

THE WALK TO EMMAUS
**2009 LETTER OF AGREEMENT **
Between
The Upper Room International Emmaus Office

And

Name of Community _____
Address _____
City _____ State _____ Zip _____ Country _____
Email Address _____ Website Address _____

The Walk to Emmaus is an international movement that includes a three-day short course in Christian discipleship. The Upper Room International Emmaus Office (hereinafter, the Emmaus Office) grants permission to use the copyrighted Walk to Emmaus name and program when groups demonstrate their readiness to lead Emmaus according to this Letter of Agreement. Each local governing body will annually review and renew its Letter of Agreement with the Emmaus Office.

The following statements represent fundamental agreements that exist between the Emmaus Office and groups that use Emmaus. By signing the Letter of Agreement, a group is agreeing to conduct the Emmaus program in a manner that is faithful to these statements and to become an Upper Room "Walk to Emmaus Community". The Emmaus Office agrees to recognize the group as an "Emmaus community" and to support its ministry in the ways outlined below.

1. Each Emmaus Community will have a local governing body that is elected by the persons in that community. The local governing body will be organized and will conduct its business in accordance with the Emmaus Office guideline in a manner that honors Christ and His church. The local governing body will stay in communication with the Emmaus Office regarding scheduled Emmaus weekends, election of new officers and other developments affecting the quality of the Emmaus ministry. Each local governing body will update and maintain their community's information on the Emmaus Boardroom website. Emmaus Boardroom website information can be found on page three (3) of this document.

2. The local governing body will carry out the three-phase method of Emmaus in accordance with the most recent edition of *The Upper Room Handbook on Emmaus* and the most recent edition of The Upper Room manuals. To avoid misunderstandings, opportunity for conflict, or violation of the Emmaus copyright, conducting the Walks using locally written and/or paraphrased materials or written materials from other organizations is prohibited. Interpretation of the Emmaus materials is vested in the Emmaus Office staff. The three-phase method includes:

a. Pre-event phase -- a plan for sound recruitment, communication about, and proper preparation of participants and team for their three-day introductory Emmaus experience, which includes the responsibility to screen and supervise all volunteer team members and workers and to ensure a safe and healthy environment for all participants;

b. Event phase -- separate three-day events for men and women, using *The Upper Room Walk to Emmaus Director's Manual*, *Team Manual* and the Emmaus Office outlines for the 15 talks (10 lay and 5 clergy); and

c. Post-event phase -- a follow-up plan that includes group reunions, monthly gatherings, leadership development for increasing the Emmaus community's knowledge of the method and its effectiveness of providing spiritual renewal for the local church, and encouragement of church involvement.

3. Emmaus, as a program offering of The Upper Room Ministries of The United Methodist Church, invites interdenominational, interracial and international participation, and fosters a spirit of Christian acceptance and unity. The local governing body will foster in Emmaus activities, the openness to diversity and the mainstream theological balance that is reflective of Upper Room Ministries.

4. Translation of and/or printing of any and all Emmaus documents in any language must have prior written approval from the Emmaus Office.
5. The local governing body will keep denominational leaders, other church officials, and the Emmaus Office informed about the activities and fruit of the local and international Emmaus Movement. The local governing body will seek to cooperate with the leaders of other denominations and to function entirely as a servant of the church.
6. Annually, someone other than the treasurer will make an inspection of the books and records of the local community. The person who inspects the records will submit a written report to the local governing body as to the findings and this report will be entered into the minutes of the local governing body. The report will be made available to any interested party.
7. The local governing body will maintain Emmaus' focus on sponsoring pilgrims who are actively participating in a local church.
8. The local governing body will maintain Emmaus' policy that, in support of the sanctity of marriage, the husband and wife are encouraged to make an equal commitment to participate in The Walk to Emmaus, as described in The Upper Room Handbook on Emmaus. Men and women attend separate walks.
9. Each Emmaus Community in the United States will support the work that goes on through the Emmaus Office to resource, guide and network the expanding Emmaus Movement throughout the world with a payment of \$10.00 per new participant following Emmaus weekends. Financial submissions are to be made payable to The Upper Room Emmaus and will be sent to the Emmaus Office, at the address listed on the next page. These funds will be used exclusively for the work of the Emmaus Office.
10. The local governing body of each Emmaus community in the United States will contact the Regional Leader to schedule a triennial Board, Community, and Clergy training that will be conducted by representatives of the Emmaus Office.
11. The Emmaus Office will make available to Emmaus Communities: guidance and consultation; interpretative materials on Emmaus; direction and leadership for starting new Emmaus communities; printed materials for leading all aspects of Emmaus; resource persons for leadership training; and coordination and networking of the expanding Emmaus movement throughout the world. The local Emmaus Community will work through the Emmaus Regional Leaders to gain understanding of the movement for continual improvement.
12. The Emmaus Office will support participants in their Fourth Day by making available, upon request, information about other Upper Room print, video and experiential resources for strengthening the spiritual life.
13. The Upper Room will provide Emmaus Communities a 40% discount on Upper Room books purchased for book tables at Emmaus events.
14. The Emmaus Office will maintain regular communication with Emmaus Communities and will seek to continually improve the Emmaus program through a variety of means including an International Advisory Committee made up of Emmaus and Chrysalis leaders from across the movement.