



# New Covenant Notes

Nov. 2011

Newsletter of the New Covenant  
Emmaus Community



## A MESSAGE FROM YOUR COMMUNITY LAY DIRECTOR



DeColores,

**The holiday season approaches and that means several things. First, it means we will all be eating way too much over the next few months. It means football season is coming to a close. And it means it is time for the Emmaus Board to hold elections!**

**Approximately one third of the board rotates off each year and elections are held to replace those leaving the board. The November gathering is where the board introduces the nominees the board has suggested and takes further suggestions from the community.**

**The November gathering is also where any changes to the community by-laws are introduced to the community and voted on for approval. This year we have one change to the by-laws.**

**The current by-laws state that ballots for the board elections are sent by mail to each family in the community. The past few years we have also included an electronic version of the ballot for the convenience of the community. With the cost of postage rising as well as printing costs, the printed ballot last year cost the community \$886. Of all the ballots mailed, only 36 printed ballots were received, compared to 129 electronic ballots.**

**The board voted a rewording of the by-law to make the primary means of voting the electronic ballot with printed ballots being sent to those that may not have email addresses or request the printed ballots. The board feels that this change is a better stewardship of the community funds. The rewording of the by-law is on page two of the newsletter.**

**The November gathering is also when our new Butterflies share their Fourth-Day experiences with the community at large. As you can see, we have a busy gathering, but a productive one!**

**May you all be blessed during this Holiday season and may God's hand protect those traveling far from home!**

**Your brother in Christ,  
Bob**

**NCEC Board Approved By Law Change:**

The New Covenant Board of Directors decided to go to Electronic voting. This requires a By Law change as follows.

**ARTICLE IV. ANNUAL MEETING OF COMMUNITY**

There shall be an annual meeting of the Community on the third Friday of the month of November. This meeting shall replace all other meeting for that month. At said meeting all needed actions for the Community as outlined in these By Laws shall take place. The Board of Directors shall present a slate of nomination for needed Board members. Nomination shall be taken from the floor. A written ballot shall be developed and mailed to the Community members for vote. **An electronic ballot shall be developed and email to the Community members for vote.**

**Any member of the Community requiring a paper ballot must notify the Board providing their name and address at the November meeting or prior to the November meeting.** Members will be elected on the basis of the number of votes received until all needed Board positions are filled. In the case of a tie, the Spiritual Director shall draw straws to break each tie. All written **paper and electronic** ballots must be received at the designated place before December 11 of the year.

**NCEC Amended By Law**

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**NEW COVENANT CHRYSALIS COMMUNITY BY LAW**

**ARTICLE IV. ANNUAL MEETING OF THE NEW COVENANT COMMUNITY**

There shall be an annual meeting of the New Covenant Community on the third Friday of the month of November. The Emmaus and Chrysalis Boards will present individual slates of nominations for needed members on their respective Boards. Nomination will also be taken from the floor. A joint ballot of Emmaus and Chrysalis nominees shall be developed and **mailed email** to the New Covenant Community members for vote. **Any member of the Community requiring a paper ballot must notify the Board providing their name and address at the November meeting or prior to the November meeting.** Chrysalis Board members will be elected on the basis of the number of votes received until all needed Board positions are filled. In the case of a tie, the Spiritual Director shall draw straws to break each tie. All **paper and electronic** ballots must be received at the designated place before December 11 of the year.

**NCEC Amended By Law**

**ARTICLE IV. ANNUAL MEETING OF THE NEW COVENANT COMMUNITY**

There shall be an annual meeting of the New Covenant Community on the third Friday of the month of November. The Emmaus and Chrysalis Boards will present individual slates of nominations for needed members on their respective Boards. Nomination will be taken from the floor. A joint ballot of Emmaus and Chrysalis nominees shall be developed and email to the New Covenant Community members for vote. Any member of the Community requiring a paper ballot must notify the Board providing their name and address at the November meeting or prior to the November meeting. Chrysalis Board members will be elected on the basis of the number of votes received until all needed Board positions are filled. In the case of a tie, the Spiritual Director shall draw straws to break each tie. All paper and electronic ballots must be received at the designated place before December 11 of the year.

## Community Database Access Instructions (pg 7&8)

In the past year the New Covenant Emmaus Community board of directors voted to use a database endorsed by the Upper Room to keep track of our community members and historical walk information. After many hours of training and populating the database with information, we are happy to announce that the database is open for community use. With this database you can keep your personal contact information up to date, volunteer to serve on teams, and also access links to the Upper Room and other Emmaus Communities. This is a quick tutorial on how to access the database and some of the features available to you.

### Logging in

1. Navigate to [http://ncec2.inetmember.com/Default\\_CMS.aspx](http://ncec2.inetmember.com/Default_CMS.aspx) in Internet Explorer. At this time, the database is not reliable on other browsers. This should bring up the New Covenant log in page. If it appears that more than one instance of the page is being displayed, refresh your screen. This is a known bug with the system.
2. In the "Email Address" box enter your log-in. If this is the first time you have accessed the database, this is defaulted to a "First Name.Last Name" format (e.g. John.Doe). Once you log in you will be able to assign an email address for contacting you. This email address will become your login in future sessions.
3. In the "Password" box, enter **ncec2ncec2**. This is the default password. You will be able to change this password to something more specific/personal once you have database access.

### Changing Your Personal Data

When you first log into the database you will be presented with a welcome page and a tabbed menu bar at the top of the page. "Home" will take you back to the welcome page. "IMS Common" is a set of pages put together for those using the database. It contains links to pages for other Emmaus communities as well as links to the Upper Room. The "You" tab is where you can change your personal information and preferences.

1. Hover your cursor over the "You" menu tab. On the menu that appears, click "All about you". This will bring up a secondary menu bar and a basic explanation of what each of the tabs do.
2. Hover your cursor over the "Your Information" tab. Click on "Contact/Credentials". This will bring up a page with the contact information New Covenant Emmaus has on you. If any of the information is incorrect, you can update it here. This allows the community to have the most current contact information on you when creating teams for walks.
3. Changing your email address on this page will change the default log-in to this email address.
4. Entering your church information allows the team selection committee to easily determine if we have an ecumenical mix of churches when composing the teams.
5. When you are finished updating your personal information, click the "Update your Information" button.

### Changing Your Password

1. Hover your cursor over the "You" menu tab. On the menu that appears, click "Change your sign-in info".
2. On the page that appears, enter a new password and confirm it.
3. Click the change password button.

This will reset your password. If you forget your password, you can notify the site administrator, Bob Druzynski, and he will reset it to the default password for you.

### **Changing other information**

At this time there is a limited amount of information that you can personally change. The [“Your Reunion Group”](#) page will show your reunion group members, if you have been assigned to a reunion group. If you belong to a reunion group and do not see this information, you can either let the site administrator know the name, location, meeting times, etc. of the reunion group or use the Create Reunion Group button to add it to the database. Several reunion groups are already entered into the database, so it may be wise to contact the site administrator to see if the group already exists. The administrator can add you to the listing for that reunion group if it does exist.

The [“Your Weekend”](#) tab will display the information about the team that worked your Emmaus Weekend. If you attended a weekend before NCEC walk #46, this information may be missing. New Covenant is currently working to add historical weekends as the date becomes available.

The [“Your Experience”](#) tab has not been fully implemented yet.

The [“Your Church Community”](#) tab will list the members of the church that you selected in the [“Your Information”](#) page that have been on an Emmaus weekend. Clicking the little magnifying glass to the left of a name will provide you with their contact information.

The [“Team Sign Ups”](#) tab allows you to volunteer to work a weekend in the conference room. Hovering over the tap and clicking on the [“Existing”](#) menu item will show you the teams you have volunteered to work for. Clicking on the [“New”](#) menu items will allow you to volunteer to work that conference room team. It should be noted that volunteering to work a weekend does not guarantee that you will be assigned to work a team.

The [“Vol. Sign Ups”](#) tab allows you to volunteer to work on the support team in many different areas. The [“Position Definitions”](#) menu item contains a description of each of the support team roles and requirements. The [“Position Signups”](#) menu item allows you to select the positions you are willing to work and which walks you would prefer, if you have one. You can select as many of the positions as you wish. If you have sent in volunteer forms in the past, there should be a list of those positions under the column [“Your Signups”](#).

#### **To select a position to work:**

1. Click the green plus sign to the right of the position name.
2. If you wish to work a specific team, you can click the green plus sign to the right of the team number/date in the [“walks”](#) column. Otherwise you will be listed as willing to work this position in all future walks, if needed.
3. Clicking the [“Volunteer for Position”](#) button will add that position to the [“Your Signups”](#) column.
4. To remove yourself from a particular team position, click the red [“x”](#) button.
5. To reset the position and walk information. Click the [“Clear”](#) button that appears in the blue menu bar above the [“Positions”](#) and [“Walk”](#) column labels.

**PLEASE PRINT THESE INSTRUCTIONS FOR YOUR INFORMATION SO YOU CAN KEEP YOURSELF UPDATED IN THE DATABASE!!!**