

BY-LAWS OF ALABAMA EMMAUS COMMUNITY

Article I

Name

The name of this Community shall be The Alabama Emmaus Community of the North Alabama Conference, United Methodist Church, hereafter referred to as Community.

Article II

Object

Section 1. The object of this Community shall be to help bring about spiritual renewal by inspiring, challenging, and equipping church members for Christian action, in their homes, churches, places of work, and communities through the Emmaus experience.

Section 2. This Community is affiliated in written agreement with the National Emmaus Movement, The Upper Room, Nashville, Tennessee.

Article III

Members

Section 1. All persons who have completed a weekend experience of The Walk to Emmaus sponsored by the Alabama Emmaus Community shall be members of the Community.

Section 2. Persons who have completed a Walk to Emmaus, Cursillo weekend, Tres Dias weekend, or other expressions of this three-day experience that are recognized by the National Emmaus Movement, The Upper Room, Nashville, Tennessee may become members by participating in the activities of the Alabama Community and having the Secretary of the Community include their names on the official mailing list of the Alabama Emmaus Community.

Article IV

Board of Directors

- Section 1. Direction of the Community shall be vested in an ecumenical Board of Directors.
- Section 2. There shall be 16 elected members of the Board of Directors. The Lay Director, Spiritual Director, and Treasurer of the Community, and the Community Coordinator shall also serve as voting members of the Board of Directors.
- Section 3 The Community Coordinator, as an employee of the Community, is selected by the Board of Directors. The Community Lay Director of each succeeding sitting board shall annually appoint a committee to evaluate the performance of the Coordinator. Based on the resulting evaluation, that sitting board may affirm/deny the continued service of the individual in the position, and may make recommendations relating to salary. Attendance of the Community Coordinator at board meetings is mandatory except when excused by the Community Lay Director or the Community Spiritual Director.
- Section 4. (a) The sixteen elected members of the Board of Directors shall be selected in two classes of eight for one term of two years. Each Cluster Grouping, as determined by the Alabama Emmaus Board of Directors, shall create a Cluster Grouping Team Selection Committee consisting of two members per Cluster who have served at least to the level of Assistant Lay Director. Each Cluster Grouping Team Selection Committee shall select from among their committee members, or a similarly qualified member of their Cluster Grouping, one board member from their Grouping per year for each class of eight directors. Each Cluster Grouping shall have two directors from their Grouping serving staggered terms of two years on the Alabama Emmaus Board.
- (b) Newly elected members of the Board of Directors shall begin on January 1 after election and remain in office for two years.

(c) The exception is the Community Lay Director (Chairperson) who will serve as Assistant Community Lay Director (Vice-Chairperson) in the second year in office, and as Chairperson and Community Lay Director in a third year.

(d) Board members cannot succeed themselves in consecutive terms.

Section 5. Officers shall be Chairperson, Vice-Chairperson, Secretary, and Treasurer, and in case of absences, will chair the meetings in this order.

Section 6. Officers shall be elected annually by the Board of Directors for a one-year term beginning the following January 1 and may succeed themselves for one additional term only. For the purposes of continuity, the Treasurer may serve succeeding terms at the discretion of each sitting Board.

Section 7. The Board shall meet at least bi-monthly in regular meetings unless otherwise ordered by a 2/3 vote of the Board in a regular meeting.

Section 8. Twelve [12] members of the Board of Directors present at a duly called meeting shall constitute a quorum.

Section 8. The Board of Directors shall affirm the Spiritual Director of the Community annually at the August meeting. Term of office shall begin upon election. An Assistant Spiritual Director will be selected in June who will, in the absence of the Spiritual Director, fulfill those duties, and will be understood to step into the office of Spiritual Director in August of the following year.

Section 10. The immediate past Chairperson of the Board will serve as an ex-officio voting member of the Board of Directors one additional year, or the normal term of office.

Section 11. (a) Special board meetings may be called at anytime by the Chairperson or when requested in writing by twelve [12] members of the board, or
(b) An Executive Committee composed of the officers, Spiritual Director of the Community, and two voting members of the Board shall be authorized to call and conduct emergency meetings to recommend action for approval by the Board.
(c) The Chairperson of the Board may communicate board issues to members via email for approval.

Section 12. Vacancies on the Board. The Board may elect a person, upon nomination of the Chairperson, to fill vacancies until the next regular election. The Chairperson may ask the Cluster Grouping Team Selection Committee from the Cluster that has the vacancy to provide the name of a qualified person to complete the vacant term until the next regular election.

Section 13. Any voting member of the Board of Directors, if absent for three consecutive Board meetings without explanation to the Board Chairperson, shall be subject to replacement by vote of the majority of the Board.

Article V

Committees

Section 1. The Board of Directors or Chairperson shall annually name Board members from each Cluster Grouping to serve as Board Representatives for the Alabama Emmaus Walks for their Cluster Grouping for that calendar year.

Section 2. Board Representatives shall act as consultants and relate to all Walk team committees and any persons in any area of responsibility during a Walk. The Spiritual Director will have oversight of the Worship Committee.

Section 3. The Chairperson of the Board shall be an ex-officio member of all committees.

Article VI

Walk to Emmaus

- Section 1. The Community shall follow the guidelines of the National Emmaus Movement in the formation of the 3-day (72 hours) experience. The guidelines are attached hereto.
- Section 2. The Board of Directors shall choose a Lay Director for each Alabama Community Walk to Emmaus.
- Section 4. The Spiritual Director for each Alabama Community Walk to Emmaus shall be selected by the Spiritual Director of the Community after consultation with the Board and Lay Director involved in the affected Walk.
- Section 5. Team Selection for remaining Team Members other than the Lay Director and Spiritual Director for each Walk will be done locally by the Team Selection Committee within each of the Cluster Groupings, as grouped by the Alabama Emmaus Community Board.

Article VII

Amendments

Proposed amendments to the By-Laws must be presented to the Board one month in advance and voted in the affirmative by a 2/3 vote, and are then to be circulated to the general Community for electronic vote.

Article VIII

Adoption

Amended By-Laws are to be circulated electronically through Cluster Leaders to the general Community for approval and must be passed by a simple majority of the results returned to the Board.

November, 2018

ALABAMA EMMAUS COMMUNITY STANDING RULES

(Adopted May 7, 2016; Effective August 1, 2016; as revised October 8, 2016, and November 5, 2016)

PREAMBLE

The following Standing Rules are adopted this date for the efficient administration of the activities of the Alabama Emmaus Community for the glory of our Lord and Savior, Jesus Christ. The adoption of these Standing Rules is intended to supersede and replace the Standing Rules and actions previously adopted by the AEC Board of Directors, but only as to the issues covered by these Standing Rules.

1. COMMUNITY BOARD NOMINATING COMMITTEE:

(a) A nominating committee of not less than three and not more than five members of the Board shall be chosen by the Board of Directors in the first meeting of the year. At least one of the members should be a 2nd year Board member. The Assistant Community Lay Director (ACLD) shall serve as chairperson of the Nominating Committee.

(b) At the May Board meeting, the Nominating Committee shall submit the candidates for Assistant Community Spiritual Director, which shall be voted on and approved by the Board at that meeting. The ACSD takes office effective August 1st of each year.

(c) In October, the Chairperson of the Nominating Committee shall contact all Permanent Committee members to verify their willingness to serve for another year. If any Permanent Committee members do not wish to continue to serve for another year, the Nominating Committee shall submit its nomination of the person(s) to fill any such open position for the following calendar year, which nomination(s) shall be submitted for a vote of the Board at its November meeting.

(d) At the November Board meeting, the Nominating Committee shall also nominate (1) the candidate(s) for Board Vice-Chairperson for the following calendar year which shall be submitted for a vote of the Board at that meeting; and, (2) the candidates for the AEC Representatives to the Emmaus National Conference for the following year: one clergy, one Layperson, which shall be the AEC Assistant Lay and Assistant Spiritual Directors of the Community, unless he or she is unable to attend the Conference.

2. The Board of Directors shall appoint annually (or in interim, if needed) Cluster Grouping Team Selection Committee Representative(s), Cluster Lay Leader, and/or Cluster Spiritual Leader for any Cluster which fails to elect its own. The Community Spiritual Director will work with the Cluster on selection of a Cluster Spiritual Director, if needed.

3. The following criteria are set for Spiritual Directors in keeping with the "Clergy Criteria for Emmaus and Chrysalis" (Updated Nov. 11, 2013 and found under Leadership Development on the Emmaus/Chrysalis websites):

- (a) Been a pilgrim on a weekend Emmaus/Chrysalis/or recognized Fourth Day Movement.
- (b) Completed the 3 page Emmaus/Chrysalis Clergy Team Application Form and submitted to the AEC SD.
- (c) Be actively serving in professional ministry or retired in good standing.
- (d) Once counseled and approved by the AEC SD, he/she may then serve as an Assistant SD.

The following additional criteria must be met in order to serve as SD:

- (a) Must have served on a minimum of 2 AEC Emmaus/Chrysalis weekends, attended the whole weekend at least once, and given 2 different clergy talks.
- (b) Must be authorized by their ordaining body and able to consecrate Holy Communion elements in Emmaus/Chrysalis (not just the local church).
- (c) Have attended Upper Room Clergy Training and provided said certification to the AEC.
- (d) Invited to serve by the AEC SD.

The following additional criteria for the AEC SD:

- (a) Must have served as a weekend SD and a representative of the best the AEC has to offer.

All clergy who have previously served in any of the above positions and are in good standing with the AEC may continue to serve.

4. A Lay Director for an AEC Walk to Emmaus should be a person who has served as a Table Leader and as an Assistant Table Leader at least once, has given a talk, and has served at least twice as an Assistant Lay Director.

5. No gifts will be given to/by the Lay Director of an AEC Emmaus Walk by or to team members. The hand cross used in the prayer chapel during a Walk will be given to the Lay Director by the Walk Spiritual Director.

6. Pilgrim candidates for an AEC Walk can be sponsored by anyone who has attended a Walk to Emmaus or a Chrysalis Journey. Anyone who is 18 years of age and above, not currently enrolled in high school, and who intends to become part of the activities of an ongoing Emmaus Community, may be eligible to become pilgrims.

7. In addition to the Permanent Committees, each Walk shall include the following committees: Agape, Refreshments, Housing/Registration, Candlelight, 72-hour Prayer Vigil, Speaker Prayer Chapel, Music/Tech, Sponsor's Hour, Worship, Meal Service, Entertainment, Clean-up, and Closing.

8. Duly elected members of the AEC Board of Directors of the Alabama Emmaus Community may not serve on the Conference Room team of any Walk during their term of office, nor give one of the 15 scheduled Walk talks. The Board member is to speak as a replacement for the AEC Lay Director, if unable to give his or her designated talk.

9. There shall be regular gatherings of the Alabama Emmaus Community as scheduled by the AEC Board, which shall include an annual overnight training event.

10. Members may resign from the Alabama Emmaus Community through written notice to the Secretary. The Secretary will furnish, upon request, written confirmation of Alabama Emmaus Community membership to a person who has been an AEC member in good standing, who lives in or moves to another locale, and wishes to become a member of another Emmaus Community.

11. Experience derived from serving on any other Emmaus Community Walks will be counted towards eligibility for Lay Director of the Alabama Emmaus Community. Persons who have experienced a Chrysalis Journey or a KAIROS weekend may become a member of the Alabama Emmaus Community without attending a Walk; however, they may attend a Walk as a pilgrim if they so desire. They are able to work “back hall” committees on Emmaus weekends; however, once working on a Walk team, they shall not thereafter attend a Walk as a pilgrim.

Episcopal and Catholic Cursillo attendees must work an Emmaus “back hall” first. After they have done this, any conference room experience with Cursillo will count on an Emmaus weekend. KAIROS and Chrysalis conference room experience does not count for Emmaus weekends. Once Chrysalis members reach the age of eighteen, they are eligible to be considered for an Emmaus Conference Room Team.

Persons who meet the service requirements for becoming a Lay Director in the AEC, but whose service comes totally from another Community, will be asked to serve in the back hall and as an ALD in the AEC before becoming an AEC Lay Director. As a courtesy to the Team Selection Committee, Applications to Serve, which document this prior experience in another Community, should be provided for that TSC.

Those who have mixed service, such as back hall experience in another Community and Conference Room experience in the AEC will be asked to serve at least once as an ALD in the AEC to be qualified to serve as an AEC Lay Director.

12. The position of Music Leader requires sufficient team experience to know the place of music in the weekend and to have served in Music on two [2] previous AEC teams.

13. No handouts shall be distributed in association with the 15 talks except for Scripture references from the talk. In addition, no PowerPoint presentation should exceed 10 slides representing the main points of the talk, and shall not include slides of a personal nature unless referenced in the talk.

14. The minimum number of pilgrims and tables required for Walk to go forward is 21 pilgrims and 7 tables.

15. No pilgrims will be invited or substituted to attend a Walk past ten days prior to a Walk.

16. The offering taken at Candlelight is designated for the AEC General Fund, and the offering taken at Closing is designated for scholarships; however, an offering may be directed for other purposes by the action of the AEC Board taken prior to that offering.

17. Should it come to the attention of the AEC Board that an individual has been convicted of a sex crime, or is a Registered Sex Offender, that person may not participate in the activities of an AEC team, nor be a pilgrim on a Walk.

18. A conference room member shall not sponsor a pilgrim, nor have a family member who is a pilgrim on that Walk. Other team members are strongly discouraged from sponsoring a pilgrim on a Walk that he or she is working.

A "family member" is defined as an aunt, uncle, brother, sister, parent, spouse, child, grandchild, or grandparent.

A "conference room member" is defined, for the implementation of this rule, as anyone who will actually be in the conference room with the pilgrims for the entire three days, including the Music and Tech Team members.

19. The Walk LD and the CGTSC choose first from among persons who actively support the Emmaus Movement with involvement in Cluster and Community activities. Teams should represent those who seek to live a life of piety, study and action; who know the value of a support group for living in grace as an accountable disciple; and who are active church members. They should also honor participation in Group Reunions and Cluster meetings as a sign of commitment to the Emmaus method for Christian living. While ideally all team members would be active in a Group Reunion, the Lay Director and Fourth-Day speaker must be active in an accountability group, or their witness is false. The Walk Director and CGTSC should honor these standards without being narrowly legalistic. Above all, they should discern individual gifts for team membership, overall commitment to the aims of Emmaus, and benefit to the Pilgrims.

Within this spectrum of individuals, all team members must share commitment to Christian discipleship, church renewal, and apostolic action. Assuming that an individual affirms this basic commitment, another weighty consideration in team selection includes participation in the following Fourth-Day activities:

- *Regular church attendance.
- *Involvement in local church.
- *Support of Emmaus Gatherings.
- *Ongoing participation in a reunion group.
- *Servanthood ministry behind the scenes of Emmaus Walks.

20. No more than 7 members of the same church or area, and no more than 7 members of the clergy, may attend the same Walk as pilgrims, so that they can be put at separate tables.

21. A team member may not wear nor display any collegiate gear or apparel during the Walk.

22. A Board Rep shall not serve on a Walk on which his or her spouse will serve as Walk Leader. In that event, a Board Rep from another Cluster shall serve as Board Rep for that Walk.

(Adopted by the Alabama Emmaus Community Board on May 7, 2016, to be effective on August 1, 2016; as revised October 8, 2016, and November 5, 2016)