

Book of Local Policies

Amendment One (1)

BY-LAWS of the Lagniappe Country Walk to Emmaus Community

Lagniappe Country Emmaus Community Local Policy

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Lagniappe Country Emmaus Community Book of Local Policies BY-LAWS: AMENDMENT ONE (1)

The Lagniappe Country Emmaus Community (LCEC) Board shall maintain a "Book of Local Policies" which documents clarifications, additions to, or slight changes from the accepted practices for operating the LCEC. The LCEC Board and the LCEC are bound by, and must adhere to the policies documented in this Book of Local Policies.

Additions, deletions, or modifications to policies documented in the Book of Local Policies can be made by a 2/3 majority vote of the LCEC Board of Directors, after presentation and discussion of said changes, a quorum being required for an official vote. A paper copy of the policy, signed by the LCEC Board Chair at the time of approval shall be filed in the Book of Local Policies.

Deviation from these policies can only occur with prior discussion and approval by a 2/3 majority vote of the LCEC Board of Directors, with a quorum being asked for an official vote. Any deviation from policy is understood to be a one-time nature, unless a change to the specific policy from the Book of Local Policies is enacted by the Board. Approved one-time deviations to policies in the Book of Local Policies, and the reason for the deviation, must be documented in the LCEC Board Meeting Minute from the meeting when the deviation was approved.

The policies outlined in the Book of Local Policies shall be documented in such a way as to insure clear understanding of the policy and its intent. Documentation shall include:

1. A clear, concise statement of the policy
2. A description of the basis/intent of the policy
3. The date of the Board vote approving the policy
4. A "Policy Number" (e.g., 2007-03, third policy enacted in 2007)
5. The Number of the existing policy being replaced (if the policy supersedes an existing policy)
6. Dated signature of the presiding LCEC Board Chair at approval.

Original copies of superseded, deleted or modified policies will be maintained as an "Appendix" to the Book of Local Policies as a means of maintaining a history of changes, for the benefit of future Boards.

Approval Date: January 5, 2009

Anne Clouatre

Board Chair Name

Board Chair Signature

Lagniappe Country Emmaus Community Local Policy 2001-01

Policy Statement: The number of Assistant Spiritual Directors (ASD's) for a walk weekend shall be a minimum of two (2), and they shall be present for the entirety of the walk weekend.

Basis and Intent: This policy is intended to insure that an adequate number of Spiritual Directors (includes the Spiritual Director and Assistant Spiritual Directors) is available for the duration of the weekend to meet the needs of the Pilgrims on the Walk. Availability of Spiritual Guidance for Pilgrims as they progress throughout the course of the Walk to Emmaus Weekend is essential to providing the Pilgrim with the intended Weekend experience.

Experience has shown that fewer than three Spiritual Directors being present, or allowing those present to leave to attend to other duties (walk related – e.g. handling “Candle Light”, or otherwise – e.g. attending to his local congregation’s needs) can leave the walk weekend with insufficient Spiritual Direction to meet the needs of the Pilgrims during the weekend. This is particularly noted should one of the directors need to spend an extended amount of time with a single Pilgrim or group of Pilgrims.

Superseded Policy: N/A

Approval Date: October 2, 2001
Revised: June 3, 2010

Lagniappe Country Emmaus Community Local Policy 2002-01

Policy Statement: The six (6) appointed community members of the Team Selection Committee who serve one (1) year terms shall be divided into two classes of three (3), which shall have terms running from January to December, and July to June.

Basis and Intent: The intent of this policy is to provide improved operation of the Team Selection Committee by providing two overlapping classes of three appointed Community Members each serving one year, with class terms offset by six months. This offset in term dates avoids complete turnover of the appointed Community Members all at once, providing for more continuity in the Team Selection Process.

Superseded Policy: N/A

Approval Date: October 2, 2002

Lagniappe Country Emmaus Community Local Policy 2002-02

Policy Statement: Lay persons giving a talk on a Walk weekend are to send a manuscript of their talk to an appointed Spiritual Director (SD or ASD) for reviewing at least two weeks prior to the Team Training Meeting when they are scheduled to preview their talk.

Basis and Intent: The intent of this policy is to insure that adequate time is allowed for a Spiritual Director to review a talk, and provide feedback to the presenter with sufficient time for comments to be incorporated into the talk preview at the Team Training Meeting.

Review of all talks to be given during a Walk weekend by a walk Spiritual Director is an essential part of the Team Preparation process, insuring that the content of the Spiritual Message presented by the fifteen talks is consistently presented as a part of the whole weekend's message, and is in keeping with the Emmaus Model talk outlines. The two week lead time prior to the talk preview provides adequate time for review of the talk content, presentation of constructive feedback, and incorporation of any feedback into the previewed talk prior to the talk preview date.

Superseded Policy: N/A

Approval Date: October 2, 2002

Lagniappe Country Emmaus Community Local Policy 2002-03

Policy Statement: The Spiritual Directors giving a talk on a Walk weekend are to send a manuscript of their talk to Community Spiritual Director for reviewing at least two weeks prior to the Team Training Meeting when they are scheduled to preview their talk.

Basis and Intent: The intent of this policy is to insure that adequate time is allowed for the Community Spiritual Director to review a talk, and provide feedback to the presenter with sufficient time for comments to be incorporated into the talk preview at the Team Training Meeting.

Review of the five “Grace” talks to be given during a Walk weekend by the Community Spiritual Director is an essential part of the Team Preparation process, insuring that the content of the Spiritual Message presented by the five Grace talks by the Walk Spiritual Directors is consistently presented as a part of the whole weekend’s message, and is in keeping with the Emmaus Model talk outlines. The two week lead time prior to the talk preview provides adequate time for review of the talk content, presentation of constructive feedback, and incorporation of any feedback into the previewed talk prior to the talk preview date.

Superseded Policy: N/A

Approval Date: October 2, 2002

Lagniappe Country Emmaus Community Local Policy 2002-04

Policy Statement: Selection of the Walk Lay Directors for a set of Walks shall occur no less than ten (10) months prior to the date of the Walk weekend.

Basis and Intent: Recruitment, training and development of a Walk Conference Room Team is a lengthy process requiring much time and effort on the part of a Walk Lay Director. Selection of the Walk Lay Directors approximately one year prior to the date of their walks will allow adequate time for the Lay Director to recruit, train and develop the resources that will be needed to conduct the Walk weekend in a timely fashion, contributing to the readiness of the Conference Room Team and the quality of the weekend experience for the Pilgrim.

Superseded Policy: N/A

Approval Date: December 3, 2002;
Revised: June 3, 2010

Keitt Hane

Board Chair Name

Board Chair Signature

Lagniappe Country Emmaus Community Local Policy 2002-05

Policy Statement: Training for Walk Lay Directors shall be provided twice per year, as soon as practical after selection of the Lay Directors for a given set of Walk weekends.

Basis and Intent: Training the incoming Walk Lay Directors on the logistics and process of Conference Room Team recruitment, training and development is a key to assuring the success and effectiveness of a Walk Lay Director's role in conducting the Walk weekend. Walk Lay Director Training is the first step in beginning the Team formation process. This training must occur as soon as practical after the Lay Directors for a set of upcoming Walk weekends have been selected, in order to allow sufficient time for the Walk Lay Directors to recruit, train and develop their Conference Room Team prior to the Walk weekend.

Superseded Policy: N/A

Approval Date: December 3, 2002

Lagniappe Country Emmaus Community Local Policy 2003-01

Policy Statement: The Board Representative for a Walk weekend shall be selected in priority order from the following:

- 1) Recent Lay Director – 1 year prior
- 2) Former Lay Director, in the order below
 - Past board member
 - Current board member
 - No board experience
- 3) Past board member

Basis and Intent: The intent of this policy is to provide a Board Representative for the Walk weekend who is both knowledgeable of the policies and workings of the Walk weekend, and is capable of backfilling the Lay Director, should emergency circumstances arise that would prevent the selected Lay Director from leading the weekend.

The position of Walk Lay Director is the single position in the path of “progressive servanthood” that does not have a superior progression that would be capable of providing a backfill, should circumstances arrive that prevents the Lay Director from serving on the appointed weekend. The selection order outlined in this policy is intended to provide a Board Representative that is familiar with the current workings and policies of the Walk weekend, so that they may step in to backfill the Lay Director should the need arise.

Superseded Policy: N/A

Approval Date: December 2, 2003
Revised: June 3, 2010

Keitt Hane

Board Chair Name

Board Chair Signature

Lagniappe Country Emmaus Community Local Policy 2004-01

Policy Statement: The transition of Retiring and Newly-Elected LCEC board members shall occur such that the Newly-Elected Board members shall begin service one month prior to the beginning of the “Board Calendar Year” and the Retiring Board members shall remain on-board for one month beyond the Board Calendar Year.

Basis and Intent: The intent of this policy is to provide adequate overlap between Newly-Elected and Retiring Board members during transition to allow for effective transfer of responsibilities, and for a limited amount of overlap, which will facilitate mentoring and training of the Newly-Elected Board Members in their areas of responsibility.

Superseded Policy: N/A

Approval Date: January 6, 2004
Revised: June 3, 2010

Keitt Hane
Board Chair Name

Board Chair Signature

Lagniappe Country Emmaus Community Local Policy 2007-01

Policy Statement: A minimum of seventeen (17) applications must be received twenty (20) days prior to the walk date. Seventeen (17) Pilgrims must be confirmed as attending ten (10) days prior to the walk date for the walk to proceed. Furthermore, should the number of confirmed Pilgrims fall below fifteen (15) by the Monday preceding the Walk, then the Walk shall be cancelled.

Basis and Intent: The primary intent of this policy is to insure that an adequate ratio of Pilgrims to Staff is achieved to assure that the Pilgrims' weekend experience is as intended by the Upper Room Walk to Emmaus model.

Additional considerations for this policy include:

- a) Support for the model of "Responsible Sponsorship" whereby the Sponsorship process is conducted with adequate timing and information disclosure to the potential Pilgrim to allow them to make an informed and spirit-led decision as to the appropriateness of attending a given Walk weekend.
- b) Wise stewardship of community funds and personnel resources needed to conduct a Walk weekend, and
- c) Providing a ratio of Pilgrims to Staff for the weekend that creates a Table environment that allows for a comfortable level of "anonymity" for the Pilgrims, and facilitates proper group interaction and discussion.

The requirement for the seventeen (17) applications received twenty (20) days prior to the walk date is intended to prevent last minute "sweeping of the streets" for candidates just to ensure that a walk can be conducted. Pilgrims recruited on this basis usually are not ready to attend the walk, which leads to an undesirable weekend experience.

The absolute minimum of fifteen (15) confirmed Pilgrims by the Monday prior to the Walk (though the deadline of seventeen confirmed twenty days prior to the Walk may have been met) is intended to ensure the minimum ratio of Pilgrims to Staff is met.

Superseded Policy: N/A

Approval Date: August 7, 2007
Revised: June 3, 2010

Keitt Hane
Board Chair Name

Board Chair Signature

Lagniappe Country Emmaus Community Local Policy 2010-01

Policy Statement: The maximum number of Pilgrims on a Walk is thirty (30).

Basis and Intent:

Prior to this policy statement, a maximum of thirty-six (36) pilgrims could participate on a Walk weekend. Recently, available sleeping space has been reduced at the facility used for the weekend. Considering the lodging limitations of the Broadmoor United Methodist Church facilities and the optimal conference room capacity, limiting the number of pilgrims to thirty (30) would be more conducive to the intended goal of the weekend and the comfort of the pilgrims and the conference room team.

The intent of this policy is not to deny pilgrims who may be interested and drawn by the Holy Spirit to attend the Walk, but to maintain a manageable size to make the most effective weekend experience.

Applications received after the maximum is reached will be placed on a waiting list. Applicants will be informed, accordingly. A vacancy that occurs prior to the Walk will be filled from the waiting list applications, in the order in which they were received. The latest a vacancy can be filled would be the Monday before the Walk.

This policy does not mandate the number of table teams in the conference room. That number, whether five or six, will be determined at the discretion of the Walk Lay Director.

Superseded Policy: N/A

Approval Date: March 2, 2010

Keitt Hane

Board Chair Name

Board Chair Signature

Lagniappe Country Emmaus Community Local Policy 2010-02

Policy Statement: Each printed roster of the Lagniappe Country Walk to Emmaus community is to include statements regarding proper use and copy protection of the personal information it contains:

- By purchasing this roster, you agree to use it for personal and community purposes only.
- The use of this roster for commercial purposes is strictly prohibited.
- Photocopying this roster is prohibited.

Basis and Intent:

The Lagniappe Country Walk to Emmaus community roster contains community membership personal information that should be properly protected to the extent possible.

Furthermore, the LCWE community roster is to be made available only to members of the community. Printed copies may be sold for a fee approved by the Board as a way to offset the cost and as a way to imply the importance of this policy.

Superseded Policy: N/A

Approval Date: June 3, 2010

Keitt Hane
Board Chair Name

Board Chair Signature