

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 should generally be located in one of the geographical areas in which he/she will serve.
- Class taught by a loyal Christian Science teacher.
- Willing to devote time and attention through prayer (as well as other committee work) to support this work. Experience 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 on State Committee business. Actual travel is now minimized because most of our meetings are now handled via the internet but there may still need to be a need for a visit to branch churches, or institutions that wish to know more about this activity. Except in rare circumstances, State Committee members no longer attend Local Committee meetings in person but they now attend either via internet connection or via conference call-in.
- 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 two-year term of membership with the possibility of election to a second and third two-year term.
- Aware that the State Committee members serve without remuneration, with the exception of institutional committee-related expenses that are preapproved or clearly necessary.
- 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 five to nine members on the State Committee. Generally, the State Committee tries to maintain a geographically balanced representation. There are 17 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, oversee and support the work of the State Committee.

Business Meetings

- There are six Zoom internet video business meetings a year.
- These meetings are generally held on the 3rd Sunday in January, March, May, July, September. The meetings usually last about 1.5 - 2 hours each. The State Committee's Annual Meeting is held in November. It is also an internet conference meeting. It is scheduled for 2-3 hours/day for two days. Members are emailed the material that will be on the agenda prior to the business meeting.
- Members alternate in preparing readings for these meetings.

Committee Member Assignments

All members of the State Committee are assigned to act as liaisons to specific Local Committees. Some Local Committees meet once a month, others meet every other month and at least one meets only once every quarter. Meeting frequency is determined by each Local Committee. As liaisons, members attend Local Committee meetings personally or via Zoom video or conference call. The liaisons keep the Local Committees informed about the work of the State Committee, answer questions, help provide continuity and guidance for new Local Committee officers and representatives, and generally act to support the Local Committees. Liaisons are not voting members of Local Committees. Since Local Committees are legally separate entities that exist as unincorporated associations of their member branch churches and societies and have their own bylaws, liaisons do not have any direct supervisory power over the Local Committees.

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

State Committee members may be 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 contributor to the website; 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, Vice-Chair, or Secretary/Treasurer. The Chair is responsible for facilitating the Zoom business meetings and may be a co-signer 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 also can co-sign checks and documents for the State Committee.

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. As of 2017 they have been held via Zoom internet meetings.

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 participation to the State Committee. A member of the State Committee is appointed 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 capita 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 capita contributions made to the General Fund. The Local Committee Operations Fund earns interest annually from investment dividends.

Expenses: State Committee members receive no pay. Pre-approved expenses and expenses incurred clearly for the State Committee's benefit are reimbursable.

Email:

Correspondence from the Executive Secretary and correspondence to and from Committee members is generally and extensively through email and Microsoft Office products.

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 Legal Matters, Bylaws, Our Institutional Procedures, and Institutional Policies

The State Committee is a California nonprofit corporation. Its Articles of Incorporation are filed with the State of California, and it is subject to the general oversight of the California Attorney General's Office. State Committee members are protected from personal liability both by the corporate form of the State Committee and also by yearly purchases of directors and officers liability insurance coverage. State Committee members are not wholly exempt from the possibility of personal liability if they act in a grossly negligent manner or they willfully engage in wrongdoing, however.

Each Committee member needs to be familiar with the "State Committee Bylaws" and "Our Institutional Procedures." These documents are available on LightInPrison.org or can be obtained from the Executive Secretary..

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.

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 three 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 (usually by internet video meeting)
5. Attend the interview
6. The State Committee submits approved applicants name 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

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

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's 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?

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

Page 3 of 3

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
P.O. Box 1237, Hollister, CA 95024-1237
cs.state.co@gmail.com