

# SVEC Registrar Duties

Specific to Upper Room SVEC 2019

The Registrar serves as a member of the Board and has the same role to play as other Board Members in managing policies and the general health of the community.

Additionally the Registrar has the very technical job of processing applications and maintaining good avenues of communication with potential pilgrims, sponsors, Lay Directors and the Board.

As the first likely contact with a pilgrim, (other than their sponsor) it is very important to phrase communications with words of Grace, acceptance and encouragement. A pilgrim's first impression may very well flavor their entire Emmaus experience, preparing them in positive or negative ways.

Applications may arrive any time of year. As quickly as possible, communicate receipt of their application and acknowledgment of their desire to participate in an encouraging way.

*Presently, there is a bottleneck in our paper copy registration system. Applications may not get to the registrar without significant delay. They are handled by the Sponsor and then our community contact person before they ever get to the registrar. That is usually a week or more minimum. (It is tough to compete with business as usual in an Amazon.com world with immediate response.)*

## **Things to Do Prior to Walk:**

### Pilgrims

1. Register pilgrims in the SVEC Online Registration (Review application – specifically note: home church of pilgrim, sponsor, any health concerns, dietary issues, etc. if unsure of compatibility of pilgrim consult board) *Paper Applications will need to be keyed into the system on behalf of the applicant.*
  - a. send pilgrim & sponsor email confirmation of completed registration (sponsor & pilgrim) or follow up email requesting missing info
  - b. note payment of credit card or check (full payments received before invite)
2. Invite pilgrim to attend weekend (about 2 months out)
  - a. email sponsor Sponsor Responsibilities link & sample Agape Request letter
  - b. send pilgrim & sponsor packing list & weekend info once pilgrim confirms
  - c. The minimum number for any walk is 9 – below this number, the walk will be cancelled. The minimum must be attained by the CALENDAR deadline for applications, which is 2 weeks before the Walk. The Board has allowed that an exception could be made as long as the sponsor has all the details worked out and can provide all that is needed immediately.

- d. Always hold a couple spaces available for clergy applicants and spouse applications. During the last 3 weeks before the deadline, you may free up these spaces for any laity applications 'in line' for those slots. Always try to get husband/wife applicants on consecutive walks.
  - e. Once a pilgrim has declined either 3 invitations or 3 years have elapsed from the receipt of the application, the application gets purged. The pilgrim and their sponsor should be notified in a friendly letter that this is the policy. You may consider extenuating circumstances. If the pilgrim wishes at a later date to participate, they must complete another application and pay the registration fee again. Also, contact the sponsor to let them know that the pilgrim application is purged.
3. Prepare Name Badges
  4. Prepare Bed Tags
  5. Print Weekend Roster for Check-in
    - a. arrive around 2:30 on Thursday to give bed tags to ALDs (Take the badge maker and extra bed tags just in case)
    - b. print Photo to Print and give to ALDs for Friday am picture
    - c. set up registration table with name tags and roster
  6. Print labels and all names (men's team & pilgrims, women's team & pilgrims) for Agape Room
  7. Print pilgrim names for Sponsor's Hour and Candlelight -the Event Coordinator will let you know who is handling these jobs. If unsure – send a couple copies of the pilgrim list to the Chapel and put behind the screen
  8. place in Chapel

### Team

1. Share with Lay Directors SVEC Online Registration (all team members must "check-in" before teaming)
  - a. Lay Director will update team positions & table/cabin assignments
2. Note payment of credit card or check
3. Help follow up on incomplete payments and team check in
4. Prepare Name Badges for those who need one
5. On Thursday have all team members check the roster for corrections

### **On Thursday:**

1. Around 5:00 p.m.:
  - a. Welcome pilgrims, give name tag (reminding to wear all weekend), have them check the roster for corrections, direct them to their assigned cabin
  - b. (all money should be collected before walk)
  - c. When the last pilgrim has arrived, notify the weekend LD promptly. If a pilgrim hasn't shown, make a call to the sponsor listed on the applications.....if you know

that one is running late – let the Community LD and weekend LD make the call about getting started.

2. Print off corrected roster for the Agape Room 4th Day Packets

**On Friday:**

1. Receive Photo to Print pic by text and update Photo to Print page in SVEC Online Registration
2. Print Photo to Print page for the Agape Room 4th Day Packets

**Upon Completion of Weekend:**

1. Transfer team & pilgrim data from SVEC Online Registration to SVEC Database