THE OFFICE OF THE SUMMONER

New Moon Coven

Let it be known and recorded that the Office of the Summoner is a sacred trust within this Coven, established for the preservation of order, discretion, and harmony in all workings.

I. Appointment

The Summoner shall be appointed by the High Priest, with the counsel of the High Priestess, from among those members who have proven themselves steadfast in attendance, discreet in speech, and loyal in service to the Coven. The Summoner shall hold office for a period of one year and one day, or until such time as the office is resigned or revoked by the High Priest.

The Summoner shall take an oath of service before the Coven, pledging fidelity to the High Priest, obedience to the laws of the Coven, and silence regarding all matters entrusted to the office.

II. General Duties

The Summoner shall serve as the right hand of the High Priest in all matters pertaining to the governance and practical operation of the Coven.

The Summoner works exclusively with the High Priest. In the execution of the office, the Summoner shall take direction from the High Priest alone, and shall act upon the instructions of no other officer or member, save for the High Priestess in matters of spiritual counsel to the Coven as a whole.

The Summoner shall act with impartiality, courtesy, and firmness, and shall at all times conduct the business of the Coven with dignity and discretion.

III. Specific Duties

1. The Summoning of the Coven

The Summoner shall summon all members to Esbats, Sabbats, initiations, and all other duly called meetings of the Coven. Such summons shall be delivered in a timely and discreet manner, and shall include the date, hour, and place of meeting, together with such instructions as the High Priest shall direct. The Summoner shall confirm attendance and report all absences to the High Priest prior to the opening of the Circle.

2. Guardianship of the Circle

The Summoner shall ensure that the place of meeting is prepared, secured, and free from disturbance prior to the commencement of ritual. The Summoner shall stand guard at the door of the Circle, shall admit only those who are duly entitled to enter, and shall challenge all who seek admittance in the proper manner. No person shall enter or depart the Circle during ritual without the knowledge and consent of the High Priest, conveyed through the Summoner.

3. Maintenance of Order

The Summoner shall preserve order, reverence, and decorum within the Circle and within all gatherings of the Coven. The Summoner shall attend to all practical necessities during ritual, that the High Priest and High Priestess may remain undisturbed in their sacred work. Should any member conduct themselves in a manner unbecoming to the Coven, the Summoner shall, with respect and discretion, correct such conduct, and if necessary, report the matter to the High Priest.

4. Service to the High Priest

The Summoner shall assist the High Priest in the preparation of the Temple, the arrangement of the Altar, and the care of the tools and instruments of the Art. The Summoner shall carry out such tasks as the High Priest shall assign, and shall serve as messenger and emissary of the High Priest when so directed. As the Summoner works exclusively with the High Priest, the Summoner shall not act upon the instructions of any other member in the execution of the office.

5. Care of Candidates and Guests

The Summoner shall receive all candidates for initiation, seekers, and invited guests, as directed by the High Priest. The Summoner shall prepare the candidate, conduct the candidate to the door of the Circle, and present the candidate in the proper form. The Summoner shall ensure that all guests are instructed in the customs of the Coven and are treated with hospitality and respect.

6. Work with the Coven Scribe

The Summoner shall work in close partnership with the Coven Scribe to document all things pertaining to the Coven. The Summoner shall provide the Scribe with true and accurate records of attendance, summons issued, decisions of the High Priest, disciplinary matters, and all proceedings of meetings and rituals, that a faithful account may be preserved.

The Summoner and the Scribe shall together ensure that the minutes of Esbats and Sabbats, the register of members, and the record of initiations, elevations, and other rites are kept complete, orderly, and secure. No record shall be altered, removed, or disclosed without the consent of the High Priest or High Priestess.

7. Keeper of Records

The Summoner shall maintain a true record of attendance at all meetings and shall assist the Scribe in keeping the register of the members of the Coven, their degrees, and their standing. Such records shall be held in confidence and shall be surrendered to the High Priest upon the conclusion of the Summoner's term.

8. Keeper of Confidence

The Summoner shall hold in strictest confidence all matters discussed within the Circle, all business of the Coven, and the identities of its members. The Summoner shall not reveal the time, place, or proceedings of any meeting to any person outside the Coven without the express permission of the High Priest.

IV. Conclusion

The Summoner serves not for power, but for service. In fulfilling these duties faithfully, in exclusive service to the High Priest and in partnership with the Scribe, the Summoner upholds the Circle, protects the Coven, and honors the Gods and the Old Ways.

So mote it be.