

**Duties and Responsibilities of  
Southern Maryland Emmaus  
Board Community Event Coordinator**

- 1. Coordinates Sponsor's Hour**
  - a. Works with Community Lay Director to provide for a person to lead the event
  - b. Verifies with the Community Spiritual Director that a clergy person will be present to administer communion (Community Events Coordinator brings elements and Community Spiritual Director Brings communion ware).
  - c. Recruits volunteer(s) to set-up and clean-up chairs, large cross, table for communion (agape team member will have pilgrim crosses, list of pilgrims, etc.)
  
- 2. Coordinates Candlelight**
  - a. Verifies with the Community Music Director that music is coordinated
  - b. Verifies with the Community Spiritual Director that a clergy person will be present to administer communion (& brings elements/communion ware).
  - c. Works with community volunteers (recruited by Agape Coordinator) to set up and clean up Worship space (chairs, communion table) and Candlelight path (luminaries, candles in holders)
  - d. Makes any necessary announcements before Pilgrims arrive
  - e. In the absence of the Community Treasurer, takes offering and forwards money collected to the Treasurer.
  
- 3. Coordinates Closing**
  - a. Verifies with the Community Music Director that music is coordinated
  - b. Verifies with the Community Spiritual Director that a clergy person will be present to administer communion (& brings elements/communion ware).
  - c. Recruits community volunteers (recruited by Agape Coordinator) to set up and clean up Worship space (chairs, tissues, bottled water, communion table) **(After**

**closing is finished - entire community should help with chairs – this needs to be announced!)**

- 4. Recruits and supports Local Gathering Coordinators**
  - a. Secures a Coordinator for each Gathering site (serves as back-up as vacancies occur)
  - b. Provides a current position description to Coordinator
  - c. Advertises gathering dates through Newsletter and all community events
  - d. Reports local Gathering statistics and needs to Board as needed
  
- 5. Recruits and supports Community Childcare Coordinator**
  - a. Secures a Coordinator to recruit childcare for 4<sup>th</sup> Day Seminars, Candlelight and Closing (no childcare for Sponsor's Hour)
  - b. Provides a current position description to Coordinator
  
- 6. Attends Board meetings and supports all Community events**

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