

**Center for Spiritual Living
OPERATING POLICIES AND PROCEDURES**

<i>POLICY TITLE:</i>	Disruptive Behavior at the Center and Its Activities
<i>EFFECTIVE DATE:</i> <i>REVISION DATE:</i>	10/3/13 Reviewed 6/20/22
<i>POLICY APPROVED BY:</i>	Board of Trustees
<i>RESPONSIBLE AREA:</i>	Minister, BOT member, Other CSL DE leadership or teachers

CSL DE is a spiritual community and is a sacred space in which God’s Peace and Love prevails, supporting an environment in which people can receive spiritual nourishment and engage in spiritual evolution.

While openness to diversity is one of the prime values held by our congregation, we affirm the belief that our congregation must maintain a secure atmosphere where this nourishment and growth is sustainable. Concern for the safety of the congregation as a whole must be given priority over the privileges and inclusion of the individual.

The following policy shall guide us in actively and promptly addressing situations in which individuals' behavior threatens the emotional and/or physical security of our members and friends. The privacy/anonymity of the allegedly offensive individual will be maintained at all times, except in cases in which he/she poses a threat to others. The Center will follow all applicable state laws and reporting procedures for child sexual abuse and child neglect.

Since it is serious business to file a formal complaint against a fellow member or guest, doing so should never be taken lightly. Every attempt should be made to resolve disruptive situations by addressing them directly, with compassion and concern, before resorting to the use of this policy.

When a person's disruptive behavior requires an immediate response, it will be undertaken by the minister and/or the leader of the group involved.

This may include:

- A Practitioner taking the person to a private place, the office, for prayer and treatment
- Asking the offending person or persons to leave, or suspending the meeting or activity until it can safely be resumed
- If someone is intoxicated or is a physical danger to themselves or others call 911.
- If necessary, escort the person outside to talk, locking the door to the Center as they leave.
- If someone comes to the Center or CSL DE activity or class intoxicated and is not hostile, call a family member, willing community member or the police to take them home.
- Always follow up with a prayer call.

Anytime such actions are required and the Minister is not present, then the Minister and President of the Board of Trustees must be notified as soon as is practicable.

- A follow-up letter or document detailing what steps must be taken by the offending party or parties before he/she/they may return to the activities involved will be sent by the Minister to the offending party or parties.
- For ongoing situations and those not requiring an immediate response, the process begins with a written, signed explanation of the disruptive behavior and its impact, from the person or people who witnessed it, to the Minister. The Minister will determine whether he/she wishes to handle the situation privately, or request the formation of an ad hoc committee appointed by the Board of Trustees, (that committee shall include the Minister and at least two other members of the fellowship), to further investigate the matter. When appropriate and whenever possible, the Minister will inform the person that a complaint has been filed and is being investigated.
- The Minister and/or the committee will respond to situations as they arise, using their own judgment, without defining acceptable behavior in advance.
- People and situations will be dealt with individually.
- Stereotypes or stereotyping will be avoided.
- The Minister or the committee will collect any additional information required to obtain a complete picture of the situation and research any applicable laws.
- When the ad hoc committee considers such information essential to performing its task, the Board shall authorize funds to pay costs for a professional background check, to provide such facts as the correct identity of the person in question and records of past criminal activity involving threats, harassment, or

actual harm to other persons or property.

The following questions must be considered by the Minister or the committee:

- **Dangerous:** Is the individual the source of a threat or perceived threat to persons or property, including himself or herself?
- **Disruptive:** How much interference with church functions is occurring?
- **Offensive:** How likely is it that prospective or existing members will be driven away?

The following questions may be considered by the Minister or the committee:

- **Causes:** Why is this disruption occurring? Is it a conflict between the individual and others in the fellowship? Is it due to a professionally diagnosed condition of mental illness?
- **History:** What is the frequency and degree of disruption caused in the past?
- **Probability of Change:** How likely is it that the problem behavior will diminish in the future?

The Minister or the committee will respond on a case-by-case basis. Mediation by a neutral party is also a possibility. The following levels of response are options the Minister or the committee can implement:

- **No Action:** It may be determined that the complaint is not warranted, and the minister will explain and discuss this with the person who filed the complaint.
- **Warning:** The minister or a member of the committee shall meet with the offending individual to communicate the concern and expectations for future behavior.
- **Suspension:** The offending individual is excluded from the fellowship and/or specific activities for a limited period of time, with the reasons and the conditions of return made clear in writing.
- **Expulsion:** The committee recommends that the offending individual should be expelled from membership. The minister will write a letter to the individual explaining the reasons, the individual's rights and possible recourse as determined. This would be a reinstatement policy.

Contact the office by phone [302/6357316](tel:3026357316) or the web www.centerforspiritualiving.net

FYI: This policy is a guideline for effective relationship within the Center for Spiritual Living and Center for Spiritual Living reserves the right to change or amend this policy and procedure at any time to support the Highest and Best for our spiritual community