

EXECUTIVE COMMITTEE GUIDELINES

CHRISTIAN SCIENCE COMMITTEE FOR INSTITUTIONAL SERVICE

IN THE STATE OF OREGON

Last modified March 2017

A. GENERAL

The motive for undertaking this work is not to "spread" Christian Science or enlarge church memberships, but to respond to those reaching out for the truth that makes free, that reforms, heals, and uplifts.

The purpose of institutional work is to make Christian Science activities available to people confined to institutions -- to those who are unable to take advantage of our Church's public activities. The work can be carried out in government-sponsored institutions such as prisons, reformatories, work camps, jails, mental hospitals, and juvenile facilities, as well as in public or private geriatric, nursing, and welfare homes. Veterans Administration facilities are also served.

<http://christianscience.com/member-resources/for-individuals/christian-science-chaplains>

B. DUTIES AND RESPONSIBILITIES

1. Administer and supervise Committee activities on behalf of the member churches. Conduct the work of the Committee in accordance to the Bylaws.
2. Keep Bylaws and related guidelines up to date with a biennial review.
3. Advise, encourage, and metaphysically support Chaplains and Chaplains' Assistants. Initiate regular contacts with Chaplains and Chaplains' Assistants assigned to them. Discipline in accordance with divine Love.

Executive Committee Guidelines as of March 2017

4. Encourage member churches to assign a representative to attend the annual meeting, ensure the newsletter is distributed appropriately within their churches, be the liaison between the Branch and the Committee, get questions from their membership answered about the institutional work.
5. Encourage member churches to provide volunteers to be Chaplains, Chaplains' Assistants, letter writers, Executive Committee members, etc.
6. Provide assistance when churches are contacted by residents and have no one willing to be a Corresponding Chaplain. If a resident is at a facility with a visiting CS Chaplain, the correspondence should stop.
7. Meet at least once each quarter, using technology as appropriate to participate. The date, time and place of meetings are set by the Executive Committee and communicated to Executive Committee members one week prior to the meeting with meeting agenda, and other business documentation.
 - a. Any action, which may be taken at a meeting, may be taken without a meeting, by poll conducted by the Chair's designee using telephone, email or other technology to set forth the proposed action, provided there is unanimous agreement on the issues. A decision reached via poll must be ratified at the next quarterly business meeting.
 - b. Working meetings may be called in addition to quarterly business meetings (edit a newsletter or set of guidelines, for example). Decisions made at these meetings must be ratified at the next quarterly business meeting.
8. Appoint a part-time Secretary/Treasurer. The Secretary/Treasurer is an independent contractor, rather than an employee of the Executive Committee. Duties, tasks and payment for services shall be set by the Executive Committee, and the contract reviewed every two years.

Executive Committee Guidelines as of March 2017

9. Maintain a bank checking account into which contributions are deposited and from which funds are disbursed for operating expenses. Payments shall be approved by two people, either two Executive Committee members or an Executive Committee member and the Secretary/Treasurer. E-mail authorization of expenditures is permissible but hard copy must be kept for audit purposes.
10. Maintain a PO Box to which residents and churches can mail items.
11. Reimburse volunteer Chaplains and Chaplain Assistants 25 cents per mile for mileage and other expenses incurred according to the Chaplain Procedures.
12. Provide for an annual review of financial records by someone not on the Executive Committee. A financial review of all records is required upon resignation of the Secretary/Treasurer to be completed before a new Secretary/Treasurer's contract begins.
13. Prepare an annual financial report and projected operating budget for distribution to member churches, to include a suggested per capita contribution.
14. Publish and distribute three to four reports annually to inform member churches and their members of the activities of the Committee and fruitage of the work.
15. Ensure a permanent file of necessary records is maintained.
16. Maintain ongoing communication with Oregon Department of Corrections (DOC) Volunteer Religious Services staff to discuss issues, concerns, and suggestions.
17. Provide a list of addresses and phone numbers of The Christian Science Journal-listed practitioners willing to provide Christian Science treatment

without charge for an Adult in custody who has specifically asked for treatment by a Christian Science practitioner. [DOC policy 90.2.5]

18. The Executive Committee shall:
 - a. Notify Member Churches when a need exists for Chaplains, Chaplain's Assistants, and/or Executive Committee members.
 - b. Provide application forms with the notification, request the Member Churches to notify its members of the need and to make application forms available to Church Members.
 - c. Upon receiving an application, the Chair shall request two members of the Executive Committee to interview.
 - d. Notification of appointment will be sent to the applicant and the applicant's Branch.

19. Executive Committee members may be reimbursed for transportation expenses to and from meetings at the same rate as Chaplains. Reimbursement for related room and board will be considered and requires pre-approval. Receipts and reimbursement need to be submitted within 30 days. Overnight expenses for emergency situations will be also considered.

20. Approve gifts of authorized Christian Science literature including subscriptions and The Ultimate Freedom by John Wyndam.

21. Include Active Branches, as needed, in such areas as major financial planning, interaction with former adults and youth in custody.

22. Sponsor representatives to meetings and conferences as deemed appropriate.

23. Annually, invite the member branches to attend any or all of the meetings held by the Executive Committee.