

Leadership Roles

QCEC Board of Directors & Leaders

Committees & Support

Board of Directors

Community Lay Director & Board President

- Upper Room covenant & communications; preside over Board; maintain bylaws; encourage leaders; grow and sustain the community

Walk to Emmaus / Chrysalis Ministry Directors

- Oversee all tasks related to a successful Walk or Flight weekend by overseeing weekend support committees & leaders
- Manage nominations & selection for Weekend Lay Directors

Treasurer

- Maintain bank accounts, key forms, insurance, 501c3 status, bus driver services

Secretary

- Schedule board meetings and take minutes; maintain a board calendar
- Historian duties (see below)

Fourth Day Coordinator

- Gatherings – oversee a team to design & execute inspiring and energizing events
- Community training – work with community trainer & oversee a team that schedules sessions on leadership, sponsorship, project planning, discipling others, etc.
- Reunion groups – encourage & enable new groups; get recent pilgrims linked in groups
- Coordinate Anointing & Apostolic Hours with ministry teams to assure high quality
- Work to engage recent pilgrims and inactive members

Technology and Communications Coordinator

- Maintain effective communication with community; website, social media, email, text
- Work with Database Manager & implement new Ministry Manager tool

Outreach Coordinator

- Stay in contact with area churches (clergy & laity), follow up with new pilgrims and pastors, determine if we are meeting the purpose of Emmaus/Chrysalis

Community Board Rep

- Liaison between board and weekend activities
- Assigns & trains Weekend Board Reps
- Manage supplies for team training; keep board rep bins stocked (critique sheets & forms)

Administrative Support Leaders & Committees

Community Agape contact – collects letters from other communities to use during walks/flights, and sends out our QCEC letter as other communities request

Historian – maintain team photos for every walk in an electronic file; maintain document archives

Gatherings – develop a vision and schedule for successful community engagement

Accountability (Reunion) groups – help people develop new groups

Database / email blasts – keep community updated; provide member info; maintain new & changing contacts

Newsletter – create content; collaborate with leaders; develop a format to post on website & email out

Website & technology – keep website updated; assist database manager; coordinate communications

Gmail account manager – monitor and manage incoming emails

Facebook account manager – keep community engaged with updates, event invitations, etc.

Weekend Support Leaders & Committees

Agape Coordinator – gain agape for weekends, set up weekend prayer vigils

Registrar - track applications and follow up with sponsors; weekend registrar and maintains pilgrim-sponsor lists; lead sponsor recruitment and training; monitor PO box or find someone who can

Weekend Board Rep – manages board rep duties for an assigned weekend

Supplies – for conference room & pilgrim packets; manage Upper Room account to place orders

E-files & manuals – manage DropBox and access

Facilities/Operations - Liaison with Camp Summit & understands camp rules; coordinate with church for Send-off, Apostolic Hour and Closing

Weekend Volunteer Coordinator - recruit, track, train volunteers for all support tasks; manage weekend support activities including:

Team Selection

Weekend Kitchen Coordinator

Setup/Teardown Coordinator

Logistics

**** Other committees can be organized as needed ****

Leader expectations:

- Focus on our mission and on serving Jesus Christ
- Pray for the community
- Attend meetings as you are able. Board of Directors will meet 6-10 times a year. Other committees meet as needed; many responsibilities can be fulfilled without attending meetings.
- Keep your commitments or find a back-up
- Email use is essential