

Golden Spread Emmaus  
Board of Directors Meeting  
July 21, 2011  
God of Wonders Church

**Members Present:** Jeff Beasley, Carolyn Hurt, Kim Barlow, Earl Burkholder, Kenna Borum, Jim Crossman, David Dzik, Theo McGee, Marvin Mode, Roger Radney, Sandy Rayburn, Lila Vars

**Absent:** David Hudson, Jim Wilhite, Paula O'Neal, Mitch Woodard.

**Meeting called to order:** Jeff Beasley

**Opening Prayer:** Jim Crossman

**Treasurer Report:** Attached Financial Report as of June 30, 2011 provided by David Dzik. Profit and Loss Statement also presented by David for January through June 2011. David also reported that he met with Tom Garland to pass along the treasurer information for the new financial person with Chrysalis. Sandy Rayburn also announced she completed a Financial Review of the Emmaus Financial Records and everything was in order. She will prepare a document stating such for these minutes. Motion to accept Treasurer's Report by Lila Vars, second by Kim Barlow.

**Minutes:** The minutes from June 2, 2011 were previously distributed on email with no suggested corrections. Motion to accept by Theo McGee, second by Kim Barlow.

**Walk #222 Report:** Roger Radney IBR reported last team meeting will be July 30<sup>th</sup>.

**Walk # 223 Report:** Lila Vars IBR reported Saturday July 23<sup>rd</sup> will be the second team meeting. Lila reported a possibility of Paula O'Neal not being at the meeting Saturday due to the severity of illness of her friend in Houston. Paula and Randy will be traveling to Houston Friday morning.

**Walk # 224 Report:** Jeff Beasley IBR reported first team meeting is July 30<sup>th</sup> and Team training will be conducted at that time.

**Walk #225 Report:** Kenna Borum IBR reported the first team meeting will be September 17<sup>th</sup>. This will be the first team with the new Team Selection Committee structure. At the present time, there is no one signed up to be the Behind the Scenes Coordinator for this walk. Beth Haney approached Sharon Alexander for this role, but Sharon indicated she has not done this in awhile and is not comfortable being the

coordinator. Jeff extended the option for Sharon to participate in the BST on any of the next 3 walks. Jeff will contact Beth Haney regarding this. It was also suggested that we start collecting BST Coordinator names.

**Team Manuals:** Jeff reported he and Roger did an inventory this past Sunday of the Lay Director boxes. Jeff presented discussion on recycling the Team Manuals. Following much discussion, it was suggested that the IBR for each walk present the option of utilizing same Team Manuals if a team member has a previous Team Manual. Jeff also indicated he found a copy of the Fourth Day booklet that is given to each pilgrim that was signed by the entire team of a previous walk. Everyone thought this was a good idea to be coordinated by the IBR at each walk ensuring to only sign enough copies for the pilgrims who complete the walk.

**Banner Updates:** Jeff indicated the outside banner should be finished by Friday. Lila indicated her group is working to finalize the new inside banners. They have 3 banners turned in. Penny Plunk and Karen Babitzke will be meeting next week to put the finishing touches on the hangers.

**Team Selection Committee:** Kenna reported the first meeting with the new Team Selection members and structure was held on June 30<sup>th</sup>. It was a long meeting going over the process for team selection with new members. Another meeting was held on July 7<sup>th</sup> to finish the process. Kenna also announced that John Alexander has agreed to be on the Team Selection Committee. She is still waiting on another male commitment. Kenna indicated she has been approached by several people wanting to work a walk, but they do not seem to have the opportunity to be on a team. It was suggested that anyone wanting to work a walk fill out the Yes sheet, or volunteer to be on the Behind the Scenes Team. Any name can also be presented to the Team Selection Committee for consideration. The next Team Selection Committee is tentatively set for September 8<sup>th</sup>.

**Nominating Committee:** Lila reported that since Arnold Stork resigned from the Emmaus Board of Directors and was her co-chair for this committee, that Paula O'Neal has agreed to be the new co-chair. The committee is still soliciting names for the Board of Director slots. So far the names on the ballot are Brian Thomas, Walt Marlett, Sharon Alexander, Lynn Radney and Denise Farris. The members of the Nominating Committee are Debbie Barrick, Eddie Boydston, Kevin Deckard, and Donnie Allred. Anyone wishing to nominate someone for the Board can suggest names to anyone on the Nominating Committee. Their next meeting is August 8<sup>th</sup>.

**2012 Leadership Development Training:** Jeff indicated Carleen Alderman, South Central Regional Leader has agreed to do another Leadership Development Training class next year. Carleen recommended March 31<sup>st</sup>, however that is the weekend following Walk # 226. The board recommended tentative dates of February 18<sup>th</sup> or February 25<sup>th</sup>. We have no walks during February next year so this would be a great time to hold the training.

**Fourth Day Follow Up Meeting Policy and Procedure:** Theo presented her Fourth Day Follow Up Meeting P&P. She stressed the need to have more events within the Emmaus Community other than the community meeting following each walk. She suggested picnics in Thompson Park, Palo Duro Canyon, Medi Park, etc. encouraging participation of not only pilgrims but their families. Door Prizes, booths, games, food would all be a part of the activities. We could also have information on Reunion Groups at these events. Also discussed was the need to have Sponsor's training on a quarterly basis and this could also be done at one of the community events. Everyone agreed we need to focus on being a Fourth Day driven community rather than a walk driven community and these events could certainly assist in focusing on 4<sup>th</sup> days. Motion made to approve Policy and Procedure for Fourth Day Follow Up Meeting.

**Reunion Groups/Accountability Groups Policy and Procedure:** Marvin presented his policy on Reunion/Accountability Groups. He also discussed the opportunity to promote the Reunion groups at the community events. Motion made to approve Policy and Procedure for Reunion Groups/Accountability Groups Policy and Procedure.

**Community Gatherings:** Carolyn presented her policy on Community Gatherings along with the schedule of past and present community sites. She discussed the need to advertise this on the web site or in the newsletter – offering churches the opportunity to host a Community Gathering. Motion made to approve the Community Gatherings Policy and Procedure.

**Candlelight:** Kim presented his checklist for the Candlelight Ceremony. Several suggestions were made to add to this list – one important suggestion of respecting time following communion at the Candlelight ceremony as a special time rather than laughing and visiting. This will be added to the checklist for the clergy to mention. Motion made to approve the Candlelight Ceremony Check List.

Roger announced a Team Training session will be held on Thursday, August 4<sup>th</sup> to finalize all the documents the team will be presenting at future training sessions.

Marvin suggested a "Fun Night" for the Board of Directors just as a get together for a meal and fellowship – no meeting. He suggested August 23<sup>rd</sup> at this house.

The next Board of Directors Meeting is tentatively scheduled for Thursday August 25<sup>th</sup>. Location to be announced at a later date.

**Closing Prayer:** Earl Burkholder

Golden Spread Emmaus

Balance Sheet

As of June 30, 2011

	<u>Jun 30, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1000 · Cash - ANB	8,286.93
<b>Total Checking/Savings</b>	<u>8,286.93</u>
<b>Other Current Assets</b>	
1200 · Deposits	1,963.00
1400 · Prepaid Insurance	648.98
1450 · Prepaid Supplies	2,385.08
<b>Total Other Current Assets</b>	<u>4,997.06</u>
<b>Total Current Assets</b>	<u>13,283.99</u>
<b>TOTAL ASSETS</b>	<u><b>13,283.99</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2000 · Prepaid - Men	2,950.00
2100 · Prepaid - Women	3,325.00
2150 · Prepaid - Team Fees	723.00
2200 · Reserved - Kairos	435.15
2300 · Reserved - Chrysalis	1,654.73
2400 · Reserved - Missions	4,157.24
2450 · Reserved - Faith City Miss...	1,400.00
2500 · Reserved - Scholarships	2,892.58
2550 · Reserved - Clark Scholars...	1,036.00
<b>Total Other Current Liabilities</b>	<u>18,573.70</u>
<b>Total Current Liabilities</b>	<u>18,573.70</u>
<b>Total Liabilities</b>	18,573.70
<b>Equity</b>	
3900 · Retained Earnings	-7,148.02
Net Income	1,858.31
<b>Total Equity</b>	<u>-5,289.71</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>13,283.99</b></u>

**Golden Spread Emmaus  
Profit & Loss**

January through June 2011

	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	TOTAL
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4000 · Team Fees	4,833.00	0.00	4,375.00	0.00	4,835.00	0.00	14043.00
4100 · Pilgrim Fees	6,125.00	0.00	5,775.00	0.00	5,950.00	0.00	17850.00
4200 · Book Table (Net of Expe...	344.95	0.00	24.24	-401.72	-48.82	0.00	-81.35
<b>Total Income</b>	11302.95	0.00	10174.24	-401.72	10736.18	0.00	31811.65
<b>Expense</b>							
6000 · Room & Board	9,882.00	0.00	9,727.00	0.00	9,565.00	0.00	29174.00
6200 · Copies	278.52	0.00	0.00	0.00	47.78	0.00	326.30
6300 · Supplies	510.65	230.76	422.01	793.76	366.15	685.89	3,009.22
6500 · Upper Room Fees	0.00	350.00	0.00	330.00	0.00	340.00	1,020.00
6800 · Insurance	108.17	108.17	108.17	108.17	108.17	108.17	649.02
<b>Total Expense</b>	10779.34	688.93	10257.18	1,231.93	10087.10	1,134.06	34178.54
<b>Net Ordinary Income</b>	523.61	-688.93	-82.94	-1,633.65	649.08	-1,134.06	-2,366.89
<b>Other Income/Expense</b>							
<b>Other Income</b>							
8000 · Interest Income	1.17	1.09	0.91	1.35	1.44	0.82	6.78
8100 · Candlelight Offering	460.64	0.00	312.40	0.00	312.80	0.00	1,085.84
8200 · Community Offering	168.80	0.00	187.20	0.00	199.20	85.73	640.93
8300 · Mission Donations	400.00	200.00	956.90	100.00	400.00	500.00	2,556.90
8500 · Nametags (Net of Expen...	0.00	0.00	16.00	11.00	0.00	-1.00	26.00
<b>Total Other Income</b>	1,030.61	201.09	1,473.41	112.35	913.44	585.55	4,316.45
<b>Other Expense</b>							
9300 · Postage	64.25	0.00	15.00	12.00	0.00	0.00	91.25
9800 · Returned Checks	-175.00	0.00	0.00	0.00	175.00	0.00	0.00
<b>Total Other Expense</b>	-110.75	0.00	15.00	12.00	175.00	0.00	91.25
<b>Net Other Income</b>	1,141.36	201.09	1,458.41	100.35	738.44	585.55	4,225.20
<b>Net Income</b>	<u>1,664.97</u>	<u>-487.84</u>	<u>1,375.47</u>	<u>-1,533.30</u>	<u>1,387.52</u>	<u>-548.51</u>	<u>1,858.31</u>

# Memo

**Date:** July 21, 2011  
**To:** Golden Spread Emmaus Community Board  
**From:** Sandy Rayburn  
**RE:** Financial Statement Review

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Dear Members of the Golden Spread Emmaus Community Board,

I have reviewed the financial statements, bank reconciliations and general ledger activity for the Golden Spread Emmaus Community for the year ended December 31, 2010 and it appears that all activity has been reported appropriately.

Sincerely,



Sandy Rayburn

## **Golden Spread Emmaus Fourth-Day Follow Up Committee Policy and Procedures**

### **Mission:**

The mission of the Fourth-Day Follow Up Committee is to encourage new pilgrims who recently completed their Walk to Emmaus to support them in their Fourth-Day experience and to orient them into the Emmaus community. The Fourth-Day Follow Up Community also assists the new pilgrims in forming Reunion Groups or introducing them into already established Reunion Groups..

### **Membership:**

The Fourth-Day Follow Up Committee should consist of the Emmaus board member who is responsible for the Fourth-Day Follow Up activities (must be a voting member of the board) and will serve as committee chairperson. The Fourth-Day Follow Up Committee will also consist of the Reunion Group Chairperson and other community members as needed.

### **Guidelines:**

1. The Fourth-Day Follow Up meeting will be held on the Thursday evening after each walk in conjunction with the Community Gathering.
2. The Fourth-Day Follow Up Committee chairperson will host this meeting. All pilgrims from the most recent walk, their sponsors and the Walk Team should participate in this meeting.
3. The Fourth-Day Follow Up meeting should follow the agenda below:

5:30 Welcome by the Fourth-Day Follow Up Committee Chairperson

5:35 Introductions by pilgrim name and table

5:40 Fourth-Day Sharing – All pilgrims are given the opportunity to stand and give a brief report on his/her Fourth-Day experience thus far, be it joyful and challenging or difficult and discouraging. After each person speaks, the group supports that person with applause.

6:15 Group Reunion Encouragement – The Fourth-Day Follow Up Committee Chairperson shares briefly the value of a Reunion Group and explains how to form a Reunion Group or provides a list of current established Reunion Groups and the contact information for each. Sign-up sheets can be circulated for anyone who wants to be in a Reunion Group but needs help finding a group. The Fourth-Day Committee Chairperson is responsible for responding to these people with contact information of established groups or coordinating new Reunion Groups. The Reunion Group Chairperson may also be in attendance at this meeting and serve as a resource for Reunion Groups.



6:20 Announcements about Emmaus community activities, introduction of the Emmaus community leaders and explanations of their roles.

6:25 Prayer requests and closing prayer.

4. The Fourth-Day Follow Up meeting should not be longer than described above as the Community Gathering Dinner starts at 6:30pm.

**Golden Spread Emmaus  
Group Reunions/Accountability Groups  
Policy and Procedures**

**Mission:**

The mission of the Group Reunion/Accountability Group Committee is to help community members understand that the goal of Emmaus is not just a great three-day experience but a revitalized and sustained spiritual relationship with Christ and the church during our Fourth Day as disciples of Jesus Christ in the world. Commitment to this understanding is evident in the community's leadership, teams, and sponsors.

**Membership:**

The Group Reunions/Accountability Groups Committee should consist of the Emmaus board member who is responsible for the Group Reunions/Accountability Groups activities (must be a voting member of the board) and will serve as committee chairperson. ~~The Group Reunions/Accountability Groups Committee will also consist of~~ the Fourth-Day Follow Up Committee Chairperson and other community members as needed.

**Guidelines:**

- Encourage Table Leaders and Sponsors to follow up on pilgrims that are beginning their Fourth Day by making contact with them and helping them find or form new groups.
- Work in tandem with the Fourth-Day Follow Up Committee to arrange and conduct a Fourth Day Meeting in the days immediately following each Walk for all of the new pilgrims and their sponsors.
- Emphasize group reunions at Gatherings. Pass around interest sheets. Committee members should follow up on information received to help pilgrims join existing groups or form new ones. This information should also be shared with the Fourth-Day Follow Up Committee.
- Work together with the Technical Committee to make Group information available on the Golden Spread Emmaus website.
- Ideally, a premium should be placed on Group Reunion participation or its equivalent when selecting team members from the Emmaus community.
- Group Reunions are not limited to Golden Spread Emmaus community members but are open to all who desire to live a life of accountable discipleship.

## **Golden Spread Emmaus Community Gatherings Committee Policy and Procedures**

### **Mission:**

The mission of the Community Gatherings Committee is to establish a process and schedule for churches throughout the Golden Spread Emmaus Community to host the Gatherings following weekend Walks to Emmaus and at other designated times during the year. Churches who have a strong following in the Emmaus Community are normally willing to host the events as a sign of their commitment to Emmaus.

### **Membership:**

The Community Gatherings Committee should consist of the Emmaus board member who is responsible for the Community Gatherings (must be a voting member of the board) and will serve as committee chairperson. The Community Gathering Committee may also consist of the chairs or members of the Reunion Group Committee or Fourth Day Follow Up Committee.

### **Guidelines:**

1. The Chairperson of the Community Gathering Committee will obtain a list of Community Gathering dates for the upcoming year from the Community Lay Director.
2. A notice should be included in the Golden Spread Emmaus Community Newsletter in the fall of each year encouraging the community to contact the Community Gathering Committee Chairperson if their church would be interested in hosting a Gathering.
3. Churches throughout the Emmaus Community should be contacted by the Chairperson starting in October of each year for the upcoming calendar year. This allows churches to consider Emmaus in their planning calendars. The Chairperson will maintain a historical list of the dates and churches who have sponsored the Community Gatherings in the past so the same churches are not constantly hosting the event and all churches in the Emmaus Community have the opportunity to host the events.
4. The conversation with the church contact person should include discussion about the list of responsibilities for hosting the event. A list of the responsibilities should be forwarded electronically to the contact person at each church.
5. Once the church has committed to host the gathering, the Community Gathering Spread Sheet should be completed with the date and location. A notation should be made as the name of the person at each church committing to hosting the event.
6. The Chairperson will notify the Community Lay Director of the calendar for the upcoming year & community gathering locations so this can be announced on the web site and in the newsletter.
7. Meals for the Community Gatherings are generally pot luck where members of the Emmaus Community provide. Kairos Outside and Chrysalis are often interested in providing the meal for the community gatherings as fund raisers for their organizations. They will often contact the Community Lay Director for these opportunities who will then notify the Chairperson of the Community Gathering Committee to inform the hosting church of this.

8. The music team from each walk generally provides the music at the community gatherings. The Chairperson of the Community Gathering Committee should contact the music team to inquire about this whenever the team is formed. If the music team from the walk is not available, other sources will be utilized including the hosting church.

9. The Community Spiritual Director is responsible for furnishing the communion elements for each Community Gathering.

10. The Chairperson will send a reminder to the hosting church approximately 1 week prior to the gathering as a reminder and again the day prior to the gathering.

11. The Chairperson will also send a thank you email to the hosting church following the community gathering for allowing the Golden Spread Emmaus Community to utilize their church for the Community Gathering event. The Community Lay Director and Community Spiritual Director will be included in this email.

## **RESPONSIBILITIES OF CHURCHES HOSTING COMMUNITY EVENT**

1. Hosting church to set up and clean up for the meal.
2. Hosting church to furnish drinks – water, tea, coffee
3. Hosting church to furnish paper products – plates, napkins, utensils

### **Rooms needed:**

1. Church Day meeting at 5:30 pm (up to 80 people)
2. Large room for dinner with buffet table and tables and chairs to accommodate approximately 150-200 people at 6:30 pm.
3. Chapel/Sanctuary for worship following dinner at 7:30 pm

Generally the music team from the previous walk will provide the music for the event. If not, the church will need to provide the music team – generally keyboard/guitar and 1-2 singers. Microphones also to be provided. Projector or overhead for display of music.

Community Spiritual Director will provide communion elements.

Child care if possible. Community members utilizing this service generally pay \$5.00 per child.

**Golden Spread Emmaus  
Candlelight Checklist**

**Initial responsibility is to secure a musician and clergy for the Candlelight service.**

**Candlelight Chairperson**

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present, it is the Candlelight Chairperson's responsibility to get the offering to David Dzik.

4. One person to communicate with the Behind the Scenes Team, via walkie talkie to notify the community as to when the pilgrims are approaching. Get the walkie talkies from the Behind the Scenes Team prior to Candlelight.
5. Locate the light switches to be turned off prior to the pilgrims arriving. The staff at Ceta will normally help with this duty.

Candlelight Chairperson will make the following announcements after communion.

- Welcome anyone present from other than the Golden Spread Emmaus Community.
- Time and place of next community meeting.
- Time for closing is 4pm on Sunday but the sponsors should be here by 3:00pm and be sure to announce to bring enough food for themselves and their pilgrims.
- Describe the direction the pilgrims will come into Candlelight. As the pilgrims come in, we will need to keep the aisles clear for the pilgrims to walk. Please do not reach out and touch the pilgrims unless they reach out to touch you first. You should hold your candles near your face so the pilgrims can see you as they come in. After the pilgrims have entered, and the music has stopped, the Spiritual Director will speak, and afterwards will ask the pilgrims to sing "Jesus, Jesus" song back to us. After the pilgrims sing through "Jesus, Jesus" one time, the community will then join them, and raise our candles at that time.
- Explain the direction the community will file by the pilgrims. After filing past the pilgrims, blow out your candles, remove the candle from the holder, and as you exit the building, place the candle in the appropriate box and the holder in the other box.
- Line up on the outside rails or outside the luminaries so the pilgrims can see all the people and candles through the windows.
- Outside people, follow the last team member in all the way to the front. You will be the first to file in front of the pilgrims to exit.
- Please do not sing after leaving the building as it can get out of sync with the singing on the inside.
- Please do not stand by the exit. Swiftly move to the parking lot, and keep noise at a minimum. We need to respect the pilgrim's experience, and make certain that we do not disturb any prayer or meditation following Candlelight.
- Following candlelight, the Behind the Scenes Team will take the letterbox, the candle box, and the candleholder box back to the Agape Room.