walk, Flight or Encounter, ie. the name of the team member and the assigned portfolio.
- Ensure that all training manuals are returned directly after the Walk/Flight. Enlist the Board Representative's assistance.
- Host a meeting to review the Walk, Flight or Encounter and address any areas that require attention.
- At Community Board level, the CTC will ensure that:
 - Each Community Board member is fully equipped to fulfill the tasks as prescribed for the allocated portfolio and sub-committee per the URH;
 - The Leadership Development Modules are presented in the 3 Year Cycle as per U/R directive.
 - Correct procedures are followed for new nominations and terms of office.
 - They are present at post-Walk report back meetings of the Community Board to compile a report of "lessons learnt".
 - In addition to being present at Team Formation or Walk, Flight or Encounter training days, the CTC is also expected to be an active member of their community by attending Fourth Day events and being part of a Reunion Group.
 - The CTC is expected to present Community Training at Gatherings/ Hoots, etc. to inform, and inspire and ensure Community health.
 - Identify suitable candidate(s) for nomination for the CTC portfolio. Table these nominations to the Board and if accepted add them to the AGM ballot. It must be impressed upon the member that he/she must write the EMSA exam before taking up the portfolio.

Additional Requirements for the position:

- Demonstrate a spirit of cooperation and charity serving with humility and grace while upholding the Ethos of Emmaus with a "servant-heart".
- PC with internet access as well as printing and scanning facilities.
- A good working knowledge of communicating via e-mail and Microsoft Word and Excel.