

Team Selection Committee Reference Guide



Team Selection Committee (TSC) Process Summary –

1. The TSC consists of these CCWTE Community Members:
 - a. Board Team Selection Coordinator (TSC Chairperson)
 - b. Board President / or Vice President (male for the men's TSC, female for the women's TSC)
 - c. Board Spiritual Director (can be replaced by the Walk Spiritual Director once they have been selected)
 - d. Walk Lay Director
 - e. The Board Liaison from the last Walk
 - f. Possibly another one or two community members who are not on the Board
 - g. Master Database computer person if necessary
2. The Board Team Selection Coordinator (TSC Chairperson) will use the CCWTE database to create lists of individuals who officially qualify to fill each Core Team and Speaker position. They will do an initial cut, removing individuals who do not qualify (see [*Order of Progression for Servanthood*](#) below)
3. A meeting is scheduled when all can attend. Committee members can expect to attend 2 to 4 meetings, with other ad-hoc discussions had by text and email.
4. At the beginning of the first meeting, the TSC intent, philosophy and goals are reviewed (see below). This should be the third time the LD is hearing these goals. Make sure everyone understands these goals.
5. The lists created by the Team Selection Coordinator are reviewed by the committee. Keeping the goals and philosophy in mind, a list of potential core team bosses is created.
6. ALD is the first one to consider. The team selection committee needs to be very involved with the selection of the ALD. The Lay Director has a lot of influence on this decision, but they must work with the committee to select this person.
7. Potential core team bosses are listed in the order that they are to be called (the first one on the list is called first, if they decline, the second person on the list is called, and so-on). The goal is to select members to fill Core Team positions where they have never worked before. Also try to recruit members to be on the Core Team who have never been on the Core Team before. Keep in mind, it is Ok for an experienced community member to be on the Core Team, even someone who has progressed all the way to LD in the past.
8. The first meeting should end with a potential list of core team bosses. Speakers and Table Leaders will be reviewed and selected as well, unless time does not allow. In that case, Speakers and Table Leaders can be selected in the second meeting.
9. As with Core Team positions, try to recruit members to be Speakers who have never given a talk before. Keep in mind, it is Ok for an experienced community member to give a talk, even someone who has progressed all the way to LD in the past.
10. It is very important that the Table Leader positions are filled by members who have not yet worked in the Talk Room. This will help increase the number of members who are qualified to give Talks and then serve on a Core Team.
11. The TSC will also create a list of potential Cha-Cha team members – first time Cha-Chas and experienced Cha Chas. To be a Cha-Cha Boss, a community member should have been a Cha-Cha at least twice before. Therefore, the goal is to select community members so that they can gain experience and qualify to be a Cha Cha Boss in the future.
12. The TSC can also help designate Song Team members. It is very important that new members are invited to serve on the Song team. Although the limited number of community members who qualify to be on the Song Team may limit the possibilities.
13. Working with the Lay Director, the Board Spiritual Director will lead the selection of the Clergy Team.

Process Notes –

1. The LD **should not call** anyone about any position until the TSC has met, and created a list of community members who should be considered first for the various positions.
2. The LD should begin with their Core Team, and then work on recruiting Speakers. However, the LD should not necessarily wait until they have all Core Team positions filled before they begin recruiting Speakers.
3. At the Core Team training (which typically happens after the previous Walk is done), the work requests can be handed out and/or discussed among the Core Team.
4. It is very important that new members are invited to serve on the Song team. Members should always be encouraged to bring their musical instruments and talents with them when they serve on the background teams. This will help them become familiar with the songs, and prepare to serve on future Song teams.

Team Selection Committee intent, philosophy and goals –

The TSC will meet at the beginning of the Walk cycle to do the main selection work. The Team Selection Coordinator will be the Chairperson, and use the CCWTE Database to review member's work history as names are proposed and positions suggested. Any work requests that have been submitted at that point will be considered. The group will prayerfully consider who should be selected for the key positions (Core Team, Speakers, Table Leaders, Cha-Cha Team, Song Team).

The team selection process is not only very important to each Walk, but also to the health of the Emmaus Community as a whole. The team selection process should assure:

1. The choice of a strong and balanced team after prayer and reflection on the gifts, experience, and needs of community members
2. Broad involvement by the Emmaus Community on teams
3. Cultivation of new leadership for future Walks and the community
4. Attention to what people need to grow in grace and authentic servanthood

In view of these aims, the Team Selection Committee selects all team members.

The Team Selection Committee offers these important advantages:

1. The Team Selection Committee provides a broader awareness of prospective team members and their gifts. This helps the team selection process move beyond the limited circle of a Lay Director's friends and acquaintances. The committee can more fully take into consideration the experience and gifts of people needed by the team. In this way, the Team Selection Committee procedure facilitates the work of the Holy Spirit in bringing together the unique combination of persons the Lord wants on the weekend regardless of individual preferences.
2. The Team Selection committee provides continuity in the selection process from Walk to Walk, whereas a single Lay Director only has in mind the goal of forming one team for one event.
3. The Team selection committee can make sure the selection process is being guided by team selection guidelines established by the Board. Team selection guidelines are designed for both the building of the team and the building of the community into a body of mature, Christian leaders for the church.

There are two important scenarios to keep in mind:

1. The core team boss (Kitchen, Agape, Cha, Song) has never done the job before, and they would feel more comfortable having an assistant who has done the job before.

2. The core team boss has never done the job before, and they feel comfortable picking an assistant who has never done the job before, to give them experience with the job.

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Scenario #2 is what we would prefer, but we need to be sensitive to the fact that some bosses will want to go with scenario #1.

Cha-Cha and Song Team Bosses don't have official assistants but someone on their team can certainly assist them.

As the TSC work is done, a "Tracker" can be maintained. This list would show community members and have notes that could be useful for the process – such as: Harry Smith – recommended as a good candidate for Core Team leader by the last LD. Or – Mary Jones – Good candidate for Cha-Cha boss, try to recruit as a Cha-Cha soon.

Please keep in mind, the humble servant who is not pursuing a leadership position is often the best candidate for a leadership position.

Servant leaders consider first whether other people's needs are being met. Greenleaf (1970) describes a servant leader:

It begins with the natural feeling one wants to serve, to serve first. Then conscious choice brings one to aspire to lead. That person is sharply different from one who is leader first. The difference manifests itself in the care taken by the servant-first to make sure that other people's highest priority needs are being served. The best test, and difficult to administer, is this: Do those served grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servants? And, what is the effect on the least privileged in society? Will they benefit or at least not be further deprived? (p. 13)

Team Selection Schedule –

After the first work day of the previous Walk (or when the previous Walk is full, or very close to full) –

1. The Team Selection Committee (TSC) can meet to begin discussions.
2. The Board Team Selection Coordinator will provide lists of community members who are qualified to fill the Core Team positions, and qualified to give talks.
3. The Assistant Lay Director is one of the first team members to be selected.
4. The Board Spiritual Director will lead the process to select a Spiritual Director
5. After the first work day of the previous Walk, The LD may start calling potential Core Team members based on the TSC discussion and selections.
6. After the second work day of the previous Walk, the LD may start calling potential Speakers based on the TSC discussion and selections.
7. After the previous Walk is complete, the work requests can be sent to the LD.

Order of Progression for Servanthood –

The order of progression for servanthood on teams should be as follows after the pilgrim's Walk –

1. You must serve twice on the live-in action teams (Kitchen or Agape) to ensure that you understand the entire scope of each job.
2. This makes you qualified to serve as a Silent Table Leader in the Talk Room or as Sound Tech. The position of Sound Tech requires special training and those individuals are considered members of the Song Team while on a Walk. This position is also considered equal with that of Silent Table Leader and thus qualifies the Sound Tech to be available to serve as a Speaker or Cha-Cha on a future Walk.

3. After progressing through steps one and two, you are qualified to be a speaker or a Cha-Cha. Table Leader (Speaker) assignments are made with care and are given to those who have proven the ability to lead a group, understand Emmaus, listen, empathize, guide discussion, and foster the development of the table family. In

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many respects, Table Leaders have the most important job in the Talk Room. Table Leaders should be carefully matched at tables with Speakers, assuming one experienced Table Leader is at each table.

4. This makes you qualified to serve as a Core Team boss for a live-in action team or for the Love Team. It is very, very important that prior to being selected to serve as a boss, you have had enough experience working in the background to ensure that you understand the entire scope of the job.
5. To be an Assistant Lay Director (ALD) you should have progressed through steps one through three and have given at least one talk.
6. To be a Lay Director, you must have progressed through steps one through four, given two talks, and served as a Cha-Cha or Assistant Lay Director.

Exceptions to the line of progression should only be made after much prayer and with the concurrence of the Team Selection Committee.

Team Selection Notes

Core Team and Speakers –

Follow these steps to prepare the potential Core Team and Speaker lists –

1. Run the “Qualify to be...” Core Team reports and the “Qualify to Give” Talk reports. Review the reports and remove members based on these rules from the CCWTE Team Selection Policy:
Continuing Team Participation after Serving as a Core Team Member or Lay Director –
 - a. A Lay Director should not serve on a core team or in the Talk Room for the next 2 Walks that person works. They can serve on a background team.
 - b. Team members should not serve in the same core team position on consecutive Walks. If possible, team members should accept only one core team position each year.
 - c. Persons serving in any capacity in the Talk Room twice should serve on a background or off-site team before returning to the Talk Room, unless they are selected to serve in a core team position. Some exceptions may be made for older community members who are not able to perform the more physical tasks of the background teams.

First Time Talk Speakers –

Run the “Qualify to Give First Time Talk” report. Look for members who have worked a lot, but never given a talk. First time talks:

- Priorities
- Priesthood of all Believers
- Growth Through Study
- Christian Action
- Changing Our World

Second Time Speakers –

Run the “Qualify to Give a Second Talk” report. There are not technically any Talks that are “second time” talks. The same “first time” talks are the ones members may give when they are giving a talk for the second time:

- Priorities
- Priesthood of all Believers
- Growth Through Study
- Christian Action
- Changing Our World

Life of Piety, Discipleship and Body of Christ Talks –

These three “anchor” talks are given at the end of each day and must be given by someone who has given at least two prior talks. Run the “Qualify to Give Piety, Discipleship or Body of Christ Talk” report.

Table Leaders (not Speakers) –

Table Leaders (STL) are key positions to fill. It is very important that the Table Leader positions are filled by members who have not yet worked in the Talk Room. This will help increase the number of members who are qualified to give Talks and then serve on a Core Team. Run the “Qualify to be Silent Table Leader” report.

Clergy Team –

The Board Spiritual Advisor is responsible for recruiting the Clergy team members in consultation with the Lay Director. The Clergy team may have 3 to 4 members.

Cha-Cha Team –

The Cha-Cha team should have two members who have never served as a Cha, two members who have served as a Cha, plus the Cha-Cha Team Boss. The Team Selection Committee should pick at least one person that the LD can rely on and who will work well with them during the busy times of the weekend.

Song Team –

The Song team should have two members who have never served on the Song team, two members who have served on a Song team, plus the Song Team Boss.

The Song team may have as many as 6 members. This is to facilitate the training of more members for future Song teams. In addition to the 6 Song Team members, the team will also include a Sound Technician, with the option of a second Sound Technician in training.

Kitchen and Agape Teams –

These background/action teams should have approximately one third new workers, one third that have worked one to 5 times in any position, and one third who have worked more than 5 times in any position.

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