

APPENDIX A

CLUSTER BOARD MEMBER RESPONSIBILITIES

LAY DIRECTOR

- Chairs the Board of Directors.
- Presides over Cluster meetings and other Cluster Functions.
- Appoints Nominating Committee for Board positions.
- Responsible for filling Committee positions with Board approval.
- Provides corrected list of Pilgrims to Database, Communications Coordinator, Cleopas Connection, and Reunion Group Coordinator.
- Responsible for all requests from the Alabama Emmaus Community.
- Attends Alabama Emmaus Community Cluster Leadership Training, and Annual Training Event.
- Must have previously served two years on the Board.
- Serves a one-year term.

ASSISTANT LAY DIRECTOR

- Is committed to succeed the Lay Director.
- Is back-up for Lay Director at Board and Cluster meetings.
- Actively assists Lay Director in planning and implementing Cluster activities.
- **Is Chair of the Nominating Committee.**
- Must have previously served at least one year on the Board.
- Attends Alabama Emmaus Community Cluster Leadership Training, and Annual Training Event.
- Responsible for coordinating Annual Shoals Cluster Training Event.
- Insures that the slate of officers elected in October for the coming year names a qualified person from the Shoals Cluster to the Cluster Grouping Team Selection Committee.
- Serves a one-year term.

SPIRITUAL DIRECTOR

- Officiates at Cluster communion services.
- Shepherds Board/Cluster.
- Serves on the Nominating Committee.
- Serves a one-year term from June through May.

ASSISTANT SPIRITUAL DIRECTOR

- Is Committed to succeed Spiritual Director.
- Assists and is backup for Spiritual Director.
- Is responsible for devotions at Cluster Meetings as needed.
- May serve on the Nominating Committee
- Serves a one-year term from June through May.

CLUSTER COORDINATOR

- Writes official Cluster letter to area Pilgrims:
 - Welcomes to Shoals Cluster.
 - Invites to Follow-up, with time, location, directions, instructions. (Should be received by Pilgrim during their Walk.)
- Handles introductions of new Pilgrims at Cluster Meetings.
- Explains and encourages sharing.
- Provides list at Cluster Meetings of invited Pilgrims for upcoming Walks. (Secures this list of names from the Cluster Lay Director.)
- Is also the Follow-Up contact person who furnishes Shoals Cluster meeting information to Alabama Emmaus Community Walk teams and to other regional Emmaus communities.
- Serves a minimal one-year term, with review by the Nominating Committee.

MUSIC

- Responsible for leading music at Cluster functions, or having a substitute.
- Contacts the person who operates audio/visual equipment at each meeting location with music choices prior to meeting.
- Encourages new musically inclined Pilgrims to participate, developing an ever growing "Music Community".
- Serves a minimal one-year term, with review by the Nominating Committee.

SECRETARY

- Takes the minutes at each Board Meeting and transcribes.
- Emails the minutes to all board members prior to each meeting.
- Distributes copies as needed at each Board meeting, and presents for approval.
- Serves a minimal one-year term, with review by the Nominating Committee.

TREASURER

- Maintains Cluster accounts.
- Prepares tax-exempt receipts for donations as requested.
- Handles disbursements (Pilgrim Fund, Scholarships, Agape, etc.).
- Prepares a detailed report of all receipts and disbursements for distribution at each Board meeting.
- Serves a minimal one-year term, with review by the Nominating Committee.

COMMUNICATIONS COORDINATOR

- Responsible for issuing computerized reminder of Board and Cluster Meetings, and any other pertinent announcements.
- Maintains current list of Cluster members and phone numbers (is dependent upon Cluster Lay Director and Database for updates from each Walk, and for Cluster membership Changes).
- Serves a minimal one-year term, with review by the Nominating Committee.

DATABASE

- Maintains up-to-date listing of all Cluster members, with:
 - Name and Walk number
 - Address, phone number and e-mail (if available)
 - Church affiliation
- Forwards changes of address to Community Database, to update Community newsletter labels as received.
- Maintains Cluster attendance records and provides periodic reports to the Board as requested by the Board or Lay Director.
- Provides updates to Communications Coordinator and Reunion Group Coordinator.
- Updates and maintains the Cluster Sign-in book, and insures its availability at each Cluster meeting. Reports new Pilgrims' first year of Cluster attendance to the Team Selection Committee.
- Serves a minimal two-year term, with review by the Nominating Committee.

AGAPE

- Provides Shoals Cluster agape to all Alabama Walks, and responds to requests from other Emmaus communities, Chrysalis, Epiphany, etc., if possible.
- Plans and oversees Agape Parties throughout the year for Cluster membership.
- Provides posters/letters/leaflets signed by Cluster to all Alabama and N.C.E.C. Walks, Kairos, and Kairos Outside.
- Secures extra helpers as needed.
- Serves a minimal one-year term, with review by the Nominating Committee.

SPONSORSHIP

- Is resource for those needing help sponsoring a Pilgrim.
- Provides informational training segments at the Cluster Meetings (at least twice a year).
- Is Community Board contact person in the Cluster for any Sponsorship problems in the Shoals Cluster.
- Serves a minimal one-year term, with review by the Nominating Committee.

REUNION GROUP COORDINATOR

- Gathers and maintains a list of existing Reunion Groups, with meeting schedule, and a contact person.
- Provides copies of above list, as updated, to Cleopas Connection and Information Center. Also provides an updated list to the Newsletter Editor at each Board meeting.
- Makes announcements at Cluster Meetings, including periodic reminders to Cluster members that Reunion Group Lists are available on the Information Center table.
- Brings Reunion Group needs to the Board members.
- Serves a minimal one-year term, with review by the Nominating Committee.

72-HOUR PRAYER VIGIL

- Is contact for Alabama Community Teams to secure volunteers for Walk Prayer Vigils.

- Presents sign-up form at each Cluster meeting to gather names of volunteers and explains to the group.
- Serves a minimal one-year term, with review by the Nominating Committee.

CLEOPAS CONNECTION

- Committee shall consist of at least two, and preferably three members. Chair of the committee may recruit extra help as needed.
- Prepares and maintains contents of Shoals Cluster handbook, known as the Cleopas Connection.
- Secures list of new Pilgrims from the Cluster Lay Director.
- Greets all new Pilgrims returning from their Walk, gives recognition emblem.
- Meets with returning Pilgrims between dinner and worship at each Cluster meeting. Provides Cleopas binder and covers pertinent information, covering as much as possible to orient the Pilgrim into the Cluster.
- Tracks new Pilgrims for a year through data provided by the Database Coordinator. Notes absences, and sends notes of encouragement to these Pilgrims and their sponsors.
- Serves a minimal two-year term, with review by the Nominating Committee