

Minutes of the SWTX Emmaus General Board Meeting

July 24, 2010

Oxford United Methodist Church, San Antonio TX

The following Executive Committee members were not in attendance: Cheryl Brockman, Chrysalis Ex Officio; Ann Rossi, Chrysalis ALD; Rev. Carl Westbrook, ASD; Rev. Sheldon Johnson Chrysalis ASD; Rev. David Seilheimer, SWTC staff

The following 4DG did not have a representative in attendance: Brush Country, Crossroads, Fredericksburg, Living Waters, Llano Uplift, Luling, Plum Creek

Worship began at 8:40 AM and was led by Rev. Barbara Dyke.
Kathy Shaw called the meeting to order at 9:24 AM.

Lay Director's Report – Kathy Shaw

- Welcome and introductions
- New binders were given to Board members and the contents reviewed
 - Tab 1, Key Dates/Forms
 - (1) Chrysalis & Emmaus dates for meetings, deadlines, trainings
 - (2) October 2 – Correct Emmaus FDG Board to Emmaus FDG Board Training
 - (3) Walk/Flight Requests and Walk Leadership Requests are due to the Emmaus Registrar November 11, 2010.
 - (4) A copy of all required forms needed by FDG is in the binder. Forms can be downloaded from www.umcswtx.org Walk to Emmaus site.
 - (5) The completed form must be submitted to the Emmaus Registrar by the due date. Emails that do not include The required form will not be acceptable. Completed faxed or scanned forms are acceptable. Direct Fax Number – 210-568-2171.
 - (6) Walk Dates are given preference in order received, but site may not have requested date available.
 - Tab 2 SWTX Letter of Agreement. FDG sign LoA with SWTC and was due July 9, 2010. SWTC Board members sign LOA with Upper Room. SWTC Board signs LOA with Upper Room at the January Board meeting.
 - Tab 3 – Policy & Procedure Manual.
 - Tab 4 – FDG & Locations
 - (1) Counties within SWTC Emmaus Community. Shows general area of FDG and Walk/Flight sites
 - (2) SWTC FDG and area covered
 - (3) Cities along the perimeter of Methodist SWTC
 - Tab 5 – FDG Leadership
 - Tab 6 – Board Roster
 - Tab 7 – Board Committee Responsibilities
 - Tab 8 – Walk Schedule & Flight Schedule
 - Tab 9, 10, 11, 12 – handouts from July, October, January, and April Board meetings
- Walk Flight Leadership Training (WFLT) – Walk LD, Walk Board Rep are required to attend WFLT 6-15 months prior to the Walk they are leading. Walk SD is required to attend WFLT every 3 years to be qualified to serve as a Walk SD. Trainings are open to all.
- Upper Room Local Board Training is held concurrently with WFLT. New Board members are required to attend, but open to all.
- Three Year Comparison Chart for 2006 – 2009 Walks. Omitted from Chart: 2009 Hays Praise Women's Walk: 36 pilgrims, gain \$937.20 and 2009 Hays Praise Men's Walk: 34 pilgrims and gain of \$811.80.

Spiritual Director's Report - Rev. Barbara Dyke

- So that clergy applications can be kept current, Walk LD should have all members of Walk clergy team submit a Clergy Application.
- Clergy Applications are to be updated yearly.
- Approved clergy spouses can serve on the same Walk since this issue was not addressed in the UR Manual.
- A column is to be added to the SD/ASD to indicate Chrysalis service. Chrysalis SD must have Chrysalis experience
- It is advisable for FDG to keep a record of talks given by clergy. Clergy should be put on progressive leadership track.
- Clergy applications are sent to the Emmaus Registrar, Adrian Gonzales.
- Journey follows Chrysalis guidelines.
- If a Walk SD or ASD needs to be replaced, choose replacement from the Approved SD list. Adrian Gonzales needs to be informed of the SD change, or any leadership, change immediately.

- Per Rev. Dykes' instructions the following was added after the General Board meeting. "This is a clarification from Saturday's General Board meeting and a follow up with the Upper Room Rep. The entire Great Thanks giving should be done by the SD. The Great Thanksgiving is not a lay function. It's a clergy function by way of one's ordination. The sacraments are always a function of clergy. Of course, lay people can participate in the rest of the worship service and should."

Secretary's Report - Chrissie Smith

- Minutes approved as corrected. Delete "The Following FDG did not have a representative in attendance," and change "reduced from \$50 a mile" to \$.50 a mile. (Scott Gresham/Greg Ashby)

Treasurer's Report – Sharon Garrison

- \$180.00 offering was given to a special fund which has been established to assist with medical and funeral expenses for Javier Alvarado, husband of Bianka Alvarado - Mount Wesley Food Services Manager.
- **The Executive Committee recommends to change mileage reimbursement to the current federal (IRS) level, not higher or lower, and to be effective immediately. Recommendations approved with two dissenting votes.**
- Treasurer's Report was accepted (Louise Wait/Rev. George Bradley).

Chrysalis Report - Cheryl Focht

- Chrysalis has five active Next Step Groups (NSG) in SWTC: Concho Country, Uvalde, Coastal Bend, Greater SA (Care Bexar, NW, Bluebonnet, New Life), Greater Austin.
- Each FDG should have a representative on the Chrysalis Board to ensure representation at team selection and to support the Chrysalis NSG.
- Work towards involving Chrysalis in Emmaus Gatherings; aim for a good blend of contemporary and traditional Emmaus music, youth-led gatherings.
- Include Chrysalis graduates (18 years and older) on Emmaus Walks (outside team, assistant table leaders, table leaders, music team) and Emmaus graduates are needed to serve on Chrysalis Flights (table leaders, speakers).
- Chrysalis is for students 15 years – 18 years. Must be at least 26 years to serve as an adult leader in Chrysalis.
- Progressive leadership is the key to growth
- Emmaus FDG need to complete Chrysalis prayer vigils. Adrian Gonzales will add the Chrysalis Prayer Vigils filled by FDG to the Emmaus PV. Chrysalis PV filled by FDG will remain listed in the Chrysalis PV.
- Monitoring of Chrysalis Flights has been well received by the NSG group being monitored.

Registrar's Report - Adrian Gonzales

- LoA, FDG Leadership, and Walk Leadership forms were due July 9, 2010. Many FDG still need to return these forms.
- Due date for Walk Request for 2012 and Walk Leadership for 2011 Walk July – December is due November 12, 2010.
- Walk Leadership for January – June 2011 was updated.
 - Walk 1606, River Creek (Plumb Creek, Luling, Simply Emmausing) given a two (2) week extension to submit 2011 Walk Leadership (Cheryl Focht/Vicki Beck)
 - Walks 1601, 1617, 1619 given a two (2) week extension to submit missing Walk Leadership (Cheryl Focht/Russell Ehrlich)
 - Walk 1618 was granted a thirty day (30) extension to submit Walk leadership (Jim Pruett/Sandy Mach). 3-N-1 must submit walk Leadership by Tuesday, August 24, 2010.
 - Walk leadership must be submitted on the Walk Leadership form.
 - 2011 Walk leadership was accepted with noted exceptions for SD (Sharon Mach/Jim Pruett).
 - Walk LD and Board Reps must attend WFLT to serve.
- Adrian Gonzales must be notified of any Walk leadership immediately.

Site Committee Report – Laura Rhodes

- Possible sites for future Walks: Latin America Bible Institute (summer Walks only), TMI was suggested as a site
- Suggestions for sites can be emailed to Laura Rhodes llrhodes@hctc.net
- Handout, How Items are Determined, was presented.
 - #5 delete last sentence – Team pays but stays at the conference.
 - #8 should read: Number of people is determined by total pilgrim, Conference Room Team and clergy per site through 2011.
- FDG were reminded not to contact site to obtain fees. Walk registration fees cover all costs associated with the Walk/Flight which need to be added to the site fee.
- Junction, Mt. Wesley, and Cathedral Oaks do not set fees until the fall.
- 2011 Break Even Analysis for Walks was presented and a lengthy discussion followed. The Site Committee worked diligently to keep fees as low as possible and include all expenses associated with a Walk. In the past some expenses were absorbed by the SWTC in the past and have now been included in the pilgrim/butterfly/team registration fee. Clergy fees continue to be absorbed by the SWTC.

- The increased registration fees for 2011 were a concern. FDG were encouraged to hold Walks at churches rather than retreat centers to keep registration fees low. Clergy would be more available to serve since Walks/flights would be held Wednesday through Saturday. Most other communities hold Walks/Flights in churches. Showers and toilet facilities can be rented.
- **The Executive Committee recommends that the revised pilgrim and team fees for the sites be accepted as printed on the 2011 Break Even Analysis chart.** Approved. Koinonia, Windmill, Coastal Bend, Solid Rock cast dissenting votes.

Old Business – Kathy Shaw

- The Gift - Opportunity to assist Upper Room in starting Emmaus communities in foreign countries e.g. Korea, China, Russia. A flyer is included in pilgrims' closing packets. This opportunity should be mentioned at the follow-up meeting after the Walk. It is suggested that twice a year, FDG should plan on showing The Gift presentation which can be downloaded from UR and taking a special offering. FDG should stress a financial gift of any amount is appreciated.
- Emmaus Music – There is not an official list of Emmaus music or an official song book. UR encourages an equal mix of music because pilgrims are from all backgrounds. Gatherings, Walks, and Flights should use a mix of easy to sing music.
- No fewer than 4 pilgrims should be at each table. CRT members need to move to outside team if necessary.
- Power Point presentation is one type of visual aid to use during a talk. Upper Room is concerned power points are being over used. Be aware of copyright infringement when projecting song lyrics or pictures from websites. Song lyrics must include a CCLI number. Power points or any other visual aid should not direct a pilgrim's response. Key points of talk should not be used as a visual. Pilgrims should remember the talk not the visual aid. Power point, poster, and props can be used as visual aids. A visual aid is not required.
- Updated sponsor's letter not yet posted on the web. The person writing the letter should write their relationship with pilgrim on the outside of the letter. No gifts are given on Walk.
- Mexicana yarn still available for lanyards
- A request was made to give advance notice to PV coordinators if time changes are made to the prayer vigil

Meeting was adjourned at 1:25 and Rev. Barbara Dyke closed with prayer.

Respectfully submitted,

Chrissie Smith,
Secretary