

Grace Emmaus of Silicon Valley
Guidelines for Pilgrim Acceptance
11/16/11 Rev 1.3

1. **Maximum number** of pilgrims accepted per walk weekend
 - a. Gilroy Presbyterian Church: 20 for men, 20 for women
 - b. Church of the Chimes: 24 for men, 24 for women

2. **Priority for acceptance:** Pilgrims will be accepted on a “first come, first served” basis and will be ranked from 1 to the maximum number in the order the requests are received by the Pilgrim Registrar. No other priority or ranking system shall be used. It must be clear that a pilgrim will only be placed on the list when the appropriate sponsorship paperwork is filed with the Pilgrim Registrar. Verbal requests are unofficial and will have no bearing on the list. No other person, including a Lay Director, has the authority to verbally accept a sponsor’s request or to officially accept sponsorship paperwork.

3. **Waiting List Protocol:**
 - a. Once the official accepted list has reached the maximum all additional sponsorship requests will be placed on the official waiting list. These potential pilgrims will also be accepted on a “first come, first served” basis and will be ranked from the maximum number onward, in the order the requests are received, by the Pilgrim Registrar. No other priority or ranking system shall be used. It must be clear that a potential pilgrim will only be placed on the waiting list when the appropriate sponsorship paperwork is filed with the Pilgrim Registrar. Verbal requests are unofficial and will have no bearing on the list. No other person, including a Lay Director, has the authority to verbally accept a sponsor’s request or to officially accept sponsorship paperwork for the purpose of being placed on the waiting list.
 - b. If there is any attrition on the list of accepted pilgrims up to 2 weeks before the first weekend of the walks (typically the men’s walk) potential pilgrims on the waiting list starting with the lowest number will have the opportunity to attend the current walk. All additional names on the waiting list will automatically be added to the beginning of the official accepted list for the next set of walks scheduled. If an accepted Pilgrim with a significant other drops out of the current walk the corresponding spouse will also be moved to the waiting list. If an accepted Pilgrim w/o a significant other drops out of the current walk and there are open spots on the other genders walk, the lowest number on the waiting list, either a single or couple may be moved to the official list. If an accepted pilgrim w/o a significant other drops out of the current walk and there is not an open spot in the other gender’s walk, the lowest numbered single will be invited to the current walk. As unforeseen or special circumstances may arise these situations will be at the discretion of the Pilgrim Registrar and the executives of the Grace Emmaus Board.

4. **Acceptance of pilgrims whose significant other will not attend the walk.** It is preferred that those in committed relationships attend the same set of walks. Certainly “single” pilgrims without a significant other will be accepted to attend the walk without prejudice. Also there may be situations that arise where one individual in a relationship will attend a walk alone. These situations will be evaluated by the Pilgrim Registrar on a case by case basis. The Pilgrim registrar will counsel with the potential pilgrims sponsor to determine the nature of the situation and the best course of action. Situations that would be appropriate for an individual to attend alone include: the other individual is physically or emotionally unable to attend the walk, the other individual is not a Christian, or the other individual has emphatically indicated they will never attend the walk. Certainly other situations may arise and these cases will be at the discretion of the Pilgrim Registrar and the executives of the Grace Emmaus Board. If the situation is simply that the other individual is not “ready” to attend the walk, the couple

should be encouraged to attend a future walk when both will be willing to attend. The potential pilgrims sponsor will be responsible for communicating with the potential pilgrim regarding these matters.

- 5. Filing of paperwork.** As stated above registration of a pilgrim or potential pilgrim will only be official once the appropriate paperwork is filed with the Pilgrim Registrar and the appropriate fees are paid. Filing of the paperwork can be accomplished by physically handing, faxing, mailing, or email digital copies of the paperwork to the Pilgrim Registrar. The paperwork will only be accepted by the Pilgrim Registrar if the forms are filled out correctly, include all appropriate signatures, and payment for the appropriate fees is included. Paying the fees in full is strongly recommended but is not mandatory, especially for those with financial hardship. In such situations when some or all of the fees will not be paid, a brief comment to this affect should be included with the paperwork to avoid prejudice for not paying the fees. Once the paperwork is filed correctly and accepted, the Pilgrim Registrar will inform the sponsor if the pilgrim has been accepted to the official list or the official waiting list and will also inform the sponsor of the Pilgrims position on the list.
- 6. Persons with disabilities or medical conditions.** It is intended that all who wish to come to the walk are invited to attend. However, situations may arise where a physical or emotional disability or a serious medical condition may limit a person's ability to participate in or complete the walk. In certain cases there may also be issues of liability for the Grace Emmaus Community or the facility hosting the walk. In these circumstances whether the potential Pilgrim will be allowed to attend the walk will be evaluated, on a case by case basis, by the Pilgrim Registrar, the potential Pilgrim's sponsor and the executives of the Grace Emmaus Board.