

**COLUMBIA CHURCH OF RELIGIOUS SCIENCE
(DBA: The Columbia Center for Spiritual Living)**

GUIDELINES

These Guidelines are in no way intended to alter or replace the Church bylaws. These Guidelines were formulated as a working supplement to the bylaws and are intended to provide a basis for church operation. Alterations and amendments will be made to this information as deemed necessary by the Board of Trustees.

Adopted by the Board of Trustees of CCRS, February 19, 1997

OFFICERS

Minister

The Minister of the Church is responsible for the spiritual leadership of the Church, all program content, all aspects of the Sunday Celebration Service, course curriculum and materials, ministerial counseling, licensed practitioners, and other spiritual matters. The Minister must be a member of the Board of Trustees, is invited to all Board meetings, and is expected to work closely with other Board Members in conducting Church business. The Minister is responsible for the quality of the Sunday Service and all class instruction.

In addition, the Minister is to maintain a high spiritual consciousness and act in the best interest of the Church at all times. The Minister must follow RSI policies, procedures and bylaws and comply with the RSI Sponsorship Program, as required. The Minister is always an ex officio member of all committees and, in cooperation with the Board of Trustees, manages all Church functions and activities. The Minister has the option to be President of the Board of Trustees.

President

The President must be an active member of the Board of Trustees, and the Minister may assume the role of President without election at his/her discretion. The President will preside over all Board Meetings. The President will prepare the final agenda for all Board Meetings. In the event the office of President becomes vacant, a new President is to be elected at the next meeting of the Board of Trustees.

Vice President

The Vice President is responsible for assuming the duties of the President of the Board of Trustees in the President's absence. In the event that the President cannot fulfill the required term of office, the Vice President assumes the duties of the President until the next President is elected. The Vice President must be an active Board Member and will assist the President as needed.

Treasurer

The Treasurer may or may not be a member of the Board of Trustees. The Treasurer is responsible for establishing, analyzing and reconciling Church fiscal accounts. The Treasurer will forecast Church needs and will prepare and revise budgets. The Treasurer reports all financial activities and status for the previous month to each Board member prior to the next scheduled Board meeting. In cooperation with the Office Manager and the Minister, the

Treasurer is responsible for paying all Church related bills in a timely manner as well as overseeing bank deposits and other financial transactions relating to Church business.

Secretary

The Secretary may or may not be a member of the Board of Trustees. The Secretary is responsible for keeping accurate minutes of all Board meetings and distributing them in a timely manner to all Board Members prior to the next scheduled meeting. In addition, the Secretary is to notify and/or remind all Board Members of each scheduled meeting prior to the meeting and be available for signature of legal documents, as needed, as well as maintain the Corporate Book of the Church and the records of the minutes from all meetings in accordance with State law.

Board Members

Board members direct, manage, and conduct the affairs and business of the Church consistent with the laws of the State of Maryland and the Church bylaws.

Requirements:

A. Board member should be an active member of the Church, attending Sunday services on a regular basis as well as giving financial support to the Church.

Responsibilities:

A. Personal - A Board member must promote the Church's interests in matters affecting the Church. Attendance at workshops, classes, and special Church functions is encouraged, but not required. Absence from no more than three regular and/or special meetings per year, without a reasonable excuse, is appropriate in order to maintain contact with current needs of the Church.

B. Committees - Once elected or appointed, Board members are responsible for whatever committee(s) they are assigned. Depending on the current activity of that committee(s), communication with either that committee chairperson and/or key volunteer should take place on a regular basis. Working in concert with their assigned committee, the Board member will present reports and budgetary needs to the Board as required.

KEY VOLUNTEERS

Volunteer Coordinator: The Volunteer Coordinator is responsible for scheduling the Sunday special readers, the monthly usher and greeter assignments, someone to present the weekly Announcements, and communicating the volunteer assignments to the Office Manager by the 20th of the previous month. The Volunteer Coordinator may be contacted by the Board for input concerning selection of the Volunteer of the Month.

Youth Ministry Coordinator: The Youth Ministry Coordinator is responsible for developing and coordinating the Sunday Youth classes and other Youth programs in cooperation with the Minister. This includes the acquisition or development of all teaching materials, class schedules and staffing assignments. All course content must be approved by the Minister unless this task has been delegated to the Youth Ministry Coordinator.

Committee Chairpersons: Committee chairpersons are responsible for reporting to and communicating with their Board liaison. The Board liaisons can be a rich resource for the chairpersons who work closely with the Board member concerning budgetary needs and are responsible for adhering to the committee's established budget, if applicable.

Each chairperson maintains the required number of committee members to perform the functions of the committee in a productive manner. Each chairperson, in cooperation with their Board liaison, is responsible for setting up committee guidelines, complying with existing guidelines, and providing proper orientation to new committee members.

STANDING COMMITTEES

General

1. The Church will have such committees as the Board shall deem in the best interests of the Church.
2. There is no limit to the number of committees on which a person may serve.
3. Committee members will work together with other committees in a productive manner for the highest good of the Church at all times.
4. All committee meetings, mail-outs, or other activities that require the Church office must be coordinated with the Office Manager prior to the activity.

Committee Budgets

All committee budgets will be established by a majority vote of the Board of Trustees, as appropriate. All other expenditures must be approved by the Board unless made pursuant to a prior general authorization.

Committee Reports

Regular reports of committee activities will be provided to the Board. Reports to the Board must be in writing, but can be given orally and made a part of the Board minutes.

PRACTITIONERS

All Practitioners serve at the sole discretion of the Minister, which discretion shall not be challenged. The Minister may refuse or withdraw a Practitioner I s license with or without explanation. Furthermore, the Minister may impose any conditions he or she chooses, which conditions may be pre-conditions to the issuance of the license or may be conditions to be met while the Practitioner holds the license.

In addition to approval by the Minister, the following criteria must be met:

1) The Practitioner must be in the consciousness appropriate for a Practitioner as judged solely by the Minister. In the event the office of Minister is vacant, a Practitioner I s license will be automatically withdrawn if the Practitioner fails at any time to obtain a two-thirds majority on any vote of confidence among the Board of Trustees.

2) The Practitioner must conform to the highest standard of ethics.

3) The Practitioner must conform to the standards set by Religious Science International. These standards may be changed from time to time.

4) The Practitioner must conform to any standards set by the Church. If the standards are changed by the Church, the Practitioner must conform to the new standards. The current standards set by the Church are:

I. A Religious Science Practitioner operates under the authority and license granted by Religious Science International for the purpose of practicing and disseminating the principles of Science of Mind and acts in

a manner reflecting such principles. The speech and conduct of a Practitioner always reflects the dignity of this high profession.

II. A Practitioner's work is done "entirely in the field of mind," the highest use of which is Spiritual Mind Treatment.

III. A Practitioner's Treatment is complete in and of itself, therefore, the Practitioner does not suggest more than one Treatment. Additional Treatment may, however be requested by the client.

IV. A Practitioner complies with all state and federal laws.

V. A Practitioner does not counsel and give advice.

VI. A Practitioner does not solicit a client.

VII. A Practitioner does not denigrate the work of another Practitioner.

VIII. A Practitioner does not knowingly accept a client who is simultaneously a client of another Practitioner without consent of the other Practitioner.

IX. The relationship between a Practitioner and client is one of confidence and trust and is held inviolate. The private affairs of a client are never divulged, nor is a case discussed in a way that would identify the client.

X. A Practitioner does not refuse to do a Treatment for a client who is unable to pay at the time, but treats for the client's demonstration of supply.

XI. All Practitioner advertising, including by personal card, must be pre-approved by the Minister.

XII. A Practitioner financially supports and actively participates in the ongoing growth of the Church and is supportive of the pastor. A Practitioner is also supportive of Religious Science International.