

Center for Spiritual Living

OPERATING POLICIES AND PROCEDURES

<i>POLICY TITLE:</i>	Leader Champions, Leaders, and Volunteers Policy
<i>EFFECTIVE DATE:</i>	June 12, 2011
<i>REVISION DATE:</i>	8/8/22 by Leader Champions
<i>REVISION NUMBER:</i>	1
<i>POLICY APPROVED BY:</i>	Board of Trustees
<i>RESPONSIBLE AREA:</i>	Leader Champions

POLICY STATEMENT OR DESCRIPTION

CSLDE is a spiritual community supported by leaders and volunteers who play vital roles in the smooth operation of the center and fulfillment of CSL DE's mission, vision, and values. This policy clarifies various roles.

DEFINITIONS:

- Volunteer – an individual who is in service willingly and without pay
- Friend – someone who attends the services and has not yet become a member
- Member – one who chooses CSL DE as a spiritual home and has completed membership orientation (exception are founding members)
- Leader and Leader in Training– see role description below
- Leader Champion and Leader Champion in Training - see role description below
- Service Team – members, friends, and Leaders working together in teams focused on specific long or short term service initiatives which support CSLDE and its congregants such as, SEVA, Music, Offertory, Facebook Team, Bookstore, and Children, Youth, and Family Ministry.

PROCEDURES

Volunteers:

- May or may not be a part of a Team, Circle or Ministry.
- If part of a team, circle or ministry, work in cooperation with team members, and their leaders.
- First contact fellow team members if they need to switch a date
- If an emergency comes up on Sunday (day of assigned duty) and the Volunteer

cannot make it to service, they are to call SEVA Team Leader on duty listed on the email labeled "Volunteers and Staff"

Leader Champion/Leader Champion in Training Roles and Responsibilities

1. Prerequisites to Serving:

LCs and LCiTs must be active, loyal and supporting members of CSL DE for at least 3 months prior to fulfilling either role and must have successfully completed the Foundations or equivalent and at least one other of the core classes either at CSL DE or at another Religious Science/New Thought center. They also must have a level of comfort leading groups and offering prayer support to another. Ideally, an LC/LCiT has led a group. .

2. Required Leadership Qualities:

- Integrity/Honesty Self-Discipline Teachability
- Perseverance Reliability Influential
- Self-Awareness Conscientiousness Confident
- Positive Attitude Cares about others Empathetic
- "Checks the ego at the door"
- Works for the good of CSL DE without a personal agenda
- Desires to nurture the growth of others
- 100% responsible for impact of actions
- Good people skills (open and direct, personable, kind, etc.)
- Effective communication skills (good listener, speaks and writes clearly, etc.)
- Engages in regular, consistent personal spiritual practices

3. Role:

Leader Champions (LC) and Leader Champions in Training (LCiT) are leaders in this spiritual community whose consciousness and presence affect the wellbeing of the entire Center. They must be dedicated to living the teachings of Religious Science and to upholding CSL DE's vision in active, visible and supportive ways.

4. Responsibilities/Specific Duties:

Responsibilities of an LC

- Attend monthly SPARK Meetings and support leaders there.
- As needed, be available to support their assigned Leaders and Leaders in Training. Following questions may be helpful.
 - How are you doing personally?

- How are you doing as a Leader or Leader in Training?
- How is your relationship with each other?
- How is your group?
- How is your Open Chair?
- What may I put in prayer for you?
- Identity and cultivate potential LCiT
- Attend LC meetings as scheduled

5. Receive Support From:

From fellow LC's and LCiT's

Director and Director in Training (Rev. Kathleen).

6. Give Support to:

Assigned Leaders and Leaders in Training

Leader and Leader-in-Training Roles and Responsibilities

1. Prerequisites to Serving as a Small Group/ Ministry or Service Team Leader or Leader in Training:

Ls and LiTs must be active, loyal and supporting members of CSLDE for at least 3 months prior to fulfilling either role and must have successfully completed the Foundations class (or its equivalent).

2. Roles:

The consciousness and presence of leaders of a team, circle or ministry affect the wellbeing of the entire Center. They must be dedicated to living the teachings of Science of Mind and to upholding CSLDE's vision in active, visible and supportive ways. Their role is to support their team or circle members and to lead them in democratic, collaborative ways to promote feelings of love, joy, creativity, harmony and unity within and among the members.

3. Desired Leadership Qualities:

- Integrity/Honesty Self-Discipline Teachability
- Reliability Self-Awareness Conscientiousness
- Confident Positive Attitude Cares about others
- Empathetic "Checks the ego at the door"
- Works for the good of CSLDE without a personal agenda
- Desires to nurture the growth of others
- 100% responsible for impact of actions
- Good people skills (open and direct, personable, kind, etc.)
- Effective communication skills (good listener, speaks and writes clearly, etc.)
- Engages in regular, consistent personal spiritual practices

4. Responsibilities for Leaders

- Attend monthly SPARK Meetings
- Meet with Leader Champion as needed for support
- Develop a Leader in Training or Co-Leader if applicable

- Care Circles only: Hold an intention for filling the “open chair” and for birthing a new group where applicable
- Care Circles only: Consciously hold a space and plan for Loving, Learning, Deciding and Doing according to the nature of the circle being led
- Hold group members accountable and in integrity by supporting them in keeping commitments through loving conversations, etc.
- Use specified “Go Direct” conflict resolution processes when necessary (go to prayer first, go direct, etc.)

Responsibilities of a Leader in Training (LiT)

- Attend monthly SPARK Meetings
- Work with the Leader to minister to group members
- Circles Only: Hold an intention for filling the “open chair” and for birthing a new circle.
- Have the intention to eventually lead own group
- Use specified “Go Direct” conflict resolution processes when necessary (go to prayer first, go direct, etc.)

Additional Responsibilities Specific to *Ministry* Leaders

- Take minutes when applicable
- When applicable, provide the Board of Trustees and Leader Champion with proposed events, funding requests, etc.
- Coordinate with Minister or Administrative Assistant regarding scheduling any proposed events to ensure there are no scheduling conflicts with other events/activities at CSL DE
- At least every other year, vision with members of your Ministry, Team or Circle to set tone and direction.

5. Receive Support From:

Leader Champion and Leader Champion in Training

6. Give Support to: Your care circle, ministry, or team members