

5.2.14 Registrar

(Also see pages 149-150 of the Emmaus Handbook.)

The Registrar is usually the first contact for the Pilgrim Candidate. This position must respond in a timely manner to phone and e-mail messages as well as US Mail requests for information. Organizational skills, money management and time management are essential for a successful NCEC Registrar.

5.2.14.1 Membership

5.2.14.2 Task Areas & Descriptions

1. Attend and actively participate in Board Meetings.
2. Participate in Emmaus Community gatherings.
3. Be actively involved in a reunion group.
4. Collect, manage, and track all pilgrim candidate applications. Make note of postmark date and fee received (postmark date, amount, name on check, bank name). Keep track of cancellations and postponements, moving names around as necessary.
5. Obtain and maintain Post Office Box.
6. Verify pilgrim candidate meets criteria to attend Walk (e.g. active in home church, all required signatures are present; sponsorship questions answered, payment received, Walk date chosen). Follow up with sponsor regarding issues.
7. Contact Sponsor & Pilgrim Candidate via email if possible immediately following receipt with pertinent information (what to bring, what not to bring, map, additional monies due, waiting list, etc). This is done 2 weeks prior to the Walk as well. If no email address is provided, hard copies are mailed to addresses on applications.
8. Field questions and supply materials/information to Sponsors, Pilgrim Candidates, Churches, Pastors, Lay Directors, Heads of Support, etc.
9. Collect & track fees received for Walks (Pilgrim Candidates and Support) type up ledger by category, provide to NCEC Treasurer. Update Treasurer on Pilgrim movements from Walk to Walk. Request refunds for Pilgrims and follow up with both.
10. Field requests for scholarships, supply Sponsors with scholarship guidelines - (Sponsor's Reunion Group/Sponsor's Church/Pilgrim's Church/Sponsor/NCEC).
11. Supply rosters to Lay Directors, Heads of Support, and Webmaster on a bi-weekly/weekly/daily/hourly? Basis depending on amount of time before Walk.
12. Safeguarding of electrical assets (laptop computers, printer, projector, radios/headsets). Upload all information into laptops and have printer cartridges, paper, labels, etc., for printer; batteries for radios; and lamps for projector.
13. Attend registration at Walks, greet Pilgrims/Sponsors – supply with needed information, verify/create final roster for Send Off and Sponsors Hour.
14. Following Walk, retrieve assets and take inventory for next Walk of needed supplies.

15. Provide Membership Coordinator with final roster information.
16. Work with other Emmaus Communities to transfer or receive transferred Pilgrim Candidates and fees.
17. Promote understanding and appropriate sponsorship per Emmaus Handbook.
18. Keep registration form complete with current dates and published.
19. Monitor cancellations & waiting list status of each applicant.
20. Provide Lay Director & Spiritual Director with a list of the pilgrims for the upcoming walk, their address, phone number, marital status, church, sponsor, health problems, dietary needs, & any other pertinent information from their application.
21. Forward team applications received to Team Selection Committee.