

Golden Spread Emmaus Board of Directors
Agenda
February 20, 2014
Potter County Sheriff's Office

Call Meeting to Order	Mitch
Opening Prayer	Brenda
Emmaus Covenant	Mitch
Minutes Approval	Carolyn
Walk # 237	Brenda
Walk #238	Mitch
Walk # 239	Pam
Chrysalis Update	Brian/Jim L.
Web Site Update	Carolyn
Safety Issues at Ceta Canyon	Mike
Candlelight Timeline	Kurt/Sharon
Family members on Emmaus Teams	Mitch
Other Discussion	All
Closing Prayer	Donnie

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Present: Mitch Woodard, Brian Thomas, Jim Crossman, Carolyn Hurt, Pam Stork, Martha Duke, Brenda Wilhite, Sharon Alexander, Lisa Crossman, Mark Wood, Jaci Chadick, Kurt Oheim, Eddie Hill

Absent: David Dzik, Jim Laughlin, Mike Richardson, Carol Roller, Walt Marlett, Donnie Allred

Guest: Roger Radney – Men's Registrar

Meeting called to order by Mitch Woodard

Opening Prayer given by Brenda Wilhite

Emmaus Covenant

Covenant is due to Upper Room by March 31, 2014. We have 4 signatures missing and will attempt to obtain those at the next board meeting.

Minutes Approval

Minutes from the January 9, 2014 board meeting were previously distributed on email. No corrections were voiced via email. Motion to accept the minutes was made by Pam Stork and seconded by Brian Thomas.

Walk #237

Brenda Wilhite commented that this was a wonderful walk. Lots of prayer, preparation and organization went into this walk. One pilgrim was 7 months pregnant and had to leave on Saturday by ambulance and was taken to the hospital. Her family called later in the day and wanted to know if she could return. Due to the uncertainty of her pregnancy, it was suggested that she not return and be offered the opportunity to return at a later date. Kathy Marlett fell at closing and a team member, Rhonda Stephenson fell Saturday morning. Laura Oheim had stressed for everyone to use the walkway instead of the stairs, but ladies continued to use the stairs. Thursday evening there was no hot water. The butane went out during the commissioning service. Mitch will contact Mike Wentz to discuss these issues. Brenda also reported that a prank was played on a team member that was very upsetting and dangerous. Several outside community members went into a team members room during Send Off and invaded the team members privacy by rummaging through her suitcase. The team member utilized an oxygen device and the device was hidden. The inappropriateness of pranks on team members will be discussed at Lay Director training and also at the next Community Gathering by the Community Lay Director.

Walk #238

Mitch reported that team training is going well with powerful talks. The team is ready!

Walk #239

Pam reported they have had two team meetings and Lynn has turned everything over to the ALDs. There is two RN's on the team and the team is blending well.

Chrysalis Update

Jaci reported that Chrysalis would like to do the meals for the May 1 and August 28th Community Gatherings. They would also like for a girl and boy to give a 4th day talk at the August Community Gathering along with the Emmaus 4th day talk since the flights will be held in the summer. The flight musicians would also like to participate with the Emmaus musicians at the August Community Gathering. Jaci also indicated that Chrysalis would like to host a September Community Gathering since Emmaus does not have one scheduled.

Web Site Update

Carolyn indicated that Marty Cannon is still working on our new web site but has not finalized it yet for board review. He has been in the process of moving his office and has not had a chance to finalize the web site.

Candlelight Times

Kurt presented the attached document on the Timing for Candlelight Service and the Candlelight Schedule and Flow. This is being made available to all board members for occasions when someone might have to fill in for Sharon.

Family Members on Emmaus Teams

At the last Women's Walk # 237, a clergy team member had to drop off at the last minute. Laura contacted Jim Wilhite to get a list of available clergy to fill the vacancy and had a difficult time locating someone so Kurt Oheim filled the slot. At the February 2013 Emmaus Board of Director's meeting we discussed the issue of husbands/wives not participating on the same team. There was a lot of discussion on the issues surrounding this walk and the complexity of securing another clergy. The Board talked about the Spiritual Director of each walk having the ability to decide on a replacement plan for last minute changes. Kurt Oheim suggested that he, Jim Wilhite, Donny Allred and Jim Watkins come up with a plan for instances like this in the future.

Other Discussion

Safety issues were discussed again. Bryan indicated there is a first aid kit and defibrillator in the storage shed. Mitch indicated he will talk to Mike Wentz about getting us a key for the storage shed so the BST can have this readily available.

Issue of Closing Feast was discussed. Only one person signed up for this assuming that she was on a team for the closing feast, when she was, in fact, the only person there for Closing Feast. BST assisted with this as there were no other volunteers. We will make a clarification on the Sign Up Sheet for Closing Feast that this needs to be a team effort and there will need to be more than one person.

Also discussed was the issue of relaying appropriate information before and after a walk to Ceta Canyon. It is the IBR's responsibility to relay numbers to the Community Lay Director who will call these numbers into Ceta. There were no numbers for beds or meals called to Ceta prior to the walk and no final head count of pilgrims, team, or BST numbers conveyed to the CLD. Ceta Canyon called several people prior to the walk and after the walk for head counts. This will be clarified in BST training documents. IBR also need to let the Registrars know ASAP after a walk if a pilgrim or team

member did not complete the walk. This information is needed when the Registrars update the data base following a walk. It was also suggested that we do a BST training for all the Board so everyone will be knowledgeable about the responsibilities of an IBR.

Natalie Lowe has volunteered to resume the duties of the Newsletter since she is working at God of Wonders again. She will need information from CLD approximately 3 weeks prior to the walk for the CLD Column and the list of Team Members. She will also need the pilgrim list at least 2-3 days prior to the walk from the Registrars.

Lisa Crossman announced that Ed and Kim Hill are now on the Training Committee.

Closing Prayer was given by Jaci Chadick.

Candlelight Schedule & Flow

Instructions for Leaders of the Candlelight Service

Instructions for All: Timing at Candlelight is very important. There is a lot to get done in 90 minutes. Everyone must pay attention to the clock so that we can honor everything that needs to be done in preparation for the arrival of the pilgrims. The Board Representative will keep track of time and will help us stay on track, but it is everyone's responsibility honor everyone else's part.

Instructions for Worship Team: Start at 8:00PM with 3 Worship Songs, you must be finished with the initial worship singing no later than 8:15. You will also have a Praise song in the liturgy, and praise during the giving and receiving of the Body and Blood of Jesus. The total worship singing time will be close to 30 minutes total, so there will be plenty of time for offering praise to God through song.

Instructions for the Board Representative Making Announcements: You will need to be at Candlelight early to briefly go over the timing and flow for Candlelight with the Worship Team and Clergy. They will not be as in tune with the timing as the Board or those working the Walk. Your announcements and instructions for the community t (8:15PM need to be concise and be given within the 10 minute time limit. Also you need to be able to assist the keeping the timing during the service if some segment goes way too long. The Board Rep for Candlelight is in charge of the timing.

Instructions for Clergy: The priorities for the Candlelight are 1) The Liturgy, and 2) Sponsors Praying for their Pilgrims (15 minutes or a little less). Therefore the meditation MUST be brief (8 minutes or less). The meditation is not a Bible Study or even a Sermon. It is meant to briefly lift up Christ through the Scripture.

There are two ways that the Clergy have lead the Sponsors in praying for their Pilgrims. Please choose one of these two methods.

1) Calling out the Pilgrims by table: You instruct everyone that you will call out each name individually by table. Instruct that each sponsor can offer a short prayer out loud for their pilgrim. Please instruct the community that God knows all the details so a brief two or three sentence prayer is enough. Refer to the Table, then read a pilgrim's name, Sponsor prays. Often 3 to 4 prayers can be offered in about a minute's time. (So this is easily accomplished within 15 minutes.)

2) Calling everyone to pray together: A second way is to tell everyone that we will pray together as a community for the Pilgrims. You tell them you will call out all the names of the pilgrims asking the sponsors to stand when their pilgrim's name is called out and remain standing. When all the sponsors are standing then instruct everyone that after you have opened up with prayer, to pray out loud for the pilgrim they know while the sponsor stands praying over their pilgrim in little communities of prayer. (This probably can be accomplished in about 10-12 minutes).

The Timing for the Candlelight Service

8:00 - Worship Team (3 Worship Songs)

8:15 - Emmaus Announcements and Instructions (10 minutes or less)

8:25 - Liturgy

- Greeting
- Hymn of Praise (1 Worship song 5 minutes)
- Opening Prayer
- Prayer for Illumination
- Scripture & Meditation (**NO MORE** than 8 minutes)
- Response to the Word
- PRAYERS FOR THE PILGRIMS (15 minutes or less)
- Invitation
- Confession and Pardon

THE GREAT THANKSGIVING (5 minutes)

Communion, Offering & Distribution of Candles (9 minutes)

9:20 - Final Preparations for the Pilgrims

9:30 - Pilgrims Enter into the Chapel