

Duties and Responsibilities of Southern Maryland Emmaus Fourth Day Coordinator

- 1) Coordinates/oversees 4th Day Seminars
 - a) Oversees process of recruiting volunteers active in our community to speak on various aspects of Emmaus at the Fourth Day Seminars
 - b) Coordinates/Recruits volunteers to set-up & clean-up worship space and potluck
 - c) Assists with planning the mini-Gathering following the Fourth Day Seminar in cooperation with Local Gathering Coordinator and volunteer Fourth Day Seminar Coordinator (non-Board position)
- 2) Educates the community about Sponsorship (see separate Position Description)
- 3) Encourages the community to form Reunion Groups (see separate Position Description)
- 4) Submits newsletter articles
- 5) Attends Board meetings and supports all Community Events