

Team / Pilgrim Selection & Leadership Development -Job Description SVEC 2020

The Selection & Leadership Development Committee Chair is a member of the Board of Directors. In addition to general Board participation for Emmaus policy, this individual leads a **committee** that tracks Emmaus leadership experiences and identifies individuals ready to advance into new roles.

The Emmaus Ministries Community Manual addresses Leadership and Leadership Qualifications on pages 45- 70.

The team selection committee provides the continuity in the selection process from Walk to Walk, whereas a single Lay Director only has in mind the goal of forming one team for one event. Over time a committee can strive to involve as many willing and able members of the community as possible, for their good and for the health of the Emmaus community. This committee should be intentional about developing new Emmaus leaders by encouraging people to move through progressive team positions and servant roles over the course of several Walks.

The team selection committee can make sure the selection process is guided by team selection guidelines which are designed for both the building of the team and the building of the community into a body of mature, Christian leaders for the church.

A. Walk Weekend Leadership

The primary leadership for a Walk consists of the Lay Director, the Lead Spiritual Director, and a supportive Board Representative.

1. Choosing Lay Directors for Walks

- a. Compile a list of potential Lay Directors from past Assistant Lay Directors. It is not recommended but should there be no satisfactory candidate a former Lay Director may be considered.
- b. Encourage any person interested in the Lay Director position to attend a leadership training event.
- c. Qualifications for being a Lay Director
 - Must have been an ALD at least 2-3 times
 - Must have been a table leader (2 min) and assistant table leader
 - Must have given at least two different talks
 - Active member in a church * Chart p. 49 EMCManual
- d. As people are identified as potential lay directors, make sure they have met all the qualifications, and if not, strive to make sure they are on teams with the proper assignment they need to fill the requirements.
- e. Lay Director Candidates are presented to the Emmaus Board for a prioritized short list which the Community Lay Director uses to extend the call. This is done 12 months prior to the anticipated Walk.

2. Choosing a Board Representative

- a. Compile and update a list of potential Board Reps:
 - Current Board Members
 - Past Board Members
 - Former SVEC Lay Directors
- b. Using this list, the Board will invite a Board Rep for a specific Walk date.
- c. The Board Rep has a manual (& job description) outlining the organization of the Upper Room Walk to Emmaus, the Walk Weekend, Team Training, and additional supportive responsibilities. (Team appreciation & brief orientation, Team fees deposits, etc.) This should be in hand at time of their selection and studied thoroughly.
- d. The Board Rep is not a micro manager. Their primary function is to be supportive of the team leadership, and an observer and interpreter for continuity of SVEC Walks.

3. Choosing a Team Spiritual Director

- a. The Community Spiritual Director will keep records of all pastors/potential team spiritual directors who have attended an Emmaus Walk (as a pilgrim or member of the Spiritual Team) or Cursillo and other 3 Day Weekends. This list will be updated periodically to reflect the most recent walks and training.
- b. Selection: Once the Team Lay Director has accepted the position, he/she will submit a request for Weekend Spiritual Director selected from the Community Spiritual Director list. The Community Spiritual Director will contact the clergy, seeking a Weekend Spiritual Director. ***The CSD may designate the Walk Lay Director the responsibility/opportunity of extending the call of the approved candidate.***
Once the Weekend Spiritual Director has been selected and accepted, *he/she will be responsible for selecting the remaining four spiritual leaders*, also selected from the approved community list.
- c. Qualifications for being a team Spiritual Director:
 - Must have attended an Emmaus Walk as a pilgrim or attended a Cursillo
 - Must have served on the Spiritual Team of two Emmaus Walks or one Emmaus Walk and one Cursillo/Chrysalis, etc.
 - Should have already served as a Spiritual Director for a walk in Shenandoah Valley Emmaus.
 - Must meet all qualifications as found on pages 49-52 of *The Emmaus Ministries Community Manual*

Team Formation

1. Four Assistant Lay Directors and Four Assistant Spiritual Directors shall be selected for each Emmaus Walk. The purpose is to train these persons for leadership of future Walks. *They should be present for the entire weekend.*
2. All team members are required to pay the full registration fee of the Walk to participate. All monies from team members should be collected by the last team meeting. There is a scholarship fund that may cover ½ once every 2 years for needy team members.
5. Team should consist of:
 - (1) Lay Director;
 - (1) Lead Spiritual Director;
 - (4) Assistant Lay Directors (may include the upcoming

- unannounced* Lay Directors);
- (4) Assistant Spiritual Directors (to be selected by the appointed Spiritual Director);
- (6) Table Leaders; (6) Assistant Table Leaders;
- (1) Music Director; (1) Assistant Music Director
- (2) Prayer Chapel; (3) Weekend Coordinators (maximum)
- (1) Board Representative: to be selected and approved by the SVEC Board.

1/3 of the team should be very experienced
1/3 of the team should have some experience (1-2 weekends)
1/3 of the team should be new or very little experience

6. All team members will be the same gender as the walk with the exceptions only to: Spiritual Directors, Weekend Coordinators, Prayer Chapel.

7. The purpose of an established progression of responsibilities for Emmaus community members is twofold: leadership training and spiritual development. A person's readiness to carry out his or her particular assignment effectively often depends on and is enhanced by prior experience in another position. The progression should ideally begin with support roles (i.e. ancillary roles such as weekend coordinator or Prayer Chapel and will be assigned with one experienced team) and then moves into the conference room. Progressive team assignments train persons in the posture and practice of humble servant-hood and the heart of true Christian leadership.

It should be noted that there is a blessing experienced when serving on a team and some individuals would prefer to lock into a lesser responsibility and remain participants of various teams indefinitely. This is contrary to the goals of Emmaus for training and developing leaders. After a person has served as a Table Leader or Assistant Lay Director 3 or 4 times, they should be seriously urged to accept the next higher leadership role. If they are not interested in doing so, the priority for placing them on a team should be significantly reduced, opening team slots for others to grow into.

8. Team selection should also try to have a diverse team from different locations geographically in our community. There should also be a variety of ages on the team.

9. Table leader assignments are made by the Lay Director and should be made with care and given to persons who have been on a team before, preferably as an Assistant Table Leader or to persons with proven ability to lead a group. Previous lay directors chosen to team, shall be given the position of assistant table leader and not table leader, unless they are positioned as ancillary staff: prayer chapel, weekend coordinator or music director.

B. Community Leadership

Sustaining the community and growing individual leadership skills outside the Talk Room is equally important

1. Connect experienced and or passionate people to Board related opportunities to serve. Look back to those involved in earlier Walks and community life as well to reactivate them.
2. Board members focusing on Walk Events, Gatherings, Communications, etc.

will also strive to connect members to various leadership roles

3. The entire Board is responsible for developing new Board Leadership but the Leadership and Team / Pilgrim Selection Committee and Chair are advocates and helpful sources for identifying candidates.

C. Team Selection Committee

1. Membership: Chair person member of the SVEC Board. Chair recruits others to serve on committee:
 - Most recent Lay Directors from last 4 Walks
 - 2 at large Community members with depth of experience
 - Community Spiritual Director or their designated Com Asst. Spiritual Dir.
2. Meet at least twice a year.
 - meet with upcoming Lay Director's approximately 2 weeks following the last set of Walks.
 - present and assist Lay Director's with list of appropriate candidates for the teams they will be forming
 - remind Lay Directors of the 1/3 rule and the other credentials for team members that are outlined in the manual they received once excepting their call, usually 6 months earlier.
 - assist Lay Directors in understanding their lists and how to use them for contacting prospects.
 - provide team lap top, projector, worship box, hand cross, manuals and organization box by time of Team Selection meeting. Equipment and supplies should be reviewed and updated between teams. (Technology Resource person will service the lap top and projector.)
3. Follow up with Lay Directors as they work through their contact lists forming their teams. They may need encouragement, interpretation, even some additional prospects.
4. The Community Spiritual Director is responsible for identifying and recruiting clergy to be Spiritual Directors
5. The Committee may want to meet at an additional time to refine the team prospects list before presenting the with the Lay Directors. The need for this should be reduced with an effective maintained database.

D. Walk Teams Wrap Up

1. Communicate with the Lay Directors following their Walks with a thank you and congratulations
2. Receive their equipment and supplies and prepare them for readiness for the next walks. (Technology equipment serviced first by community tech.)
3. Printed materials for subsequent Walks are prepared during the current Walk and are ready for pick-up Saturday or Sunday in the Agape Room.