

BYLAWS OF THE WALK WITH CHRIST

Implemented May 22, 2026

**Although a copy of this document is not required to be filed
with the Secretary of State for the State of Washington,
according to a phone conversation with
the Office of the Secretary of State of Washington,
it must be maintained by the Secretariat
in an easily retrievable location
should it be requested for inspection or other business purposes.**

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REVISION HISTORY

Adopted by a unanimous vote of the members of this organization at a meeting called for that purpose on December 4, 2010.

Bylaws revised by a unanimous vote of the members of this organization at a scheduled Secretariat meeting on December 9, 2017.

Bylaws revised by a unanimous vote of the members of this organization at a scheduled Secretariat meeting on September 8, 2018.

Bylaws revised by a unanimous vote of the members of this organization at a scheduled Secretariat meeting May 9, 2020.

Minor editorial changes made and approved by the Secretariat to each Appendix on May 9, 2020.

Bylaws revised by a unanimous vote of the members of this organization at a scheduled Secretariat meeting September 17, 2022.

Bylaws revised by a unanimous vote of the members of this organization at a scheduled Secretariat meeting May 6, 2023, and December 2, 2023.

Bylaws revised by a vote of the members of this organization at a scheduled Secretariat Meeting March 23, 2024. SEE changes to pages 1, 2, 11, 12 & 37 that reflect movement of the Historian position from reporting to the Secretary to reporting to the Communications Chair due to process changes based on the 2022 Assessment recommendations approved by Secretariat as the organization moved from paper-based processes to electronic processes.

Appendix F revised to correct title for references to Appendix G, deleting references to mileage but leaving gas for what's reimbursable and adding text to clarify what's reimbursable if the clown works the entire Walk weekend. Approved by Secretariat at a scheduled Secretariat meeting September 7, 2024.

Pages 11 & 12 and Appendix I revised because Web Servant renamed Web & Records Servant and reporting to President-Elect instead of being a member of the Communications Committee. October 11, 2025

Page 24, Appendix C, added "and have served on Secretariat" to requirements for serving as an overseer. October 11, 2025

Appendix H was totally revised by the Music Committee and approved by Secretariat. January 2026

Article III. Section 5 – **REGULAR MEETINGS** revised to clarify that the Walk Community may attend except when Secretariat discusses and votes on candidates who might direct a future Walk.

Article IV. Section 3.i – **OFFICERS - Clergy Spiritual Advisors** revised to clarify Overseer participation when Secretariat discusses and votes for those directing future Walk weekends and what to do if one or both Spiritual Advisors is unable to participate.

APPROVED BY THE TWWC SECRETARIAT AT THEIR MEETING ON 5/2/2026

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ARTICLE I

NAME AND OBJECT

SECTION 1. The name of this organization shall be The Walk With Christ.

SECTION 2. The Walk With Christ is organized for the purpose of deepening the personal commitment to discipleship of each Christian taking part in a Walk weekend so that Christ's Kingdom may come on the earth. The organization may also engage in other Christian activities that may spiritually benefit their communities.

SECTION 3. This organization shall be nonpartisan and non-denominational.

ARTICLE II

MEMBERSHIP

SECTION 1. Pursuant to the Revised Code of Washington (RCW 24.03A.315(4), Washington Nonprofit Corporation Act, Members – Member Committees), this organization shall have no members, and it shall be governed solely by its Board of Directors.

ARTICLE III

BOARD OF DIRECTORS

SECTION 1. Directors. The government of this organization and the direction of its work shall be vested in a Board of Directors (also known as the "Secretariat"), consisting of thirteen voting Officers and two clergy. The Officers shall be elected as outlined in Article IV, Section 3, and shall hold office only as long as they remain in good standing and until their successor shall be duly elected. Each Officer shall have successfully completed a Walk and be active in Fourth Day activities.

SECTION 2. Compensation. No member of the Secretariat shall be compensated for serving as an Officer.

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SECTION 3. Electronic Notice. Any notice required by the Articles of Incorporation, by these Bylaws, or by law may be provided by electronic transmission.

An Officer shall provide to the President and the Secretary of the organization, in writing, notification of an address or a location to which electronic notices may be transmitted.

An Officer may revoke the consent to receive electronically transmitted notices only by delivering a written revocation to the Secretary of the organization.

The consent of any Officer to receive notices via electronic transmission is automatically revoked if the organization is unable to transmit two consecutive notices electronically by the organization and this inability becomes known to the Secretary of the organization or other person responsible for giving notices. The inadvertent failure by the organization to treat this inability as a revocation does not invalidate any meeting or other action.

Electronically transmitted notices are considered valid when transmitted to an address designated and consented to by the Officer for that purpose.

SECTION 4. Meeting Notice. Notice of the time and place of all meetings of the Secretariat shall be given by the Secretary or the person calling the meeting, according to Section 3 above, at least three (3) days prior to the day upon which the meeting is to be held. No notice of any regular meeting needs to be given if the time and place shall have been fixed by the current President and that information has been given to each Officer at least three (3) days before the first meeting is held.

Votes on matters of the Secretariat, arising in an emergency or lack of quorum, may be collected via electronic means such as email or teleconference.

Notice of any meeting of the Secretariat need not be given to any Officer(s) if it is waived by them in writing, before or after the meeting is held or if they are present at the

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meeting. Any meeting of the Secretariat shall be a legal meeting without any notice of it having been given if all of the Officers are present, waive notice or approve minutes in lieu of their presence at the meeting.

SECTION 5. Regular Meetings. The Secretariat shall meet at least four times a year.

Regular meetings shall be held on such dates and times as is designated by the Secretariat President. Regular meetings are open to the Community except when discussions about and voting for those who will direct future Walks are held. Community members will be excused for the sake of confidentiality of the candidates.

SECTION 6. Special Meetings. Special meetings may be called by the President or by any three voting members of the Secretariat.

SECTION 7. Place of Meetings. The Secretariat may hold its regular and special meetings at such place within or without the state of Washington as it may from time to time determine.

SECTION 8. Alternate Meetings. Members of the Secretariat or any of its committees may participate in a meeting of the Secretariat or committee by means of a conference, telephone, or similar communication by which all persons participating can hear each other at the same time. Participation by such means shall constitute the presence of that person at the meeting. Meeting participation and/or voting by the Secretariat members may also be accomplished through electronic transmission.

SECTION 9. Quorum. At least seven (7) of the Secretariat Officers shall be present physically and/or electronically throughout the entire meeting to constitute a quorum for the transaction of business at every meeting. Except as otherwise provided in the Articles of Incorporation or these Bylaws, the action of a majority of the Secretariat present at a meeting at which a quorum is present shall be the action of the Secretariat.

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SECTION 10. Contracts. The Secretariat may authorize any director, officer, or agent of the organization to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the organization. Such authority may be general or confined to specific instances. No director, officer, employee, or agent of the organization shall have the power to bind the organization by contract unless authorized to do so by vote of the Secretariat.

ARTICLE IV

OFFICERS

SECTION 1. Qualifications. Only laypersons who have successfully completed a Walk and been active in Fourth Day activities shall be eligible to hold office in the Secretariat. President-Elect, President, and Past President are required to have directed a Walk With Christ weekend event. Spiritual Advisors are non-voting members of the Secretariat.

SECTION 2. Election. The Officers shall meet annually, usually in the fall, to elect the following Officers for the ensuing year on the rotation schedule as noted in Article IV, Section 4 - a President-Elect, Secretary, Treasurer, two Supply Chairpersons, Communications Chairperson, Registrar Chairperson, Fourth Day Community Liaison, two Community Chairpersons, Community At Large, and two Spiritual Advisors. The Spiritual Advisors shall meet with, and advise the Secretariat, but shall not be entitled to vote on any matter brought before the Secretariat.

SECTION 3. Officers.

a. President. The President shall preside at all meetings of the organization, and of the Secretariat, and shall perform all duties incident to that office. The President shall be an ex-officio member of all committees. The President shall have no vote on matters before

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the Secretariat, except in the case of a tie vote, in which case the President shall cast the deciding vote. The President shall serve for only one (1) year upon assuming office.

b. President-Elect. The President-Elect shall perform the duties of the President in his or her absence. The President-elect shall nominate two (2) members to the Nominations Committee to begin serving a three-year term as they assume the role of President. The President-Elect shall nominate a member to begin serving a two-year term or verify the continuing service of the Web & Records Servant who is responsible for maintaining the TWWC website and central storage, maintenance, and retrieval of official Walk documents in the TWWC DropBox account.

c. Past President. The Past President shall assist the President, as requested by the President, but shall not preside at meetings of the Secretariat. The Past President shall serve as Chairperson of the Advocate/Trainers Committee (Appendix A) for the year in which they serve as Past President.

d. Secretary. The Secretary shall conduct the official correspondence and maintain an accurate record of the proceedings of the organization and of the Secretariat meetings. The Secretary shall be responsible for keeping the record of Directors and Secretariat members.

e. Treasurer. The Treasurer shall keep books of account and shall receive and disburse the funds of the organization. No disbursements shall be made unless authorized and ordered by the Secretariat. All disbursements shall be made by check, card, or any other means other than cash, as authorized by the Treasurer. The Treasurer shall keep records up to date and report the financial status of the organization at each regular Secretariat meeting. The Secretariat shall see that an independent financial review be performed every two (2) years of The Walk With Christ financial records.

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- f. Supply Chairpersons. There are two (2) voting positions: one (1) in the North and one (1) in the South. A married couple may share the position while retaining one (1) vote per position. The Supply Chairpersons shall be in charge of all Walk supplies, ensuring supplies are ordered as needed, and on hand prior to each Walk weekend. The Supply Chairpersons shall also see that supplies are recorded, stored, and transported to and from the facility hosting the Walks. The Supply Chairpersons shall ensure that the Supply Trailer assigned to them is maintained in good working condition and properly licensed annually.
- g. Communications Chairperson (may be a married couple with one vote). The Communications Chairperson shall chair the Communications Committee as described in Appendix I. The Communications Chair shall be responsible for electronic distribution and mailing the **Rooster Tales**, the official newsletter of the organization. One issue shall be electronically distributed, and hardcopies mailed at least two weeks prior to each scheduled set of weekends, or the weekend for a women's only Walk. The Secretariat shall also appoint two designated members of the Communications Committee, Historian who will ensure historical materials are digitized and deposited to the TWWC DropBox account or stored appropriately and a Facebook Servant who will maintain the Walk With Christ Facebook Page. The Historian and Facebook Servant are non-voting positions that shall report to the Communications Chairperson and hold office until they ask to step down or until the Secretariat deems it necessary to terminate the current term of position and appoint another individual to the position, after notifying the current position holder. Only the Communications Chairperson shall be a member of the Secretariat.

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h. Registrar Chairperson (may be a married couple with one vote). The Registrar shall chair the Registration Committee (Appendix J) and be responsible for registration of all candidates and team members for Walks. They shall notify sponsors and candidates of the status of candidates' applications. The Registrar Chairperson will be responsible for distributing work requests received to the appropriate Walk Director(a). The Registrar Chairperson shall adhere to all policies/rules set forth by the Secretariat in the selection process of candidates. The Registrar Chairperson shall maintain a master list of all persons who have made an Emmaus Walk, The Walk With Christ, or a Cursillo. The Registrar Chairperson shall also maintain a current mailing list from the master list as well as a record of each individual's team participation. The Registrar Chairperson shall provide information as requested by members of the Secretariat and Director(a)s to support the performance of their duties.

i. Clergy Spiritual Advisors. There are two Clergy Spiritual Advisor positions. The Clergy Spiritual Advisors are to give advice and counsel on Spiritual matters. Using Scripture, they are encouraged to assist in the formulation of thoughts and decisions leading to the actions taken by the Secretariat. They shall have made a Walk. The Clergy Spiritual Advisors are not voting members of the Secretariat in any matter. However, because they may be asked by the President to count ballots for a Secretariat vote, they must be present when candidates being considered to direct a future Walk are discussed and voted on. Should one or both Spiritual Advisors not be able to be present, one or two of the Overseers may be asked to be present to count ballots.

j. Community Chairpersons. There are two voting positions: one in the North and one in the South. A married couple may share the position while retaining one vote per position. Community Chairpersons shall be available to communicate with members of the Walk community and will schedule the use of churches in their regions to host Walk

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weekends for one to two (2) years in advance based on the criteria and schedule set by the Secretariat. They are also responsible for visiting churches new to the Walk to make sure there is adequate space. They provide each church with a “Hold Harmless” contract and copy of insurance for each Walk weekend and are responsible for getting signed copies back from the church designee. They will also provide the upcoming Director(a)s in their part of the community with names of possible Love Team Chairs.

k. Fourth Day Community Liaison (may be a married couple with one vote). The Fourth Day Community Liaison shall be responsible for the Fourth Day activities of The Walk With Christ such as reunion groups, Ultreyas, and Grand Ultreyas.

l. Community At Large (may be a married couple with one vote). The Community At Large shall perform duties as assigned by the Secretariat President.

SECTION 4. Terms of Offices. The President-Elect shall be elected each year to serve a one-year term beginning January 1st and shall assume the Presidency of the Secretariat the following January 1st. After completing their term as President, they shall serve a one-year term as Past President.

All other members of the Secretariat shall be elected to serve a two-year term with the Treasurer, the Supply Chairperson (South), the Registrar Chairperson, the Fourth Day Community Liaison, Community Chairperson (North), and one Clergy Spiritual Advisor to serve beginning January 1 in even-numbered years, and the Secretary, the Supply Chairperson (North), the Communications Chairperson, the Community Chairperson (South), the Community At Large, and one Spiritual Clergy Advisor to serve beginning January 1 in odd-numbered years. Exceptions to these rotations will be approved by the Secretariat on a case-by-case basis. These positions have the option of serving one additional two-year term upon Secretariat approval.

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SECTION 5. Vacancies. Should someone that is elected for a Secretariat position be unable to assume or complete their term of office(e.g. illness or other circumstance), the unexpired term shall be filled by another person who receives a majority vote of the Secretariat. A member of the Secretariat may not serve more than two consecutive terms and may not be reelected or appointed to the Secretariat unless at least one (1) year has elapsed since the individual last served as a member of the Secretariat.

Exceptions will be approved by the Secretariat on a case-by-case basis.

SECTION 6. Removal. At any meeting of the Secretariat called for the purpose thereof, any Secretariat member may be removed from office by a vote of the majority of the other Secretariat members. Another person may be elected in the place of the removed Officer and serve for the remainder of the term, PROVIDED that notice of the proposed removal must be given to the Officer at least twenty (20) days prior to the date of the meeting at which such removal is to be voted upon. Such notice must state the cause of the proposed removal.

SECTION 7. Nominations. Annually, usually in the fall, the members of the Secretariat shall receive nominations and elect persons to fill upcoming vacancies on the Secretariat in accordance with the Nominations Committee's Protocol (Appendix B).

This Protocol is revised only by the Secretariat. Should there not be a nominee for any Secretariat position, Secretariat may appoint someone who receives a majority vote of the Secretariat. A member of the Secretariat may not serve more than two consecutive terms and may not be reelected or appointed to the Secretariat unless at least one (1) year has elapsed since the individual last served as a member of the Secretariat.

Exceptions will be approved by the Secretariat on a case-by-case basis.

The Officers-elect for Secretariat positions shall be invited to meet as observers and receive Board training at the final meeting of the year.

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SECTION 8. Policies. To ensure that Board members and Director(a)s are focused on the respective task and to ensure impartial selection of Director(a)s, no member of the Secretariat will serve as a Director(a) during their term on the Secretariat.

ARTICLE V

COMMITTEES

SECTION 1. Designated Committees. The Secretariat, by resolution adopted by a majority of the Secretariat in office, may form committees consisting of a number of community members as specified in the resolution.

SECTION 2. Terms of Office. Each member of every committee shall continue in office according to adopted committee guidelines except for members of the Communications and Registration Committees. Members and terms of service for the Communications Committee and the Registrar Committee are described in Appendices I and J, respectively.

SECTION 3. Chairperson. One member of each committee shall be appointed chairperson, either directly by the Secretariat President, or in such other manner as the Secretariat may prescribe.

SECTION 4. Quorum. Unless otherwise provided in the resolution of the Secretariat designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

SECTION 5. Rules. Any manuals, handbooks or adopted protocols concerning the governance of a committee, or changes made to them, must be approved by a 2/3 majority vote of the Secretariat. The committee's rules of governance shall not be inconsistent with the Articles of Incorporation, these Bylaws, rules adopted by the Secretariat, or any applicable law of the State of Washington.

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ARTICLE VI

FISCAL YEAR

SECTION 1. The fiscal year shall end each year on December 31.

ARTICLE VII

INDEMNIFICATION

SECTION 1. Each Officer now or hereafter serving the organization, and each person who at the request of, or on behalf of, the organization is now serving, or hereafter serves, as an Officer of any other organization, and the respective heirs, executors and administrators of each of them, shall be indemnified by the organization against all costs, expenses, judgments and liabilities, including attorney's fees reasonably incurred by or imposed upon him in connection with or resulting from any action, suit or proceeding, civil or criminal, in which he is or may be made a party by reason of his being or having been such Officer or by reason of action alleged to have been taken or omitted by him as such Officer, whether or not he is an Officer at the time of incurring such costs, expenses, judgments, and liabilities, except in relation to matters as to which he shall be finally adjudged, without right of further appeal in such action, suit or proceeding, to have been liable for willful misconduct in the performance of his duty as such Officer. Such indemnification shall be made with respect to adjudications other than on the merits and shall extend to settlements and compromises. The foregoing right of indemnification shall not be exclusive of other rights to which such Officer may be entitled as a matter of law.

ARTICLE VIII

PARLIAMENTARY PROCEDURE

SECTION 1. All questions of parliamentary procedure shall be determined according to the latest edition of Roberts Rules of Order.

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ARTICLE IX

AMENDMENTS

SECTION 1. These Bylaws and The Walk With Christ Model, which appears in the Director(a) manual, may be amended by a two-thirds majority vote of those present at any regular or special meeting of the Secretariat, provided notice of the proposed change shall be given to all Secretariat members in the manner described in Article III, Sections 3 and 4 not less than ten (10) days prior to such meeting. (See Appendix D)

ARTICLE X

POLICY

SECTION 1. It shall be the policy of the organization to:

- a. Seek the leading of the Lord in every aspect of planning.
- b. Plan, promote, and encourage The Walk With Christ weekend, including pre-Walk and post-Walk activities.
- c. Plan separate weekend events for men and women. In the case of married couples, husbands shall precede the wives except in unusual circumstances.
- d. Protect the pattern of sixteen (16) talks (five [5] clergy and eleven [11] lay) while stressing the necessity for both clergy and lay to follow closely the outlines provided.
- e. Continue to plan, promote, and protect the pattern of the three-day Walk With Christ event.
- f. Maintain lay control of The Walk With Christ movement.

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- g. Stress that The Walk With Christ weekend is an individual Walk to be experienced in a cloistered¹ atmosphere.
- h. Accept invitations for facility use from churches whose pastors have made an Emmaus Walk, a Cursillo, or The Walk With Christ.
- i. Reimburse churches for use of facilities in an amount to be determined by the Secretariat annually.
- j. Set the required amounts team members should pay for Walk weekends at a level adequate to guarantee continuance of the program.
- k. Ensure that a review of the Treasurer's books is accomplished by a Certified Public Accountant when a new treasurer assumes office or at least every two (2) years.
- l. Provide budgets for all Walks and adjust those budgets, as necessary.
- m. Select all Director(a)s to lead weekend Walks.
- n. Manage changes to The Walk With Christ policies and Model as specified in Appendix D.
- o. In the event that a Director(a) is unable to serve, follow replacement process specified in Appendix E.

¹ Cloistered: Each team member agrees to maintain the cloister of the community during the weekend by physically separating themselves from the world from 7:00 pm on Thursday through the end of closure communion on Sunday. This includes remaining on site for the entire weekend and having no contact with the outside world via phone or other device during this time.

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Appendix A

APPENDIX A: GUIDELINES AND PROTOCOLS FOR ADVOCATE COMMITTEE

1. Although members of this committee shall also give the Director(a) training it shall be named the Advocate Committee. The committee shall consist of approximately ten members depending on need. Need shall be determined by the number of Walks scheduled. The make-up of this committee, by gender, shall be one person for each scheduled Walk per year. Example: there should be six women and four men currently.
2. The term for each Advocate shall be for a period of three (3) years, and each nominee will go through the nomination process and be approved by a vote of the Secretariat. Upon completion of three-year term, the person can agree to serve an additional year at the request of the Committee Chair and the approval of the Secretariat. This is restricted to no more than a total of three (3) additional years for a total of six (6) years. Should a person decide not to serve beyond their original three (3) years, a new member must be on the committee prior to their departure. There must be a one-year break between serving as an Advocate and then serving on Secretariat or other standing committees.
3. The Advocate Committee shall meet as a group if needed. A meeting can be called by the Committee Chair or any two members of the Committee. Otherwise, all correspondence shall be by the Walk report submitted by each Advocate following a Walk. Any special problems that arise on a Walk should be brought to the attention of the Committee Chair and in turn brought before the Secretariat for discussion.
4. The Chairperson of this Committee shall be the Past President of the Secretariat. The Chairperson shall be responsible for seeing that each Walk has an Advocate assigned ready to help immediately after the Director(a) has been announced. Also, the Chairperson shall be responsible to see that at least two trainers are available at each Secretariat meeting.

Appendix A Change History:

Revised 2nd paragraph in November 2017

Minor editorial change in second paragraph, second line.

Appendix B

APPENDIX B: GUIDELINES AND PROTOCOLS FOR NOMINATIONS COMMITTEE

The purposes of the Nominations Committee are to receive, authenticate¹, validate², and send to the Secretariat President and/or the Secretary nominations for the following:

- Lay Director(a)s
- Secretariat positions
- Advocates
- Nominations Committee

The Nominations Committee shall be composed of a Chairperson and three (3) members who, insofar as possible, should represent all the geographical areas of The Walk With Christ. The Nominations Committee should be comprised of an equal number of men and women. They may not be current members of the Secretariat, although the President, Past President, and President-Elect of the Secretariat will serve as ex-officio, non-voting members of the Committee.

Every year, two (2) members of the community should be nominated to replace the two (2) outgoing Committee members. The new nominees shall go through the nomination process and be approved by the vote of the Secretariat. The President-Elect should be prepared to present his/her nominees to this Committee at the December Secretariat meeting. There must be a one-year break between serving on the Nominations Committee and then serving as an Advocate, on Secretariat or other standing committees.

The active term of service on the Nominations Committee shall be no more than two (2) years, with a third year served as an ex-officio member. The service year shall be from January through December. Within the first six (6) months of each two-year term, the Committee will designate by consensus one of the new members as the Chairperson-Elect and the other the Secretary-Elect. These new members will spend the balance of their first year preparing to assume their chosen position. They will serve their second year in that position. The following year they will serve in an advisory capacity to the current Chairperson and Secretary as ex-officio members of the committee and provide whatever mentoring is needed.

The active Nominations Committee shall meet concurrently with the Secretariat at each of its regular meetings if there is business to be conducted. If there is no business to be conducted, they will keep in contact via email when any business or action is required.

¹ Authenticate: review nomination forms for the purpose of ascertaining that all expected criteria have been met.

² Validate: review nomination forms prayerfully and lovingly in order to discern the appropriateness of the nomination. This will entail frank, open, prayerful, and confidential conversations among the Committee members.

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Appendix B

The Nominations Committee Chairperson will attend the Secretariat meetings to give a report and present new nominations. Dates, times, and locations for meetings will be arranged by the Secretariat and announced to the Committee by the Chairperson.

The Nominations Committee members shall ensure that nomination forms are complete prior to their submission to the Secretariat. Incomplete nomination forms received by the Committee shall be returned to the nominator for completion. A Pastor Reference form is required for Director(a) candidates only, along with the nomination form.

Complete and validated nominations should be directed to the Secretariat President and/or Secretary before each Secretariat meeting at which selection of Director(a)s and/or Secretariat Officers will be made.

All Nominations Committee members shall be familiar with the criteria set forth for each position under consideration.

Confidentiality among the Nominations Committee members is vitally important. It should be stressed that meetings are closed and that no report of conversations regarding any nomination shall be made to anyone outside the Nominations Committee.

Nominations will be managed as follows:

1. A nomination that has been voted upon but not chosen by the Secretariat should be returned to the Nominations Committee for consideration at a future date. If a nomination has been before the Secretariat three (3) times and has not been chosen, it should be removed from the pool and the nominator notified by the Nominations Committee Chairperson of that fact. The nominator can then contact the nominee to ask if they still want to be considered. If so, the nominations form can be resubmitted for consideration.
2. A nomination that has been voted upon and the candidate selected to serve as a Director(a), but for which the candidate is unable to serve at that time, should be returned to the Nominations Committee for consideration at a future date. In this instance, the nomination should be considered two additional times. If the nominee is not chosen after two rounds of voting, it should be removed from the pool and the nominator notified by the Nominations Committee Chairperson of that fact and invited to resubmit at a later time.
3. A nomination that has been voted upon and the candidate selected to serve as a Director(a), but for which the candidate does not feel led to serve at that time should be removed from the pool and the nominator notified by the Nominations Committee Chairperson of that fact and invited to resubmit at a later time.

Although the Nominations Committee is the usual and normal channel for nominations, it is possible and acceptable for a nominator to present to any Secretariat member a nomination for consideration. As with all nominations to be considered, the criteria must be met, and the forms deemed complete, before presentation to the Secretariat for consideration. If time permits, these forms should be routed through the Nominations

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Appendix B

Committee; however, this may be waived in certain situations with the expressed approval of the President.

Appendix B Change History:

Accepted by Secretariat in October 2003.

Reaffirmed by Secretariat in May 2004.

Revised by Addendum; approved by Secretariat in July 2007.

Full Revision Approved by Secretariat in January 2008.

Incorporated into The Walk With Christ Bylaws in October 2008.

Revised 10th paragraph; approved by Secretariat in October 2010.

Revised 2nd, 4th, and 5th paragraphs and numbers 1, 2, and 3; approved by Secretariat in June 2014.

Revised 1st and 3rd paragraphs; approved by Secretariat in November 2017.

Revised 6th paragraph; approved by Secretariat in September 2018.

Minor editorial changes approved by Secretariat May 9, 2020.

Minor editorial changes on the second page in December 2022.

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Appendix C

APPENDIX C: GUIDELINES AND PROTOCOLS FOR OVERSEER COMMITTEE

1 Peter 5:2-3 “Be shepherds of God’s flock that is under your care, serving as overseers – not because you must, but because you are willing. As God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you but being examples to the flock.”

The Walk With Christ Overseers shall be appointed by the Secretariat and serve at the governing board’s pleasure.

This group shall be considered an advisory committee only and have no right or obligation to make or change policy or procedure.

The Committee shall consist of three active members and no inactive members. These members shall be three members-at-large from the community, one person designated as chairperson. Committee make-up will consist of at least 1 man and 1 woman.

Overseers shall meet a minimum of once a year to review Secretariat’s meeting minutes ensuring compliance with the Bylaws, that Secretariat’s actions maintain the purpose and model of the Walk, Advocate and Director(a) reports to ensure lessons learned are being addressed systemically, and that the financial reports of The Walk With Christ ensure proper stewardship of the Walk’s fund. Should there be a need, or the Secretariat so requests, they may meet more often.

Each member shall serve a three-year term. The Secretariat shall appoint a member to fill an unexpired term, and the appointee shall only fill that term and then must rotate off the committee for at least one (1) year before being reappointed. All three (3) members shall have made an Emmaus Walk, a Cursillo, or The Walk With Christ and have served on Secretariat. There must be a one-year break between serving on the Overseer Committee and then serving as an Advocate, on the Secretariat or other standing committees.

Specific duties of Overseers shall be the following but are not limited to:

- Sign the Standing Committee Covenant at the first meeting of each year and give it to the Committee Chair. Signing the Covenant is a condition of serving on the Committee (not optional).
- The Committee Chair is responsible for ensuring
 - That at least one Overseer participates in each Secretariat Meeting and informs other members not in attendance of decisions made and important information presented during each Secretariat Meeting.
 - That one to two Overseers attend, as needed, Secretariat discussions about and voting for those who will direct future Walk weekends to count votes if one or both Spiritual Advisors are absent for this purpose.

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- Reviewing the Secretariat minutes at least annually and more often as required or requested.
- Reviewing all financial records by a Certified Public Accountant when a new treasurer assumes office or at least every two (2) years.
- Annually reviewing the bylaws.
- Serving as an intermediary in the event a member or members of The Walk With Christ community requests reconsideration of Secretariat actions or decisions. Although Overseers have no power or authority to reverse any Secretariat action, they may, after hearing all factions of any such dispute, submit to the Secretariat a proposed decision or course of action.
- Submitting an annual report to the Secretariat documenting this review.

Appendix C Change History:

Revised 6th paragraph in November 2017.

Revised 4th, 5th, and 6th paragraphs and the duties in September 2018.

Editorial changes were made and approved by the Secretariat on May 9, 2020.

Revised 4th, 5th, and 7th (added new first bullet) paragraphs on December 2, 2023.

Revised 6th paragraph to add a new requirement for those serving as an overseer: "having served on Secretariat." November 2025

Added to last paragraph, participation of Overseer(s) when Secretariat discusses and votes for those directing future Walks. May 2026

Appendix D

APPENDIX D: GUIDELINES AND PROTOCOLS FOR POLICY MANAGEMENT

This Appendix provides the policy for establishing, implementing, controlling (changing), and rescinding Walk With Christ policy.

Walk With Christ Secretariat decisions that establish new or different ways of governing the ministry or conducting Walk events (including the revocation of same) must be implemented by way of a modification to the appropriate Walk With Christ governing documents. Fundamentally, the Walk With Christ governing documents consists of the following:

- Bylaws
- Website verbiage (text and forms)
- Manuals and supporting documents (as defined in the Master Index of TWWC Documents)
- Servant Descriptions

Concurrent with the adoption of the new, changed, or rescinded policy by the Secretariat, clearly marked up verbiage from the appropriate governing documents must be presented to the Secretariat for approval.

As a guideline, it is important to concisely articulate the principles, basis, and/or purpose of a policy when changes are incorporated into the Walk's governing documents to facilitate the implementation of the policy, rather than being too prescriptive of a specific practice.

Proposed changes may be developed by The Walk With Christ community or members of the Secretariat. Four types of changes are defined in this Appendix, each having specific requirements to be met prior to making a change of that particular type. The types of changes are defined as follows:

1. Administrative:
Changes to manuals, Website, processes, etc. other than changes to The Walk With Christ Bylaws.
Note: The process for changing the Bylaws is defined in Article IX, Amendments.
2. Choices of approved options:
Changes within the Model identified as optional in the Director(a) Manual.
Examples: Choice of approved movie, to have a song fest or not, etc.
3. Minor changes:
Changes within the Model that do not detract from the key themes of the Walk.
Examples: Performers of Communion by a clown, movies not already approved, etc.
4. Major changes:
Changes to the Model itself.
Examples: Add a talk, delete a talk, etc.

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In each case, changes shall not be made without first seeking the guidance of the Holy Spirit, shall be consistent with the teaching of Holy Scripture, and shall be in line with the purpose, policy, and Statement of Faith of The Walk With Christ. Changes shall enhance the functioning of The Walk With Christ and shall glorify God, not call attention to any individual. To ensure these objectives are met, the following processes for approving changes are set forth:

1. Administrative:

- These changes to manuals, processes, etc. will be made by the Secretariat with adherence to the requirements for meetings and meeting quorum established in The Walk With Christ Bylaws.
- Changes made will be documented in the meeting minutes associated with the meeting at which the change was approved.
- The President-Elect will ensure that the change and basis for the change are recorded in the Change History documented at the front of each document (or other designated record of changes in the subject document).
- Changes will be implemented by updating the applicable manual(s), policy, etc.
- Content of the Website can only be changed by approval of the Secretariat.

2. Choices of approved options:

- The Director(a) is authorized to make selections of options listed in The Walk With Christ manuals.
- Selection of options should be made after praying and seeking the Lord's guidance.
- The Director should consult the assigned Advocate or the Secretariat if they have questions about a particular option.
- There are no documentation requirements associated with this type of change.
- Changes will be implemented by the Director(a).

3. Minor changes:

- Proposed changes will be written, signed, and submitted to the Secretariat.
- These changes within The Walk With Christ Model will be made and documented by the Secretariat.
- Approval, documentation, and implementation of the change will be conducted as described in the Administrative change section above.

4. Major changes:

- Proposed changes will be written, signed, and submitted to the Secretariat.
- These changes to The Walk With Christ Model will be developed by the Secretariat.
- The Secretariat will bring the proposed change to The Walk With Christ community for approval as follows:
 - An article for the Rooster Tales will be published outlining the proposed change, its basis, and a list of pros and cons associated with the change.
 - The article will contain the Secretariat's recommendation associated with the change.

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- The Rooster Tales will provide instructions for the Community to vote on the proposed change.
- At the next regular meeting following the end of the voting period, the Secretariat will evaluate the response from the Community and then vote to approve or disapprove the proposed change.
- Documentation and implementation of the change will be conducted as described in the Administrative change section above.

Appendix D Change History:

Revised 1st sentence under Administrative types of changes in November 2017.

Revised 3rd bullet and added 5th bullet under Administrative in November 2017.

Editorial changes made and approved by the Secretariat, May 9, 2020.

Revised 1st paragraph and third bullet under Administrative to establish requirement to implement all approved policies into the appropriate Walk governing documents, and to define what constitutes the Walk governing documents in December 2023.

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Appendix E

APPENDIX E: DIRECTOR(A) SUCCESSION PLAN

Scope

The purpose of this Appendix is to define the process for replacing Director(a)s in the event that an incumbent is not able to complete their service. Two cases are addressed in this Appendix:

1. Core Team has been selected and has begun preparing for the Walk weekend.
2. Core Team is not in place, either because the members have not been selected or they are also unable to serve.

Process

- Case 1: Core Team is in place.

In the event that a Director(a) is unable to complete leading the Walk weekend, the Secretariat will:

1. Evaluate the experience of the Core Team members to determine which, if any, are qualified to serve as a Director(a).
2. Determine which Core Team member is most qualified to serve.
3. Note: Only Core Team members eligible to serve as a Director(a) should be asked to serve. See Director(a) Nomination Form for the current list of qualifications required.
4. The President of the Secretariat will ask the selected Core Team member to serve as Director(a).
5. If the selected Core Team member declines this request, the Secretariat reperform steps 1 through 3 above.
6. If no qualified Core Team members are available to serve, the President of the Secretariat will ask the Advocate for the Walk to serve as the Director(a).
7. If the Advocate for the Walk is unable or unwilling to serve as the Director(a), the Secretariat will select another Advocate to serve as the Director(a).

- Case 2: Core Team is not in place.

In the event that a Director(a) is unable to complete leading the Walk weekend and the Core Team is not in place, the Advocate will be asked to direct the Walk. If the Advocate for the Walk is unable or unwilling to serve as the Director(a), the Secretariat will select another Advocate to serve as the Director(a).

Appendix E Change History:

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Appendix F

APPENDIX F: CLOWN COMMUNITY BYLAWS

Identification: The Clown Community is established as a standing committee of the Secretariat of The Walk with Christ.

Purpose:

1. Establish a community of servants providing Communion by Clown to The Walk with Christ.
2. Enhance/improve the basic presentation skills of each approved clown.
3. Ensure the quality and reverence of each Clown Communion.
4. Ensure that each Clown Communion contains the theological elements described in the Communion Guidelines – see Appendix G.
5. Recruit and encourage members of The Walk with Christ community who desire to participate in this ministry.
6. Recommend new clowns to the Secretariat for approval.

Membership: Membership of the Clown Community shall consist of all clowns approved by the Secretariat. By applying for Secretariat approval to provide a Clown Communion on Walk with Christ weekends, the applicant agrees to membership in the Community and participation in the activities of said Community. Failure of consistent participation in the activities of the Community shall result in their loss of approval to provide Communion by Clown on Walk with Christ weekends. Members will sign the Standing Committee Covenant at the first meeting of each year and give it to the Committee Chair. Signing the Covenant is a condition of serving on the Committee (not optional).

Activities: The Committee shall meet at least twice a year. At least one of these meetings shall consist of a clown workshop consisting of, but not limited to, the following practices:

1. Basic clown techniques such as movement and expression, character development, makeup, costuming, scripting, music selection, and prop selection.
2. Mentoring of applicant clowns by the approved clowns.
3. Presentation of a Communion by clown by either an approved clown or an applicant for approval to the Secretariat.
4. Each approved clown shall present their Communion presentation to the Community at least once every three (3) years.

Secretariat Approval: The Clown Community shall be responsible for recommending to Secretariat any new clown for approval to provide a Communion by Clown at The Walk with Christ weekends. The Community will ensure that the applicant's Communion presentation contains the essential elements as described in the Communion Guidelines (Appendix G). Recommendations for approval shall be made by a simple majority of the members of the Community.

The applicant will present their Communion to the Secretariat's Evaluation Committee.

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The Secretariat's Evaluation Committee will consist of five voting members: One of the Presidents of Secretariat, one of the Secretariat's Spiritual Advisors, two at-large Secretariat Board Members and one of the following: Clown Community Chair, Vice Chair, or designee. The Secretariat's Evaluation Committee will view the Communion by Clown presentation at its regularly scheduled Secretariat Meetings with the time established by the President of the Secretariat to be reflected in the Meeting Agenda. The Secretariat's Evaluation Committee may select an alternative date and location for the presentation with the approval of the President of the Secretariat.

Through the overall presentation of the Communion, the Secretariat's Evaluation Committee will affirm the applicants calling for this ministry and the overall quality of the Communion presentation. In addition to following Appendix G: Communion Guidelines, the Secretariat's Evaluation Committee will affirm that the Clown Communion reflects the following principles:

1. Consistent with scripture
2. Presented with reverence
3. Includes the birth, crucifixion, and resurrection of Jesus
4. Demonstration that the bread came from God as payment for our sins
5. Partaking of Communion during the service must be tied to the presentation, utilizing the bread in the presentation for Communion

The Secretariat's Evaluation Committee will not evaluate the costuming, setting, props, music, or script as these have already been evaluated by the Clown Community. The Secretariat's Evaluation Committee will not evaluate the Clown Communion on whether they personally like the presentation or not.

Approval of the clown will be by a simple majority of the Secretariat's Evaluation Committee. Any clowns not approved will be given specific recommendations for further development, so that corrections can be made, and the Communion re-presented to the Secretariat's Evaluation Committee for approval. The clown candidate will be informed of the Secretariat's Evaluation Committee's decision. This feedback shall be provided, in person (face-to-face), the same day of the presentation and prior to the close of the meeting.

Any applicant who fails to achieve the Secretariat's Evaluation Committee approval after two attempts will not be reconsidered for at least one (1) year and until they have participated in additional Clown Workshops. Any previously approved clown who has not presented a Communion by Clown to The Walk with Christ or Journey with Christ weekend in a significant period of time will be required to present their Communion to the Clown Community and then the Secretariat's Evaluation Committee for reapproval.

Clown Community Structure: Initially, the Secretariat will appoint a Chair and Vice Chair of the Committee. This appointment will be in effect for a two-year period. Thereafter, the Chair and Vice Chair will be elected for a two-year period by a simple

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majority of the approved clowns. The committee is empowered to adopt additional guidelines regarding the Committee's internal operation by 60% approval of the Committee members.

Expenses: It is recognized that providing a Communion by clown incurs significant reoccurring expenses. The Secretariat has determined that expenses will be reimbursed up to a maximum of \$100 per Walk weekend. The \$100 is a separate line item of the Walk budget and is not part of the Director(a)'s budget. The Secretariat Treasurer will issue a \$100 check to the clown. Expenses, along with receipts and/or any unused funds, must be returned to the Treasurer within ten (10) days following the Walk weekend. Examples of expenses include gas (if not working on the Walk), makeup expenses, cost of nails, cost of bread, cleaning and repairing of costume, costume replacement pieces (gloves for example), etc. Receipts must accompany the clown's expense report.

If the clown works on the Walk and provides Communion, mileage or gas cannot be charged to the Walk because the clown was also working the Walk. The clown can take the mileage or gas as an expense on their income tax, as a volunteer expense in accordance with the latest IRS guidelines, but cannot charge it to the Walk. Examples of expenses that can be charged when working the Walk include makeup expenses, cost of nails, cost of bread, cleaning and repairing of costume, costume replacement pieces (gloves for example), etc. Receipts must accompany the clown's expense report.

Appendix F Change History:

- Added sentence to Membership paragraph regarding requirement to sign Standing Committee Covenant in December 2023
- Reimbursement maximum changed from \$75 to \$100 in January 2024.
- Changed term of "Clown Community Guidelines and Protocols" to reflect the correct title of "Appendix F - Clown Community Bylaws" in September 2024.
- Changed term of "Clown Guidelines" to "Communion Guidelines" to reflect the correct title of Appendix G in September 2024.
- Modified the first and second sentences of the last paragraph to read more clearly in September 2024.
- Restated in September 2024 the last two sentences from first paragraph under **Expenses**, to the last paragraph that identifies the type of expenses allowed if the clown is working the Walk.

Appendix G

APPENDIX G: COMMUNION GUIDELINES

The following guidelines are intended to clarify the process for being approved within the Walk community for the purpose of presenting a “Communion Service” for Walks and Ultreyas:

1. Presentation must be consistent with Scripture.
2. Presentation must be done with reverence.
3. Presentation length should be between 20 and 35 minutes (including serving of the elements).
4. Presentation must include:
 - a. The birth of Jesus (Faith)
 - b. His crucifixion (Love)
 - c. His resurrection (Hope)
 - d. Always portraying the events of Calvary accurately and with the strong emotions of tenderness, love, sorrow, repentance, and joy that the story naturally produces
5. Presentation must clearly show or demonstrate that the bread of life came from heaven as a sacrifice from God, as payment for our sins.
6. Communion during the service must be tied to the presentation. Neither the presentation nor Communion are to be stand-alone elements.
7. Partaking of Communion during the service must be tied to the presentation, utilizing the bread in the presentation of the Communion.
8. Presentations have historically been presented in pantomime. Preference is for the entire service to be conducted using pantomime, but a presentation with some or all speech may be approved provided that the talking during the presentation does not:
 - a. Reflect a feeling or belief that is not Biblical.
 - b. Present itself as a sermon.
 - c. Make an altar call.
 - d. Change the focus of the presentation from God’s love for us to the presenter.
 - e. Change the focus of the presentation from Christ’s love and obedience to His Father to the presenter.
 - f. Does not exclude the birth, crucifixion, and/or resurrection.
9. A presenter does not need to have an elaborate costume or makeup. The costume can be of everyday clothes, maybe a wig or not, a hat or nose or something to set apart the presenter from the person, and minimal makeup to accent facial features and movements. Examples of this “minimalist” type of presenter are Red Skelton’s “Freddy the Freeloader” or Carol Burnett’s “The Cleaning Lady.” Existing presenters provide a wide range of standard costuming and makeup features as examples for consideration.
10. Music is not required but is helpful for creating and maintaining the tone for the service. The music also creates background noise, muffling other noises, to help people focus on the presentation without distraction. The music should go with and support the presentation; it should not be a distraction to the presentation.

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11. Props are designed, built, purchased, and/or specified by the presenter. The props required depend upon the elements within the presentation and don't have to include, as an example, a large box, manger, lily, candle, etc.
12. Nails do NOT have to be handed to each participant. This is an option that is up to the presenter.
13. Communion presentation must be reviewed and approved by the Secretariat.

Appendix G Change History:

First paragraph was revised, 7th line item was added, and the word "clown" was changed to "presenter" in 9th, 11th, and 12th line items in September 2018.

Editorial changes were made and approved by the Secretariat on May 9, 2020.

Changed term of "Clown Guidelines" to "Communion Guidelines" to reflect the correct title of Appendix G in September 2024.

Appendix H

APPENDIX H: GUIDELINES AND PROTOCOLS FOR MUSIC COMMITTEE

The Music Committee (Committee) will be established as a standing committee of the Secretariat of The Walk With Christ.

As musicians and worship leaders, we recognize that music and worship are a powerful part of The Walk With Christ weekend. Our focus will be to maintain the integrity and focus of our worship.

The purpose of the Committee will be as follows:

1. Identify and train potential song team leaders and members whose goal is to lead in the worship and praise of our Lord, Jesus Christ.
2. Train potential song team leaders that there is a difference between leading worship and performing musical compositions.
3. Increase the number of song team members/leaders and maintain a list of those members available to serve on Walk weekends.
4. Improve and enhance the effectiveness of our song teams.
5. To update and revise the Song Team Leader Manual as needed and to submit those revisions to the President-Elect of the Secretariat for review and to take to the Secretariat for approval.
6. To define the role of the Song Team Leader on a Walk weekend. The role can be found in the Song Team Leader Manual.
7. To select and approve the music used in Community worship.
8. To determine the format of how our music is presented – updating and reprinting the songbooks or switching to an all-electronic format – will have to be approved by the Secretariat.

The Committee will:

1. Be comprised of:
 - a. Ten members (5 men and 5 women), one of which will serve as chair, one will serve as the secretary, one will serve as the CCLI administrator back-up and one will serve as the CCLI administrator (who is not a voting member unless there is a tie, then the CCLI administrator will vote to break the tie).
 - b. Members will be nominated by the Committee or the community and approved by the Secretariat. Others may volunteer to serve on the Committee in a non-voting capacity.
2. In November, the Committee will elect its own chair who will begin office in January. The chair will serve a 2-year term and will be responsible for reporting to the Secretariat the activities and recommendations of the Committee at least once a year. (The chair and/or co-chair of this Committee is considered a leadership position and therefore would not be considered eligible to serve on Secretariat during their term in office).

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3. In November, the Committee will elect its own secretary who will begin office in January. The secretary will serve a 2-year term and be responsible for taking notes at all music Committee meetings, updating, and maintaining a song team/leader database, etc.
4. In November, the Committee will elect the CCLI administrator who will begin office in January. The CCLI administrator will serve a 3-year term and will also train at least one other Committee member in the duties of the CCLI administrator in the event they are unable to perform their duties. If the trained CCLI administrator “back-up” is no longer a member of the Music Committee, the CCLI administrator will train a new CCLI administrator “back-up” as soon as possible.
5. Meet a minimum of once a year.
6. Provide a song team leader training at least once a year.
7. Provide worship for all Secretariat meetings.

The goals of the committee will be to:

1. Educate song team leaders and members on the following principles:
 - There is a difference between worship music and special music.
 - When we worship together as a Community, words of the songs will be visible either in print or projected in order for the entire community to worship in unity.
 - Speakers and table disciples will choose their individual speaker songs from the current TWWC song list or song list for that specific walk.
2. Review and update the following items:
 - Electronic song book with words and chords found on the TWWC website.
 - Current TWWC Song Book, as needed.
 - Potential technology for song team use.
3. Train song team leaders and members on the following principles:
 - Structure and balance needed on a song team, e.g., number of members, multiple vocal ranges, and balance between voices and instruments.
 - Use of the trailer’s public address (PA) system in order to enhance team’s ability to be heard and lead worship.
 - Existing and new technology – Any electronic technology used on the weekend (e.g., laptops and iPads) shall be in airplane or non-internet connected mode only.

Appendix H Change History:

- Added requirement to “The Committee will” section regarding the signing of the Standing Committee Covenant in December 2023.
- Major revision to entire Appendix H completed by Music Committee and approved by Secretariat, November 15, 2025.

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Appendix I

APPENDIX I: GUIDELINES AND PROTOCOLS FOR COMMUNICATIONS COMMITTEE

The Communications Committee is a standing committee of the Secretariat of The Walk With Christ. This group shall be considered an advisory committee and none of its members, except the Communications Chairperson, shall be a voting member of the Secretariat. Each member must have made a Cursillo or Walk (e.g., Walk to Emmaus, Walk With Christ, Tres Dios, etc.).

The committee will be chaired by the Communications Chairperson, a voting member of the Secretariat. The Secretariat will appoint at least two members of the committee: Historian and Facebook Servant. In addition, the Communications Chair may request additional people to serve as needed for tasks such as, but not limited to, verifying contact information for members of the Walk Community, making Rooster Tales hardcopies, mailing hardcopies to postal subscribers, determining which historical materials should be digitized, assisting with digitization of Walk documents, etc.

Other than the Communications Chairperson, there are no term limits for those serving on the committee except the terms specified for Facebook Servant and Historian. The committee will meet only when necessary. Any member of the committee may call a meeting with the approval of the Communications Chairperson.

Appendix I Change History:

- Established September 2022
- Deleted Web Servant because that position now reports to President-Elect

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Appendix J

APPENDIX J: GUIDELINES AND PROTOCOLS FOR REGISTRATION COMMITTEE

The Registration Committee is a standing committee of the Secretariat of The Walk With Christ. This group shall be considered an advisory committee and none of its members, except the Registrar Chairperson, shall be a voting member of the Secretariat. Each member must have made a Cursillo or Walk (e.g., Walk to Emmaus, Walk With Christ, Tres Dios, etc.).

The committee will be chaired by the Registrar Chairperson, a voting member of the Secretariat. The Registrar Chairperson may request people to serve as needed for tasks such as, but not limited to, verifying contact information for members of the Walk Community, assisting with database application administration, and updating documents such as the Database User's Manual.

Other than the Registrar Chairperson, there are no term limits for those serving on the committee. The committee will meet only when necessary. Any member of the committee may call a meeting with the approval of the Registrar Chairperson.

Appendix J Change History:

- Established September 2022