

## **Duties and Responsibilities of Southern Maryland Emmaus Board Registrar**

Relates to: Treasurer, Sponsors, Pilgrims, Weekend Lay Director, Communications

1. Responsible for receiving pilgrim applications from people who want to attend a Southern Maryland Emmaus Walk to Emmaus weekend. If a pilgrim application is received without pastor's signature, the pilgrim selection committee will follow up with the sponsor to determine the reason. The Board then makes the final decision based on the recommendation of the selection committee.
2. Serves as Chairman of the Pilgrim Selection Committee to assign Pilgrims to a weekend, Develops and updates guidelines for Pilgrim selection, Chooses Pilgrim selection team members and sets up selection meetings. Reviews team lists and considers sponsorship and family members in making decision on which pilgrims to call for the weekend in keeping with The Upper Room *Handbook on Emmaus* guidelines.
3. Review application for completeness and logs receipt date
4. Notify prospective Sponsor and Pilgrim of receipt of application
5. Notify Sponsor and Pilgrim of assignment to weekend
6. Provide Pilgrim a checklist of things to bring and not to bring
7. Provide Sponsor a checklist of responsibilities of a Sponsor
8. Provide Newsletter Editor and Weekend Lay Director a list of Pilgrims who will attend weekend
9. Provide Weekend Lay Director a copy of Pilgrim Applications for those who will attend weekend
10. Ensures Community mail is picked up from the Community mailing address
  - a. Forwards change of address notifications to Directories coordinator
  - b. Forwards tax, insurance, and financial correspondence to the Treasurer
  - c. Pass the team applications to Team Selection Committee, which then will communicate with prospective team members.
  - d. Distributes all other mail as applicable
11. Prepare a waiting list for the next Walk. Contact sponsors to determine the availability of Pilgrims on the waiting list for participation on an upcoming walk.

12. Administers policies set by Board of Directors
  - a. Number of pilgrims for each Walk
  - b. The equal commitment rule
  - c. The cut-off date for receipt of applications
  - d. Number of applications needed to justify Walk
  - e. Receipt of application fees
  - f. Transfer of funds to the Treasurer
  
13. Maintains record of all Pilgrim applications for each walk

Approved October 2008