

Community Registrar (CReg)

The role of the Registrar is to represent the Community to the sponsors, pilgrims/caterpillars who submit applications for the Emmaus programs. The Registrar corresponds with the potential pilgrims/caterpillars and their sponsors before the Walk, Flight or Encounter. The Registrar is the first point of contact at the Walk, Flight or Encounter.

Responsibilities include, but are not limited to the following:

- Order and arrange payment of the name tags through the CTres and with EMSA Supplies and ensure that there is a receipt book and any needed supplies for registration.
- Provide the CLD with a list of pilgrim/caterpillar names for the commissioning service (if the community hosts one ie a Gathering prior to the Walk at which time the team and pilgrims are prayed for by name) and for Sponsor's Hour.
- Receive and record the Walk, Flight or Encounter sponsorship form and ensure that the it is signed by a Clergy member.
- Ensure that sponsorship forms are available for distribution at Gatherings and Fourth Day events.
- Register all pilgrims/caterpillars on a database, stating name, surname, contact details, gender, denomination, age, marital status, special/medical needs, demographics, payment of fees and date received.
- Receive advance payment of fees, issue receipts and ensure that this is deposited as soon as possible or handed to the CTres for prompt banking.
- Keep the CLD and CTres updated on the number of pilgrims/caterpillars registered for the Walk/Flight in order for the correct deposits to be paid to the hosting venue.
- Present a report detailing the pilgrims/caterpillars that have applied for a Walk, Flight or Encounter and previous applicants on the waiting list to the CLD and IT coordinator for the database.
- Once selected, send out the sponsor and pilgrim/caterpillar letters, stating a deadline for fees to be paid as well as the deadline for return of the acceptance letter.
- Send letters to those who were not successful in being selected to inform them that they will be placed on a waiting list for the next Walk, Flight or Encounter.
- Prepare the pilgrim/caterpillar lists prior to the Walk, Flight or Encounter and distribute it to the relevant people. Keep them updated with any changes.
- Inform the STC and KC of any dietary, medical and/or sleeping requirements.
- Do the conference room table allocations (team and pilgrim/caterpillar) taking into account denomination, age and demographics with no family or church members seated together and pilgrims/caterpillars with medical needs/disabilities being seated at a table in the front of the conference room (or closest to the bathroom if required).
- Table assignments are to be given to the LD for the last team formation for TLs and ATLs to check in the event of any clashes.
- Print the names of pilgrims/caterpillars and team prayer partners and hand these to the walk LD for the last team formation.
- Reconcile payments with the CTres or Walk, Flight or Encounter treasurer on a regular basis.
- Submit a list of all pilgrims/caterpillars, reflecting the amounts that have been paid to the Walk, Flight or Encounter treasurer (where applicable) and the CTres.

- Prepare an A3 pilgrim information list for review of accuracy by the pilgrim/caterpillar at Walk, Flight or Encounter registration. Do not include demographics on this list. Any corrections made to the list must be attended to immediately and the list must then be supplied to the Fourth Day Walk coordinator for inclusion in the Fourth Day packs. Provide a copy of the list by table to the CSD for Sponsor's Hour.
- Provide the IT Coordinator with the full contact details of all pilgrims/caterpillars to ensure that the database is managed optimally.