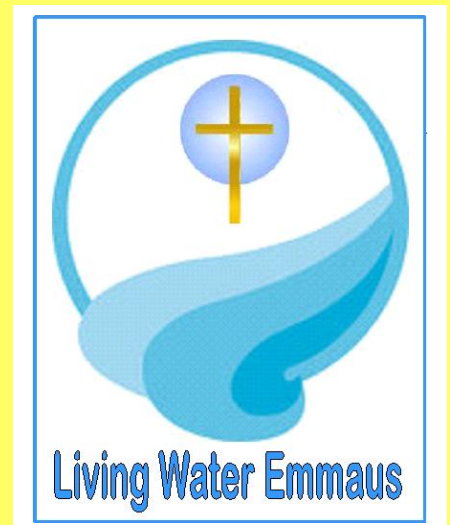


Living Water Emmaus

Newsletter—
November 2009

De Colores!

Newsletter Editor:
Dave Glant dglant@windstream.net



O Holy Night !

Christmas Gathering at Trinity UMC Friday, December 4th @ 6:30—8:30 p.m. In the Atrium area of the church, same as last year.

This is our annual festive, joyous gathering with lots of great food plus **Christmas cookies** and desserts. Please bring a dish to share.

South Beach? Atkins? Weight Watchers? See-Food? Counselors will be standing by to help you work through feelings of guilt as a result of enjoying a **Christmas cookie** or two. For those on the “See-food” diet (see-food-and-eat-it), there will be an express lane to the desserts. No waiting.

For the iron-willed among us, there’s probably some walnuts or wild berries outside somewhere on the property. There’s 66 acres; knock yourself out. Bring a flashlight.

Bring guests: Anytime, but especially if you are considering sponsoring someone for the Spring Walk, this is a great gathering for both community members and guests. Fun, food, Christian fellowship, Christmas music...and did I mention **Christmas cookies?**

Need Child Care? The picture, above, is not a photograph of the child care facility and no, the livestock shown are not actually in charge of it---they’re mostly just helpers.

Your kids will be well cared for and will have a good time. Moo. Ba-a-a. Hee-Haw. (Ask Brian Myers what it means; he speaks fluent livestock). He can also answer

this: “What do you call 100 John Deere tractors circling a McDonald’s in Illinois?” (Answer at end of newsletter)

Contact [Alice Bostick](mailto:Abostick@aol.com) to reserve child care at (386) 418-1303 Abostick@aol.com

Table leaders & Sponsors from Walk #1: How about taking a few minutes to call or e-mail those from your table or those you sponsored to specially encourage them to attend this Christmas gathering?



A personal reminder or invitation is more effective than an e-mail or a newsletter, but less effective than a Subpoena. Don’t make me go there.



Walk #1 Reunion: was held Friday, November 13th at Trinity UMC for both the Men’s and Women’s Walks. It was a wonderful evening of food, fellowship, music, rekindling friendships and Spiritual renewal. Casey Glant spoke on the importance attending regular reunion groups with a demonstration by her group on how to conduct a meaningful meeting.

Regular grouping enriches spiritual growth and it provides a ‘safe harbor’ for sharing personal and spiritual issues among Christian brothers and sisters.

Looking for a reunion group? go to our LWE website and see all (known) reunion groups. The contact person’s name is shown there and you may contact that person to ask about joining. If you wish to start your own, please notify Casey Glant of time, location and contact person for your new group. It will be added to the website: (www.livingwateremmausfl.org) If your group is not on the website, please send an e-mail to Casey Glant: glantcasey@gmail.com



And Now A Word From Our Lawyers: at the December Christmas Gathering, we’ll present the proposed Bylaws and Operating Procedures for approval by the community.

Bylaws describe the organizational structure of our Emmaus Community such as composition of the Board, election and removal of Board members; mission statement and our pledge

to conform our Walks to the Walk to Emmaus Upper Room model (so that all Walks, no matter where taken, will be substantially similar).

Operating Procedures: Describe the ‘mechanics’ of how the Walks to Emmaus are organized with details of each Walk such as agape, meals, sponsorship, cut-off deadlines for Walks, etc.

Bylaws and Operating Procedures are essential documents that insure the integrity of each walk and make them consistently excellent in spiritual and Scriptural content. Please review these so we can discuss and vote on them in December. Both documents are at the very end of this newsletter.

PRINTING NOTE: Newsletter is only 4 pages but Bylaws and Ops Procedures add an additional 8 pages—12 pages total. Better add some paper.



What’s the catch? None! After reading the legal advice above, you’re probably asking yourself this **obvious question:** ‘Will I be billed for this extraordinary, brilliant, insightful legal advice?’

Shockingly, the answer is ‘no!’ You’d expect to pay \$100, \$200 *or more* for such quality, but for LWE Newsletter readers, you get this legal advice ***absolutely free!!*** You just don’t see bargains like this anymore.

Try working “Bylaws” and “Operating Procedures” into conversations with your friends; they’ll be amazed by your spell-binding mastery with these legal terms. If you do it often enough, so impressed will your friends be that soon, they’ll stop inviting you to parties and social events out of their great respect for your dazzling knowledge.



Walk to Emmaus #2: April 15th-18th (men) and April 22nd-25th (women).

We do not have enough applications to hold a Spring Walk. Yes, the Spring Walk is still a few months away, but Sponsorship begins now. Please pray about sponsorship and pray for our community.

The only answer to this is prayerful sponsorship: Now—right now, is the time to begin praying in earnest for God to guide you for extending invitations to a husband and wife for their Emmaus Walk. It’s almost a certainty that you attended your Emmaus Walk ***only because*** someone extended an invitation to you.

Applications All applications---Team Member, Sponsor, and Pilgrim forms can be downloaded from our website: www.livingwateremmausfl.org.

Walk on the wild side. Who says you can't combine wildlife and glamour?



News items? Send to Dave Glant dglant@windstream.net.

Complaints? Send to Ed Garvin hegarvin@aol.com



De Colores!

Riddle Answer: "Prom Night"

Community Operating Procedures Living Water Emmaus of Florida

I. Purpose

The purpose of this document is to outline the general operating procedures of the Living Water Emmaus of Florida Community (hereafter “Community”). Nothing in these operating procedures may be in violation to the Bylaws of the Community or the Upper Room *Handbook on Emmaus*.

II. Officers of the Board of Directors

- a. Lay Director (Chair)
 - i. Oversee and orchestrate the activities of the Community.
 - ii. Plan and conduct the meetings of the board.
 - iii. Assist all board members in gaining an understanding of their assignments.
 - iv. Represent the Community to the broader community.
- b. Assistant Lay Director (Vice Chair)
 - i. Conduct the duties of the Chair in his/her absence.
 - ii. Continuously remind the Board and the entire Community of our role as servants in this Emmaus movement.
 - iii. Act as a check to help the Community ensure that it not “plan the Holy Spirit out” of Emmaus activities.
 - iv. Act as a role model of active servanthood by assisting other Board members in the completion of their tasks.
 - v. Organize opening devotional moments at the beginning of each Board meeting and making at least one presentation annually at a Gathering on servanthood.
- c. Secretary
 - i. Maintain the official records of the Community.
 - ii. Maintain correspondences on behalf of the Community when needed.
- d. Treasurer
 - i. Maintain the financial accounts of the Community.
 - ii. Develop a system of receipts and disbursements of Community funds.
 - iii. Provide an update of the financial status of the Community at all Board meetings.

III. Committees of the Board of Directors

The Community Board of Directors will consist of at least the following committees:

- a. Registration (Registrar)
 - i. Maintain membership list of the Community that contains at least walk history, teams worked, positions held, and contact information.
 - ii. Develop and finalize forms for team registration and sponsorship, working with the Training Coordinator and the Sponsorship Coordinator to be sure that all aspects are addressed on the applications. Materials are available from the Upper Room to help with this.

- iii. Facilitate grouping in the Community by maintaining up to date information regarding group connections, those person seeking a group and those groups with room for additional people.
 - iv. Complete duties outlined in “Board Registrar Chair Section 6” of the *Upper Room Walk to Emmaus Coordinators’ Manual*.
- b. Facilities
 - i. Determine the location of all needed facilities (conference room, sleeping rooms, dining rooms, etc) to properly conduct the 3-day Walk to Emmaus Weekend. This will require a close working relationship with the leadership of the Weekend Teams and other related committees.
 - ii. Complete duties outlined in “Board Facilities Chair Section 2” of the *Upper Room Walk to Emmaus Coordinators’ Manual*.
- c. Agape
 - i. Soliciting and collecting general agape (letters) from other communities.
 - ii. Encouraging local community members and reunion groups to provide table agape.
 - iii. Collecting personal agape letters from sponsors for pilgrims.
 - iv. Securing a photographer to photograph the group of pilgrims and the Conference Room Team.
 - v. Complete duties outlined in “Board Agape Chair Section 1” of the *Upper Room Walk to Emmaus Coordinators’ Manual*.
- d. Weekend Meals
 - i. Arranging for all meals for the Walk to Emmaus Weekend.
 - ii. Arranging for all snacks for the Walk to Emmaus Weekend.
 - iii. Work closely with Weekend Team Leadership and other committees to fulfill duties.
 - iv. Complete duties outlined in “Board Kitchen Chair Section 3” of the *Upper Room Walk to Emmaus Coordinators’ Manual*.
- e. Music/Entertainment
 - i. Arrange for music/entertainment for all music needed outside the conference room during the Weekend.
 - ii. Assist Gathering hosts in securing music for Gatherings of the Community.
 - iii. Complete duties outlined in “Board Music/Entertainment Chair Section 4” of the *Upper Room Walk to Emmaus Coordinators’ Manual*.
- f. Prayer
 - i. Enlist as many people as possible to pray for the team members and pilgrims throughout the Emmaus weekend (prayer clock).
 - ii. Continually remind the Community to bathe this entire movement in prayer.
 - iii. Complete duties outlined in “Board Prayer Chair Section 5” of the *Upper Room Walk to Emmaus Coordinators’ Manual*.
- g. Sponsorship
 - i. Gather and disseminate information on the basics of sponsorship.

- ii. Conduct training sessions with the Community to educate everyone on the responsibilities and blessings of the Sponsor as well as the nuts and bolts of how to do it. This includes examples of agape letter requests, information packets for prospective pilgrims and dos and don'ts on who and how to approach people about Emmaus.
 - iii. Disseminate sponsorship and pilgrim registration forms.
 - iv. Develop a short Emmaus information presentation that can be used to inform various groups about Emmaus and solicit interest. This should be supported by a group of potential sponsors who are willing to assist with interested persons.
 - v. Develop ideas for assisting people with sponsorship. This might include such matters as transportation, child care, etc.
 - vi. Coordinate with the Lay Director and Spiritual Director to make appeals to other churches (including other denominations) concerning Emmaus.
 - vii. Complete duties outlined in "Section 7" of the *Upper Room Walk to Emmaus Coordinators' Manual*.
- h. Supplies
 - i. Arrange for all supplies needed to conduct the Emmaus Weekend.
 - ii. Arrange for storage of all supplies of the Community.
 - iii. Maintain an accurate inventory of supplies.
 - iv. Work closely with the Emmaus Weekend Team leadership and other committees to fulfill all the needs of the weekend.
- i. Communications
 - i. Maintain the Community library of Upper Room materials regarding the Emmaus weekend.
 - ii. Assist Board members/Committee Chairs in the development and maintenance of the position manuals. Secure the return of the position manuals upon the completion of that person's term on the board.
 - iii. Secure an individual to serve as the webmaster for the Community to develop and maintain the Community's web presence.
 - iv. Secure an individual to serve as the Newsletter editor for the Community.
- j. Gatherings
 - i. Scheduling the time and location of the Gatherings.
 - ii. Helping the hosts understand their responsibilities on the conduct of the Gatherings, including making sure that the program and activities for each Gathering are adequately planned.
- k. Training
 - i. Assist Emmaus weekend Lay and Spiritual Directors train and prepare weekend teams.
 - ii. Distribute Emmaus weekend team manuals to weekend team members. Secure the return of the Emmaus materials following the weekend.
 - iii. Assist the community in adhering to the Emmaus model as outlined in the most current *Upper Room Handbook on Emmaus*.

IV. Finances

- a. Funds of the Community will be maintained in a special account established at Trinity United Methodist Church in Gainesville, FL.
- b. The Treasurer and Lay Director are authorized to approve the expenditure of Community funds.
- c. Purchases made on the behalf of the Community, either directly with Community funds or with plans for reimbursement, must be approved prior to purchasing.

V. Emmaus Walks

- a. If less than 14 pilgrims are registered two weeks prior to the beginning of an Emmaus Walk, that walk shall be cancelled. Those pilgrims who have submitted registrations will be registered for the next Emmaus weekend.
- b. The registration cost for both pilgrims and team members will be set by the Community Board of Directors.
- c. Team members are expected to cover their own registration fee.
- d. The Community Lay Director, in consultation with the Community Spiritual Director, Emmaus Weekend Lay Director, and Emmaus Weekend Spiritual Director will make any final decisions regarding the cancelation, postponement, or suspension of an Emmaus Weekend due to weather or any other situation.

VI. Amendments

- a. Amendments to these operating procedures may be presented to the Board of Directors by any member of the Community one month in advance of consideration by the Board.
- b. A simple majority (50%+1) of the voting members present is needed to amend these procedures.

LIVING WATER EMMAUS of FLORIDA - BYLAWS
Approved _____

ARTICLE I. NAME AND LEGAL FORM

The name of this Community shall be the Living Water Emmaus of Florida Community, hereinafter referred to as the Community. The approved rules and guidelines for the operation of the Community shall follow the Upper Room Emmaus documents that govern operation of the Community and conduct of Emmaus Weekends.

ARTICLE II. PURPOSE

Section 1. The purpose of the Community shall be to inspire, challenge, and equip church members for Christian action in their homes, churches, places of work, and the world community through the Emmaus experience.

Section 2. The Community is affiliated with the International Emmaus Program of Upper Room Ministries, Nashville, Tennessee.

ARTICLE III. MEMBERSHIP

Section 1. All persons who have completed a weekend experience of a Living Water Walk to Emmaus sponsored by the Upper Room Emmaus Community shall be members of the Community.

Section 2. Persons who have completed a Walk to Emmaus or a Chrysalis Flight in other communities, all parallel experiences such as Cursillo, Tres Dias, etc weekend may become members by participating in the activities of the Community and asking for the secretary or registrar of the Community to include their names on the mailing list.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Purpose

Direction of the Community shall be vested in a Board of Directors.

Section 2. Composition

The Board will consist of at least 15 elected lay members, and the Community Spiritual Director(s). The size and composition of the board is specified in the Living Water Emmaus of Florida Community operating procedures.

Section 3. Terms of Office

- a. Laypersons on the Board shall be elected by the Community members for a three year term in three classes.
- b. Board members cannot succeed themselves in consecutive terms, a term being three years. A period of no less than one year must pass between terms.
- c. Terms of office shall begin on January 1 and shall terminate on December 31, except for members who are appointed to replace members who resign from the Board. Appointed members will serve until the next regular Board election is held at which time they may stand for election.

Section 4. Election of Board Members

- a. Lay members of the Board are elected by the Community
- b. The nominating committee shall submit to the Board a slate of Board members to be voted on by the Community.
- c. The ballot shall be presented to the Community members no later than September each year. Information about candidates' experience in Emmaus activities will be provided in the newsletter.
- d. The election of Board members will be held at the October Gathering.
- e. The candidates with the most votes will be elected to the Board notwithstanding whether they receive a majority of those voting.

- f. The immediate past chair of the board shall serve on the board one (1) additional year.
- g. The Board may elect persons, upon nomination by the Chair, to fill a vacancy during a term year. At the next regular election, such persons are eligible for election to a full term.

Section 5. Removal of Board Members

Board members may be removed when it is determined that their conduct or attendance is not consistent with the purpose and best interests of the Community. Prior to removal the Community Lay Director will meet with the member being considered for removal to determine if the basis for removal can be corrected or, if not, whether the member would prefer to resign rather than face a removal vote. If the behavior/attendance issue cannot be resolved and the individual does not resign, a vote shall be taken to determine whether to retain the member on the Board. The member will be removed if a super-majority (60% or more) of the board votes for removal.

ARTICLE V. OFFICERS OF THE BOARD

Section 1. Officers

Officers shall be the Lay Director, Assistant Lay Director, Secretary, and Treasurer. In case of absences, the chair will be assumed in this order. Officers can accept responsibility for a work area in addition to an Officer position on the Board.

Section 2. Election of Officers

Officers shall be elected annually by the Board of Directors at the December Board Meeting. Officers shall serve a one year term of office beginning with the January meeting.

Section 3. Spiritual Directors

The Community will have at least one Spiritual Director elected by the Board. The Board may elect a Spiritual Director and an Assistant Spiritual Director, if it so chooses. The Spiritual Director(s) will be selected annually by the Board. Term of office shall begin January 1. Clergy board members may not serve more than three consecutive annual terms as Spiritual Director or Assistant Spiritual Director.

ARTICLE VI. MEETINGS

Section 1. There shall be no fewer than six meetings of the Board annually.

Section 2. A simple majority (50% + 1) of the members of the Board present at a duly called meeting shall constitute a Quorum.

Section 3. Special Board meetings may be called by the Community Lay Director or when requested in writing by ten or more members of the Board.

Section 4. Decisions made at Board meetings shall be based on a motion, a second, and a majority vote of those present. A quorum must be present for a vote to be valid.

Section 5. Minutes of all Board meetings must be recorded and approved by the Board. A copy of the minutes will be made available to any member of the Community upon request.

ARTICLE VII. COMMITTEES

Section 1. The Community Lay Director shall nominate Board members to chair committees as outlined in the Community operating procedures.

Section 2. The Community Lay Director will be an ex-officio member of all committees with voice and vote.

Section 3. Each Committee will document the policies and procedures for their area of responsibility to ensure continuity as Committee chairs change over time. The policies and procedures of each Committee will be approved by majority vote of the Board.

Section 4. Each committee chair will establish a committee of majority non-Board members to complete the work in that assigned area. Size of each committee shall be established by the committee chair. A list of committee members shall be submitted to the Community Lay Director for informational purposes only.

ARTICLE VIII. WALK TO EMMAUS

Section 1. The Community shall follow the guidelines of The Upper Room Walk to Emmaus program in the presentation of the three-day (72 hours) Walk to Emmaus as presented in the most current edition of *The Upper Room Handbook on Emmaus*.

Section 2. The Board shall have general oversight in all matters relating to the local Walk to Emmaus Community.

Section 3. The Lay Director for each weekend will be nominated jointly by the Community Spiritual Directors and the Community Lay Director and will be approved by the Board.

Section 4. The Spiritual Directors for each weekend will be nominated jointly by the Community Spiritual Directors and the Community Lay Director and will be approved by the Board.

Section 5. The Board shall establish a Team Selection Committee. The Team Selection Committee shall consist of a board member who serves as chair, the Community Spiritual Director, and three (3) members of the Emmaus Community who have broad awareness of the community membership and a solid understanding of team needs. Members of this committee are appointed by the Community Lay Director.

ARTICLE IX. AMENDMENTS

Section 1. Proposed amendments may be presented to the Board by any member of the Community one month in advance of consideration by the Board.

Section 2. If the amendments are voted in the affirmative by three-fourths vote of the Board, they will be circulated to the membership through the Community Newsletter. The amendments will then be presented to the full Community for a vote at a regularly scheduled Gathering. The vote by the simple majority (50% + 1) of the Community present and voting will be binding.

ARTICLE X. RATIFICATION

The bylaws take effect immediately upon certification of the Board that a majority of the Community approves.
