

Christian Science Committee on Institutional Work in California

Thank you for your interest in the State Committee. This Committee is evolving quickly, and there is a need for many different kinds of talents, including videotaping, creating presentations, communication with members of the criminal justice system and State Prison Head Chaplains, working with branch churches, CSOs and Local Committees, writing, editing, fundraising, long-range planning, and finances. Whatever your particular talents are, there is probably a need for them on the State Committee.

Qualifications for membership on the State Committee

Each member of the State Committee must be:

- A member in good standing of both The Mother Church and of a participating Christian Science branch church or society of the Christian Science Committee on Institutional Work in California. The nominee's church must be located in one of the geographical areas in which he/she will serve.
- Class taught by a loyal Christian Science teacher.
- Experienced in Christian Science institutional work (former Chaplain, Chaplain's Assistant, or church representative to a Local Institutional Committee) recommended, but not required.
- Free to travel within California to attend State Committee meetings (quarterly), Local Committee meetings (usually monthly), and to visit branch churches, or institutions, that wish to know more about this activity. Many Local Committee meetings have conference call-in capability.
- Willing to give talks at branch church business or board meetings.
- Willing to serve as an officer to the committee if so elected.
Available to serve a three-year term of membership with the possibility of election to a second three-year term.
- Aware that the State Committee members serve without remuneration (expenses for travel to Local Committee and State Committee meetings are reimbursable).
- Willing to communicate extensively through email **and through Google docs**.
- Willing to help with the monitoring and facilitating of our website, LightInPrison.org.
- Familiar with social media and/or willing to learn about and use it.

Organization of the State Committee

There are nine members on the State Committee. Generally, there are four from the north, four from the south, and one from central California. There are seventeen Local Committees. Members are nominated by their branch churches, elected by the State Committee and ratified by the Sponsoring Churches. These six churches, three in Northern California and three in Southern California, are selected and invited by the Committee to serve annually in such capacity based upon their level of activity and financial support.

Business Meetings

- There are at least four business meetings a year.
- These meetings are generally held on a Friday **and/or** Saturday from 9:00 a.m. to no later than 5:00 p.m. Members generally arrive at the meeting site the evening before the meeting. The Finance Committee meets at varying times before the Business Meeting based on the decision of its members.
- Members are informed of what material will be on the agenda prior to the business meeting.
- Members alternate in preparing readings for these meetings.

Committee Member Assignments

Some members of the State Committee act as liaisons to the Local Committees. Most of the Local Committees meet once a month. As liaison, members attend the meetings of their Local Committees, either in person or by conference call, Skype or similar, and keep them informed about the work of the State Committee. Liaisons are not voting members of Local Committees.

Liaisons also submit reports covering the work of each of their Local Committees to the State Committee which discusses them at quarterly business meetings. The role of liaison is to advise, consult, and support the Local Committee's work.

State Committee members are usually invited to speak about the Committee work at Local Committee Fruitage meetings. A member may also be asked to speak to a branch church membership meeting, or to a church board. A Committee member may be asked to be a liaison to one or more of the Sponsoring churches.

A Committee member may be asked to serve as an editor or contributor to the website; design a PowerPoint presentation; speak to, or provide workshops to churches or CSOs; work with members of the criminal justice system; or any of the other necessary duties of the State Committee. There is room to express many talents on this Committee.

Committee Officers

State Committee members may be asked to serve as Chair, ViceChair, or Secretary/Treasurer, or as Editor or CoEditor of the *Progress Report*.

The Chair is responsible for facilitating the quarterly business meetings and may be a cosigner on the checks and other documents.

The Vice-Chair acts in the absence of the Chair and may be a co-signer on checks and documents.

The Secretary/Treasurer cosigns checks and documents for the State Committee and is the chair of the Finance Committee.

The Editor of the *Progress Report* shall compile the financial information required by State Law for publishing on the website. He/she shall also choose some of the verified testimonies on the site for inclusion in a hard copy version, to be mailed to churches without email. Churches with social media capabilities will receive notification which contains a link to the Progress Report.

Workshops

The State Committee holds workshops where and when it deems them to be of value to the work. The content of the workshops is based on current needs of the field as evidenced in the reports given by liaisons at the State Committee business meetings and input from the field.

Each State Committee member is expected to participate in these workshops when necessary, and may be asked to serve as host, facilitator, or panel member. Workshops are held where and when it is most appropriate.

SACIR

This is the State Advisory Committee on Institutional Religion. When SACIR was formed, the Committee on Publication was a charter [founding] member and represented Christian Science. In 1986, The Mother Church transferred participating to the State Committee. Usually we appoint a liaison to be our regular representative at the meetings, which are held in Sacramento.

Finance

Income: Funds for institutional work are contributed to the State Committee by participating branch churches, students' associations, and by individual church members. The Committee is occasionally the beneficiary of a bequest or other gift. There are also grants that are sometimes available to us. There are two separate funds: (1) General Fund: The participating branch churches/societies usually contribute on a per rata basis at a rate recommended by the Committee. However, each church is free to establish the amount of its own contributions. (2) Local Committee Operations Fund: A Local Committee may establish an operations fund with the State Committee in order to pay for books, literature, and other items which are not provided by the State Committee, thereby removing the need

for the Local Committee from maintaining its own petty cash fund or bank account. Contributions to Operations Funds are in addition to per rata contributions made to the General Fund. The Local Committee Operations Fund earns interest annually from investment dividends.

Expenses: State Committee members receive no pay. Travel expenses to meetings and assignments are reimbursable. These include lodging, meals, and phone calls related to the work.

Website

Not all Committee members need be familiar with website maintenance and operation, but contributions to the site in the form of links to appropriate articles in the Christian Science periodicals and other publications; blog or comment posts; or editing submissions for posting is expected.

Facebook / LinkedIn

Members are encouraged to have Facebook accounts so that they can post about the website. They are good ways to spread information and let people know about our site and our work.

Google Docs / Drive

A good deal of business is conducted by Google Docs. Committee members need to be willing to learn how to use them and have a computer or tablet that allows them to do so.

Email

Correspondence from the Executive Secretary and correspondence to and from Committee members is generally and extensively through email and Google docs.

State Committee members are expected to read the chaplain reports emailed to them from their Local Committee secretaries. All chaplain reports will be available to read on the website.

It is important to read and respond to email as it arrives rather than letting it accumulate.

State Committee Bylaws, Our Institutional Procedures, and Institutional Policies

Each Committee member needs to be familiar with the “State Committee Bylaws”, “Our Institutional Procedures”, and “Our Institutional Policies”. These documents are all available on LightInPrison.org or Google docs.

State Committee Bylaws: The “State Committee Bylaws” establish the character, purpose, and method of operation of the State Committee. All Bylaw changes must be submitted to the Sponsoring Churches for ratification

Our Institutional Procedures: State Committee members rely on “Our Institutional Procedures”. Answers to most questions about the work may be found there.

Our Institutional Policies: The State Committee also has a document containing policies formulated during business meetings for the benefit of the Committee. These policies are arranged by topic for easy reference.

Metaphysical Support of Activity

Last, but surely not least, is the metaphysical work expected of each member of the Committee. Members are asked to give daily metaphysical support to this activity. The Committee member works with metaphysical topics selected by the Local Committee(s) and the State Committee. You may be asked to do specific work for an evident need.

Christian Science Committee on Institutional Work In California Membership Application Packet - Form 106

Page 1 of 3

Dear Applicant:

Thank you for your interest in serving as a member of the State Committee. This application packet consists of 3 pages.

Application/approval process:

1. Have your branch church/society governing board fill out the nomination at the top of page 2
2. Complete the application
3. Submit the application to the State Committee Office
4. The State Committee will set up an interview
5. Attend the interview
6. The State Committee submits approved applicants' names to the six Sponsoring Churches for their approval
7. Upon the State Committee receiving approval from a majority of the Sponsoring Churches, your membership on the State Committee is confirmed

IMPORTANT

**YOUR APPLICATION CANNOT BE APPROVED BY THE STATE COMMITTEE IF THERE ARE
BLANKS IN THE APPLICATION.**

Checklist:

- Branch church/society nomination on page 2 completed
- Application completed by applicant
- Application submitted

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Page 2 of 3

Name of Applicant _____

To be completed by the governing board of the applicant's branch church/society:

The governing Board of _____ hereby nominates
(applicant name) _____ to be appointed as a member
of the Christian Science Committee on Institutional Work in California, and confirms that he/she is a
member in good standing.

Signature _____ Date _____
Print name _____ Position _____

To be completed by the applicant:

Name: _____
Address: _____ Zip Code: _____
Date _____
Phone: _____ E-mail: _____
Occupation _____ SSN: _____
Name of Local Committee: _____
Primary Class teacher _____

- Yes No Are you a member of The Mother Church?
- Yes No Are you listed as a practitioner in The Christian Science Journal?
- Yes No Have you read "Our Institutional Procedures?"
- Yes No Are you willing to conduct necessary Committee business between
business meetings via conference call, email, and over the internet?

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What talents, spiritual and otherwise, would you bring to this Committee?

Why do you want to join this Committee?

What have been the highlights of your past institutional work?

Anything else?

Signature: _____ Date: _____

PLEASE FORWARD TO:

Christian Science Committee on Institutional Work in California
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