



Walk to  
**Emmaus**  
THE UPPER ROOM®

TM

A TRANSFORMING EXPERIENCE OF CHRISTIAN COMMUNITY

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## WHAT IS THE LETTER OF AGREEMENT?

The Letter of Agreement is the document that lies at the heart of the relationship established between the local Emmaus community and the Upper Room International Emmaus Office. This relationship is covenantal with each party having specific responsibilities. Functionally the Letter of Agreement has four parts.



The first part of the Letter describes what The Walk to Emmaus is and actually empowers the local community to establish and administer the Emmaus program per The Upper Room guidelines. There is a statement that explains the need for an annual renewal of this Letter of Agreement.



The second part of the Letter of Agreement contains the statements of responsibility for each party. The first ones relate to the local Emmaus community and the remaining ones are what the Upper Room International Emmaus Office commits to do.



The third section of the agreement is the signature and information part. There are places for the signature of the Lay and Spiritual Directors as well as the Agape chairperson. There also is space for the signatures of the remaining board members.



The fourth section of the Letter is for the International Emmaus Office to provide important operational information. The International Lay Director's signature is found in this section.

The Letter of Agreement is processed in the following manner. The Letter of Agreement, cover letter, and financial report from the Upper Room Emmaus Office are sent to each Emmaus Community in early to mid January. The community then completes all their appropriate signatures and sends the original signed document back to the International Office by the end of March. At that time additional information is added to your Letter of Agreement; it is finalized by signature of the International Emmaus Director and a copy is returned to the local Emmaus community. A copy is sent to your Emmaus Regional Representatives and the original is filed. The cycle is then complete for that calendar year. The International Emmaus office recommends that the Letter of Agreement be the topic of a Gathering or appropriate community meeting, thus transferring the significance of the letter and its covenantal understanding to the community at large.

**Dr. Richard A. Gilmore**  
*International Lay Director*  
*The Walk to Emmaus*

