

The Episcopal Community



Policies and Procedures

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Red Book Description

The Episcopal Community

We are a community of Episcopal women committed to living out our Baptismal Covenant as we nurture and support each other's spiritual journeys. Using the Rule of Benedict as our guide, we develop and follow a personal Rule of Life. While supporting our clergy, our parishes, and The Episcopal Church with our prayers and service, we also provide instruction and mentoring in spiritual disciplines that foster spiritual growth and transformation.

National President *[Insert name]*. National Office Box 242, Sewanee, TN 37375

email covenant@theepiscopalcommunity.org web www.theepiscopalcommunity.org

Definition of Charter Member

A charter member of The Episcopal Community is defined as a woman who was present at the organizing and incorporation meeting held in Atlanta at The Cathedral of St. Philip in February 2010 who completes the membership study and paid her dues by February 2011. Her date of membership shall be recorded in the organization's records as the date of incorporation, February 17, 2010.

Conflict of Interest Policy

1. Tennessee law imposes upon you the duty of loyalty and the duty of care.³³³

The duty of loyalty means that you must act with undivided loyalty in the best interests of your nonprofit organization and that you not seek to benefit personally from the business activities of the nonprofit you serve. In the event that you have a conflict of interest between the best interests of the nonprofit and your own interests, you must comply with Tennessee law in resolving this conflict. Actions that benefit you at the expense of your nonprofit are a breach of your fiduciary duty.

The duty of care means that you must act reasonably, as a prudent person in similar circumstances would, that you are familiar with the nonprofit's activities and financial condition, and that you participate regularly in board meetings. It means that you act in good faith and make informed decisions. It is the job of the governing board to oversee the work of the chief executive officer of the nonprofit and to make sure that the organization is faithfully carrying out its charitable purpose without extravagance or waste.

Best practices to assist you in carrying out your responsibilities include:

- Attending board meetings and meetings of committees on which you serve. Make certain that you receive detailed information beforehand about matters that are going to be discussed and voted on at a meeting, especially the financial reports and financial statements of the nonprofit.

- Carefully reading all the material you receive, asking questions, and being active in board discussions. It is important to know how the organization is functioning and understand the specific purposes and mission of the nonprofit. Be informed about every major action that the nonprofit takes, and be proactive about reviewing materials in a timely manner.
 - Using your own judgment in voting and not simply following the lead of the chief executive officer, chairperson of the board, or fellow board members. A responsible board member will ask about the reasons for recommending a particular action and the consequences, good and bad, such action will bring.
 - Participating in strategic planning activities that assess and plan for the nonprofit organization's future. Ask about the status of the nonprofit's internal controls and about written policies and procedures that protect the nonprofit from error, fraud and embezzlement.
 - Inquiring whether the nonprofit has a directors and officers' liability policy and whether the nonprofit indemnifies its directors and officers from liability.
 - Reviewing board or committee minutes to make certain that the meetings and votes were properly recorded. If there are errors in the minutes, ask for clarifications or changes.
 - You must act in good faith and in the best interests of your nonprofit organization. Failure to do so can seriously harm your nonprofit. Furthermore, under Tennessee law, you may be personally liable to the nonprofit for the harm it suffers if you breach your fiduciary duties.
1. <http://attorneygeneral.tn.gov/nonprofit/nonprofitguidebook.pdf>

National Leadership

Circle of Leadership Meetings

The Circle of Leadership will meet by teleconference every fourth Tuesday. Motion passed 07/28/2015

The National President, at her discretion and with approval of the majority of the relevant body (Circle of Leadership or Executive Committee) may cancel or reschedule its monthly meeting. The teleconference may also be replaced with a face to face meeting. Motion passed 09/22/2015

Executive Committee Meetings

The Executive Committee will meet by teleconference the first Tuesday of every month.

The National President, at her discretion and with approval of the majority of the relevant body (Circle of Leadership or Executive Committee) may cancel or reschedule its monthly meeting. The teleconference may also be replaced with a face to face meeting. Motion passed 09/22/2015

Handling of Undesignated Funds

Funds that are not restricted or designated will go into the General Fund until the Circle of Leadership can meet. The Finance Committee will recommend where it feels the funds should be deposited and the Circle of Leadership will vote.
Motion passed 08/11/2015

Duties of the National President of the Episcopal Community

- Shall Sign all contracts
- Presides over Executive Committee, Circle of Leadership, and National Gathering meetings
- Develops agendas for meetings
- Works with Executive Committee, Circle of Leadership, general membership, leadership and clergy of The Episcopal Church, and community to further the organization's mission
- Reviews and understands the organization's articles of incorporation and bylaws, policies and procedures, financial and legal situation
- Speaks publicly on behalf of The Episcopal Community
- Any person speaking in an official capacity shall conduct his or her assignment from the standpoint of the best interest of the Circle of Leadership and The Episcopal Community, not as a representative of his or her own personal ideas or feelings
- Attends functions on behalf of The Episcopal Community
- Appoints committee chairs, standing committees and temporary committees, and serves as an ex-officio member of all committees
- Recommends establishment of temporary committees as needed
- Assures all meetings and functions are conducted in an orderly fashion and according to the bylaws and Roberts Rules of Order
- Works with Executive Committee, Circle of Leadership, and Committee Chairs to ensure all assigned tasks and responsibilities are completed/followed through on
- Ensures that regular elections are called, noticed, and held according to the bylaws
- Works with the Chair of the Standing Committee on National Gathering and the Executive Committee in ensuring that the required annual membership meeting, the National Gathering, takes place
- Ensures that the required federal and state nonprofit reports are submitted by the Treasurer each year
- Ensures that a file is kept of all official correspondence
- Writes a message to members and friends of The Episcopal Community for publication in social media and/or print for Advent, Christmas, Lent, and Easter and submits it to the Communications Chair in time for publication
- Makes certain the National Vice President is prepared to preside in the National President's absence
- Shall be authorized user on all bank accounts and shall jointly sign checks over \$1,000.00 with the National Treasurer

Duties of the National Vice President of The Episcopal Community

The National Vice President must be familiar with all responsibilities of the President and must be ready to preside when called on.

The National Vice President shall preside for the National President at meetings when the National President is absent.

The National Vice President will assist and support the National President.

The National Vice President will assume the duties of the National President should the office become unoccupied.

The National Vice President shall serve as Chair of the Standing Committees as appointed by the National President.

Duties of the National Treasurer of The Episcopal Community (p. 1 of 3)

The Treasurer will issue written monthly reports of all the money belonging to The Episcopal Community, and will render full statement of receipts and disbursements at each Circle of Leadership meeting.

The Treasurer will lead the Finance Committee in researching and making recommendations about the investment of funds to the Executive Committee for consideration. The Executive Committee will bring the recommendation of to the Circle of Leadership for a vote. The Treasurer shall make recommendations to the Circle of Leadership about any funds of the Community under the direction of the Finance Committee, appointed by the National President and accountable to the Circle of Leadership.

She shall be bonded for the faithful discharge of the duties in such sum and surety or sureties as shall be required by the Circle of Leadership.

Financial Review. The Treasurer shall account for all receipts and disbursements, shall maintain any bank or investment records pertaining to funds belonging to The Episcopal Community, and shall report to the Circle of Leadership at least quarterly and to the membership at least annually. The reconciliation of bank accounts will be verified by another member appointed by the Circle of Leadership member and all financial records shall be subject to an annual review of the financial reports and their supporting material, conducted by a committee of at least two members, of whom no more than one is part of the Circle of Leadership and none of whom have a role in gathering or disbursing monies of The Episcopal Community. (Bylaw IX.2)

A financial review will be conducted when there is a change in National Office.

FINANCE COMMITTEE PROCEDURES

The Finance Committee is appointed by the National President and is approved by and is accountable to the Circle of Leadership. The Committee's purpose is to oversee the financial policies and procedures of the Community, working as a team with the National President to effect solid financial policy and reporting to the Circle of Leadership.

The Finance Committee Chair shall convene the Finance Committee meeting and insure that a report is given to the Executive Committee who will bring it to the Circle of Leadership for a vote.

FINANCE COMMITTEE FUNCTIONS

Review financial reports: The Finance Committee shall be responsible for review of all financial reports as submitted monthly by the National Treasurer.

Meet as a committee: The Finance Committee shall meet before each meeting of the Circle of Leadership and in between by telephone, fax, mail, or email, as needed.

Submit an Annual Budget. Prior to October 1st The Finance Committee will seek input from the Circle of Leadership and committee chairs and develop a proposed budget for the following fiscal year. The proposed budget will be presented to the Circle of Leadership for revision and approved by October 1st.

Duties of the National Treasurer cont. (p. 2 of 3)

Update policies and procedures as needed: The committee will work, when necessary on updating financial operating procedures as recommended by the Executive Director, National President, or when the need arises for the purpose of facilitating solid financial procedures.

Work with the National Treasurer: Because the National Treasurer has charge of all money belonging to the Community (By-laws-Article IX.3), the Finance Committee shall work in concert with her to ensure checks and balances.

Report to the Circle of Leadership:

The Finance Committee will consider and recommend action to the Circle of Leadership for any expenditure over 10% of the budgeted amount. For any budget revision, the Finance Committee Chairman may poll the Committee by telephone or email. Committee Chairs will alert the National Treasurer to any expected budget overages. Final decision will be by majority vote of the Circle of Leadership.

BOOKKEEPING

The bookkeeping duties include maintaining an accounting system, which generates monthly financial reports, general journal entries, and reconciling balances in all existing bank accounts, as approved by the Circle of Leadership. All software used by The Episcopal Community will be approved by the Circle of Leadership. A member of the Finance Committee will reconcile the bank statement each month.

BANK ACCOUNTS

The National President and the National Treasurer will be authorized users of all bank accounts with two signatures on checks over \$1,000.00.

COLLECTING DUES

All dues will be sent to the National Office and forwarded to the National Treasurer after being scanned. When dues are received by the National Treasurer, either in cash, by check or by credit card, they will be endorsed, stamped immediately and the money deposited in the banking account of The Episcopal Community. The National Treasurer will oversee this process and recommend improvements in the procedures if needed to assure appropriate internal controls. The National Treasurer will coordinate with the Membership Chair for record keeping purposes.

INVOICES

Invoices or bills from vendors are maintained in files by the month for which the invoice is paid.

CONTRIBUTIONS

All contributions will be acknowledged in writing with a thank you note to the individual or chapter making the contribution.

All Contributors donating will be sent a tax donation letter prior to January 31 each year.

Duties of the National Treasurer cont. (p. 3 of 3)

FUNDS OF THE EPISCOPAL COMMUNITY

The St. Clare of Assisi Fund is used for women and children in the United States experiencing major financial need with the collection date set on or near her Feast Day (August 11th). The name was chosen because not only was Clare a woman of prayer, but she also dedicated herself to helping the poor.

The Tribute Fund was established to honor men and women, either alive or deceased who have touched out lives in meaningful ways. Contributions may also be made in honor of a birthday, baptism, or other special life event. The Tribute Funds are unrestricted.

The St. Mary Magdalene Financial Assistance Fund is used to help with dues payment for members with limited income due to life circumstances. It will be collected at Easter in honor of Mary Magdalene being the first to carry news of the Risen Christ.

Handling of Undesignated Funds

Funds that are not restricted or designated will go into the General Fund until the Circle of Leadership can meet. The Finance Committee will recommend where it feels the funds should be deposited and the Circle of Leadership will vote. Motion passed 08/11/2015.

Duties of the National Secretary of The Episcopal Community

The Secretary is a member of the Executive Committee. She is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was and is conducted. In order to fulfill these responsibilities, and in accordance with the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, submits various reports to the board (fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.)

The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records.

The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings. The secretary ensures that the records are sent to the registered agent of the organization as required by law in the State of Tennessee. The President of The Episcopal Community shall appoint a registered agent who resides in Tennessee to maintain these records. These records shall include founding documents, (exempli gratia: letters, articles of incorporation), lists of directors, board minutes, financial reports, and other official records. As the custodian of corporate records, the secretary of an executive board must maintain all company files in a manner compliant with organizational policies as well as any laws dictated by the Tennessee Non-Profit Code. These documents may include the firm's article of incorporation, bylaws and employee contact lists, as well as financial records. The Circle of Leadership shall must also develop and enforce policies regarding access to these files, exempli gratia: Security controls, such as who can access which files and what approvals are needed to do so. The National Secretary Keeps copies of all paperwork submitted to the Internal Revenue Service.

The Secretary ensures that proper notification is given of directors', Circle of Leadership, and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Circle of Leadership except for such correspondence assigned to others. The secretary shall maintain that a criterion is being met according to IRS and Tennessee Code to maintain the tax exempt status.

Responsibilities of the Communications Committee (p. 1 of 2)

Communications: Oversees all official communications of The Episcopal Community and handles the design and printing of all collateral materials. Not limited to but including:

- Discerning Hearts will to be sent periodically through Constant Contact. Submissions are open to all members. The newsletter will be proof-read/edited prior to transmission.
- The website of The Episcopal Community is www.theepiscopalcommunity.org ... Currently our website is hosted by A2 Webhosting. The webmaster, President of The Episcopal Community, and one other person will have passwords to the website. Only the webmaster will make changes/additions to the website as requested by the Executive Committee.

- Constant Contact is our email marketing service for marketing campaigns like email newsletters, surveys, events, Facebook promotions, online listings, and more. Campaigns sent on Constant Contact are edited by members of the Executive Committee or another designee approved by the Executive Committee. The Membership Chair is to update Communications to changes in addresses, emails, and other contact information. Communications updates the Bishops list.

- o Weekly Prayer Cycle – is sent to all Members, those In Study, and to Friends of The Episcopal Community (those in key roles in the Episcopal Church). Included are the days from the Monthly Prayer Calendar for the week being publishing, from Sunday to Saturday. Names of those we have been asked to hold in prayer, first name only, will be added to the list.

- o Christmas, Lent, Easter, Advent mailings to members are sent with letters from the President and National Chaplain. The Communications chair should ask for copy two weeks prior to the mailing.

- Facebook is the social networking site of The Episcopal Community, which allows The Episcopal Community to create profiles, upload photos and video, send messages and keep in touch with friends, family and colleagues. Our Group page allows members who have common interests to find each other and interact. Members to the Group must be approved by the Facebook Administrator. Our Facebook page is built around The Episcopal Community and it can be viewed by anyone on Facebook. There are two administrators for Facebook, both of whom have the passwords to access our pages. The Communications Chair is the primary administrator and will designate another person to serve as assistant and/or backup.
 - Facebook postings will include: Lectionary reading for Sunday. Will include a relevant picture. Resources: www.lectionary.library.vanderbilt.edu for suggestions for pictures and www.text.week.com is helpful in writing meditations.
 - Daily prayer from the monthly prayer cycle

- The design and production of Collateral/Marketing materials such as sales brochures, visual aids, web content, business cards, letterhead and envelopes, displays for conventions and The National Gathering begins in Communications. All collateral materials help serve our organization's identity. The Executive Committee will give final approval for all collateral/marketing material.

- Maintenance of a digital photograph file. Photography used is to be vibrant and active.

Responsibilities of the Communications Committee cont. (p. 2 of 2)

- Creation of PowerPoints as requested by the Executive Committee.

 - Handbook of The Episcopal Community as approved by the Circle of Leadership.

 - Passwords: Passwords for Facebook, Constant Contact, Website, PayPal, and AmazonSmile will be given to the Secretary and President. Passwords for PayPal and AmazonSmile will be given to the Treasurer.
- The Episcopal Community Policies and Procedures RVSD11/14/2021 Adopted 01/25/2022

- Procedures about Monthly Prayer Cycle - Each day is posted on Facebook. Seven-day (weekly) listing is sent by Constant Contact to all members, Bishops, and Friends. Pamphlet of full monthly listing is available for distribution to members, clergy, church groups and interested persons.
- All digital and print publications use the <http://www.episcopalchurch.org/posts/publicaffairs/episcopal-church-style-guide>, as well as The Yahoo! Style Guide: The Ultimate Sourcebook for Writing, Editing, and Creating Content for the Digital World
- Design guide for the Style and Brand of The Episcopal Community is to be consistent in font and design.
- o In all publications and collateral materials Sans serif, Verdana or Calibri are the preferred fonts. These fonts are fresher and more modern. Garamond and Georgia are respected and much-used fonts and may be used on occasion.
- Every piece of collateral material is an opportunity to promote our brand in as many places as possible. Consistency is one of the most important things to keep in mind when creating campaigns. The look and feel of campaigns should be consistent with our website, social channel profiles, collateral materials, and other branded content.
- Logo of The Episcopal Community colors may not be altered. The PMS on the “gold” is #1245 at a 80% tint. The logo may be used as either a black and white image or with the gold band. See attached. Any use of the logo must be approved by the Executive Committee.

Responsibilities of the Governance Committee

Purpose

The Governance Committee exists to ensure that the Circle of Leadership is in compliance with the Articles of Incorporation, the Bylaws and The Tennessee Code of Law and fulfills its legal, ethical, and functional responsibilities to the best of its ability.

Selection of Chairperson

The President of The Episcopal Community shall appoint a person from the board to chair this position.

Responsibilities

- o Disclosure of any Conflict of Interest of a voting Circle of Leadership Member (IRS Requirement)

- Come up with a written Conflict of Interest Policy in accordance with the Tennessee Code of Law
- The President shall appoint a committee to evaluate the situation in compliance with our bylaws and The Tennessee Code of Law
- Review all committee and sub-committee policies and procedures
- Be available to the president and at meetings for an opinion
- Provide oversight of records being maintained in the State of Tennessee by the Resident Agent appointed by The President of The Episcopal Community. This appointee shall be a Board member and live in The State of Tennessee.

Articles of Incorporation

Audit Reports

Corporate resolutions

Determination Letter from the IRS, and correspondence relating to it

Financial statements

Insurance policies

Minutes of board meetings and annual meetings of members

Real estate deeds, mortgages, bills of sale

Tax returns

- Give Parliamentary advice to the National President as requested, using Robert's Rules of Order most recent edition.

Responsibilities of the Spiritual Formation Committee

Christian spiritual formation is the process of allowing one's spirit to be transformed into the character of Christ through God's grace and the working of the Holy Spirit. To assist women on their spiritual growth journeys, the committee will provide instruction, recommend resources, and facilitate experiences that:

- Nurture a deeper personal relationship with God
- Encourage small group spiritual support and encouragement
- Provide assistance in biblical, liturgical, and theological study and reflection
- Facilitate experiences with different types of spiritual disciplines
- Support growth as spiritual leaders
- Encourage application of spiritual truths to ordinary life experiences

The Spiritual Formation Committee will plan, coordinate, and implement activities that focus on the spiritual development of women, cooperating with other work groups and committees where appropriate. Committee activities may include:

- Publishing articles in The Episcopal Community newsletter and/or on The Episcopal Community website that suggest resources or provide instruction in activities that lead to spiritual growth
- Cooperating with other committees or work groups in including worship and spiritual discipline activities in meetings, retreats, or other gatherings
- Suggesting resources for individual and Circle study
- Developing study/discussion guides for committee recommended resources that can be used for individual or Circle study
- Facilitating formation of Skype, telephone, online, or electronic discussion groups for study and sharing
- Sharing suggestions for incorporating spiritual formation practices as a regular part of Circle meetings and with suggestions for actively engaging members with diverse learning styles in meaningful discussion of study materials with suggested adaptations for use by individuals or groups meeting by electronic means
- Serving as leaders of retreats or quiet days or assisting in identifying appropriate leaders
- Sending quarterly spiritual formation resources via the United States Mail.

Responsibilities of the Membership Committee

- Develop policies and procedures that give the membership voice.
- Maintain database of membership
 1. Name, address, phone numbers, email, birthday
 2. Date study begins, name of mentor
 3. Parish name and address
 4. Diocese
 5. Date of Installation
 6. Record of dues paid
 7. Interests and talents
 8. Up to date copies of installation of members, beginning study, and installation of circles
 9. Send annual membership update form
- Create and send new member welcome packets, COL contact info, link to: website, Facebook, prayer wall
- Send Birthday cards (can be eCard)
- Communicate with members to understand what they need
- Work with Spiritual Formation Chair in planning retreats (regional, local).

- Oversee mentors and tracks members in study

*** see Path to Membership and Mentoring Procedures*

Path to Membership

- Inquirer completes Inquiry for Discernment form and submits to The Episcopal Community National Office
- National Office sends copies to National President and National Membership Chair
- National Membership Chair sends a letter assigning mentor and describing study/discernment procedure
- Discernment Study for Membership shall include two stages: (1) Inquirer for first three months, and (2) Novice for the remainder of the study/discernment time.

Steps in the Mentoring Process

1. Inquiry for Discernment form sent to National Office by Inquirer. National office scans form and sends to National President, National Membership Chair, National Mentoring Sub-chair (if there is one).
2. National Membership Chair or National Mentoring Sub-chair assigns a mentor to the prospective member, henceforth referred to as an Inquirer, and sends the prospective member a letter of instructions containing contact information for her mentor, instructions about the discernment period, a Record of Studies form, and information about obtaining the study text, St. Benedict's Toolbox.
3. National Membership Chair or National Mentoring Sub-chair sends the assigned mentor 1) contact information about the Inquirer, 2) instructions about the mentoring process if the mentor does not already have the instructions, 3) a copy of the letter and assignment form sent to the Novice if the mentor does not already have this information, 4) a membership application form with an envelope addressed to the National Office for the Novice to return the application form and initial dues. This will be sent to the applicant near the end of the discernment period, and 5) any other materials needed for the mentoring process.
4. National Membership Chair or National Mentoring Sub-chair sends a list of women in study (Inquirers) and assigned mentors to the President, the National Communications Chair, and notifies the Diocesan coordinators, if there are any, in the dioceses of the Inquirers. If there is a National Mentoring Sub-Chair, a list should also be sent to the National Membership Chair.
5. National Membership Chair or National Mentoring Sub-Chair contacts each mentor monthly to check on the progress of the mentoring process. Chair should ensure that mentors are receiving and briefly responding to the applicants' three reflection question responses (due every two weeks).
6. Mentor will notify National Membership Chair when Inquirer is nearing completion of the 3-month Inquirers period and is ready to become a Novice. National Membership chair will send notification of Novice status and a small shell charm will be presented to each Inquirer.
7. Six weeks before the Novice is expected to finish the six-month study period, the mentor will notify the National Membership Chair and the National Membership Chair will make sure the Novice receives the membership application and emblem purchase form and sends the dues and form to the National Office. The National Membership Chair should notify the National Office to expect the form. The National President should also be notified that the mentee is finishing the discernment period and has decided to become a member.

8. The mentor, assisted by the National Mentoring Sub-Chair or National Membership Chair, should assist the Novice in arranging for her installation. The Circle of Leadership should be notified of the installation date and place by the National Mentoring Sub-Chair and/or National Membership Chair.
9. The National Office should scan the membership application and send a copy to the National President, the National Membership Chair, the National Communications Chair, and the person assigned the keeping of the membership emblems. The National Membership Chair will ensure that the emblem and a New Member Welcoming Packet are mailed to the mentor or person designated by the COL for the installation service.



Appendix of Forms

Inquiry for Discernment

Study Assignments in Preparation for Membership

Three Month Completion Certificate

Application for Membership in The Episcopal Community

Emblem Order Form

Certificate for Charter of Circle

Prayer Card for New Members

Proxy Form

Nomination Form for Elected Position of Circle of Leadership

Installations

Installation of Officer

Installation of Chaplain

Service of Commitment (Inquirer)

Service of Affirmation (Membership)

Presentation of a Charter and Institution of Circle

Prayer Cycle

Vision – Motto – Prayer of The Episcopal Community

Daily Affirmation

Symbolism of the Emblem

Current materials and brochures being used.



The Episcopal Community

Marked as Christ's Own For Ever

Inquiry for Discernment

I would like to learn more about The Episcopal Community by beginning a period of discernment for membership.

Name _____

Address _____

City, State, Zip _____

Birthday _____

Email _____

Phone _____

Parish _____

Address _____

Priest _____

Diocese _____

Have you been confirmed in The Episcopal Church ____ Yes ____ No

In honor of your completing the 3-month Inquirer phase of the discernment process of The Episcopal Community, we present this shell as a reminder of your baptism and that you are forever marked as Christ's own. We welcome you as a novitiate in The Episcopal Community and pray for your continued journey into full membership in The Episcopal Community as you create a new way of being in the world.

President

Membership Chair

Study Assignments in Preparation for Membership in The Episcopal Community

Dear _____,

We are excited that you have decided to begin the study/discernment period for The Episcopal Community. If you have not already done so, you should complete the Inquiry for Discernment form found on our website or available from our national office: The Episcopal Community, P. O. Box 242, Sewanee, TN 37375.

You will need to purchase or borrow one of the following books: *St. Benedict's Toolbox* by Jane Tomaine, Morehouse Publishing ISBN 978-0-8192-2152-0 [c. 2005] OR *St. Benedict's Toolbox* 10th Anniversary Edition Revised [c.2015] ISBN 978-0-8192-3198-7 (www.stbenedictstoolbox.org is a helpful online resource provided by the author.)

"Our Benedictine journey has three key goals: (1) living into our Baptismal Covenant, (2) following Jesus' Great Commandment, and (3) meeting the challenge of living as a Christian in today's world." Jane Tomaine, *St. Benedict's Toolbox*, page 6

Assignments should be completed and kept in a file, either an online folder or a notebook or other folder of your choice, so that you may look back at them over time. You do not have to send the actual assignments to your mentor although you may share parts of them if you wish.

Two weeks is a suggested length of time for each Chapter. Do not rush yourself. Take the time you need. Most weeks give you a choice of Toolbox applications so that you can choose the ones that best fit where you are in your spiritual journey without the assignments becoming overwhelming. You can always go back and try others later.

Reflection: After each two week's reading, respond briefly to these questions: (1) What "sticks out" in my mind from what I read? Why? (2) What questions do I have after this reading? (3) After completing the Toolbox assignments, what was I challenged by and what do I feel good about? Please email or mail these reflections to your assigned mentor. Include your name, address, and email address on all submitted assignments. If others in your church are doing this study, you may want to meet and discuss the assignments.

The mentor assigned to you is:

Name _____

Address _____

Email address _____ Telephone _____

Date Mentor Assigned: _____

St. Benedict's Toolbox 10th Anniversary Edition by Jane Tomaine, ISBN 978-0-8192-3198-7 [c. 2015]

Week	Reading Pages	Applications	Date Completed
1 & 2	Welcome, p. xv The How To pp. 1-5 Introduction, pp.8-13 Interlude, pp.18-19	Complete Tool #1 p. 6 Complete Tools #1, #2, and #3 pp. 14-18 Complete Tool #1 OR #2 in Interlude (pp. 20-21)	
3 & 4	Getting Started p. 23 Chapter 1, pp. 24-34 The Rule of Benedict Interlude pp. 37-39	Complete Tool #1 OR #2 pp. 35-36 Complete Tools #1 and #2 in Interlude pp. 39-40	
5 & 6	Chapter 2, pp. 41-48 Lectio Divina Interlude pp. 52-53	Complete Tools #1 and #2 pp. 48-50 Tools #3, #4, and #5 are resources for #2 – select as appropriate for you pp. 50-52 The Interlude (pages 52-53) is an example.	
7 & 8	Chapter 3, pp. 57-70 Stability Interlude pp. 74-76	Complete any two of the five Toolbox assignments on pages 70-74. Pray before making your selection. Reflect on the questions at the end of the Interlude.	
9 & 10	Chapter 4, pp. 77-84 Obedience Interlude pp. 89-93	Complete Tool #1 p. 85 and at least one other of Tools #2 - #5 pp. 86-89.	
11 & 12	Chapter 5, pp. 94-108 Conversion of Life Interlude pp. 117-120	Complete Tools #1 and #2 pp. 108-111 and one of Tool #3, #4, or #5 pp. 111-116.	
13 & 14	Chapter 6, pp. 121-133 Walking Through the Day with God Interlude pp. 140-143	Complete Tool #1 pp. 133-134 and at least one of Tools #1 - #7 pp. 134-139	
15 & 16	Chapter 7, pp. 144-156 Benedictine Hospitality Interlude pp. 167-168	Complete Tool #1 and #2 pp. 156-158 and one of Tools #3 - #9 pp. 159-166	
17 & 18	Chapter 8, pp. 169-173 Keeping a Benedictine Lent Anytime Interlude pp. 177-180	Complete any two from Tools #1-#7 pp. 173-177	
19 & 20	Chapter 9, pp. 181-196 The Holiness of Labor Interlude pp. 205-207	Complete Tool #1 pp. 197-199 and one other from Tools #2- #8 pp. 199-205	
21 & 22	Chapter 10, pp. 208-224 Community Relationships & Being a Benedictine Presence Interlude pp. 228-232	Complete Tools #1, #2, and #3 pp. 227-228	
23 & 24	Chapter 11 pp. 233-239 What Are You Looking For? Interlude pp. 243-245 Chapter 12 – Conclusion pp.246-250	Complete Tools #1 - #3 pp. 239-241 Develop your own Rule of Life.	

St. Benedict's Toolbox by Jane Tomaine, ISBN 978-0-8192-2152-0 [c. 2005]

Week	Reading Pages	Applications	Date Completed
1 & 2	Welcome, pp. <i>xiii-xviii</i> Introduction, pp.1-10 Interlude, pp.10-14	Pay particular attention to p. xv in Welcome (How to Use This Book) Complete Toolbox #1, #2, and #3 in Introduction pp. 6-10 Complete Toolbox #1 OR #2 in Interlude (pp. 12-14)	
3 & 4	Chapter 1, pp. 15-31 The Rule of Benedict Interlude pp. 27-29	Complete Tool #1 OR #2 in Chapter 1 pp. 26-27 Complete Tools #1 and #2 in Interlude (pp. 30-31)	
5 & 6	Chapter 2, pp. 32-42 The Prayer of Lectio Divina Interlude pp. 40-42	Complete Tools #1 and #2 pp. 36-37. Tools #3, #4, and #5 are resources for #2 – select as appropriate for you The Interlude (pages 40-42) is an example.	
7 & 8	Chapter 3, pp. 43-57 The Benedictine Vows Interlude pp. 58-60	Complete any two of the five Toolbox assignments on pages 54-57. Pray before making your selection. Reflect on the questions at the end of the Interlude.	
9 & 10	Chapter 4, pp. 61-72 Obedience Interlude pp.78-82	Complete Tools #1 p73 and at least one other of Tools #2, #3, #4, or #5 pp. 73-78	
11 & 12	Chapter 5, pp. 83-92 Conversion of Life Interlude pp.100-101	Complete Tools #1 and #2 pp. 92-94 and one of Tools #3, #4, or #5 pp. 92-99.	
13 & 14	Chapter 6, pp. 103-112 Walking Through the Day with God	Complete Tool #1 pp.112-113 and at least one of Tools #2 - #7 pp. 113-119	
15 & 16	Chapter 7, pp. 120-130 Benedictine Hospitality Interlude pp. 139-141	Complete Tools #1 and #2 and one of Tools #3 - #6 pp. 131-139	
17 & 18	Chapter 8, pp. 142-145 Keeping a Holy Benedictine Lent Anytime Interlude pp. 150-152	Complete any two from Tools #1-#7 pp. 146-149	
19 & 20	Chapter 9, pp. 153-160 The Holiness of Labor Interlude pp. 169-171	Complete Tool #1 pp. 161-162 and one other from Tools #2-#8 pp. 162-169	
21 & 22	Chapter 10, pp. 172-176 What Are You Looking For? Interlude pp. 180-182	Complete Tools #1, #2, and #3 pp.177-180 Develop your own Rule of Life.	
23 & 24	Conclusion, pp. 183-187	Continue to implement your Rule of Life.	

The Episcopal Community

Marked as Christ's Own For Ever



THE EPISCOPAL COMMUNITY 2023 Annual Dues



Date: _____

☐ **Annual Dues - \$50 per year** \$ _____

☐ Please use the **Naomi Fund** to pay my dues.

ADDITIONAL TAX DEDUCTABLE CONTRIBUTIONS

☐ **St. Clare of Assisi Fund** \$ _____

Used for women and children in the United States experiencing financial need.

☐ **Mary Magdalene Fund** \$ _____

Supports the operation, work, and mission of The Episcopal Community.

☐ **Naomi Fund** \$ _____

Assists members who are not able to pay their dues.

TOTAL \$ _____

Please make your check payable to The Episcopal Community and note "2023 Dues and/or the name of the Fund" in the memo line.

For electronic payments, please click on the PayPal link below. This will take you to our PayPal page. Select "Annual Dues" from the drop down menu.



Name

----- (cut here) -----

Please keep this lower part for your records. Return upper part to:

The Episcopal Community,

PO Box 242

Sewanee, TN 37375

membership@theepiscopalcommunity.org

2023 Annual Dues \$ _____

Additional contribution \$ _____

Total Contribution \$ _____

Payment Check Number or Type of Payment _____



The Episcopal Community

Marked as Christ's Own For Ever

This is to certify
that the Circle of the _____
The Episcopal Church of _____,
City, State, Diocese of _____
having fulfilled the requirements for formation
is enrolled as Circle number ____
on month, day, year

Charter Members
(List Charter members)

National Chaplain

National President

Episcopal women answering God's call to live out our Baptismal Covenant.



The Episcopal Community

Vision Statement

We are women of The Episcopal Church called into community to support one another in a life focused on our Baptismal Covenant in order that we may be more effective in our church and the world.

Motto

"Marked As Christ's Own For Ever"

Prayer

Almighty God, you have called us into covenant through the promised made at baptism and strengthened us for service through your Holy Spirit. Renew with us the power of that spirit, and lead us in knowledge and understanding of your will for us, that in our journey into the fullness of your peace, we may bear witness in the world to your redeeming love. Give us each an inquiring mind and discerning heart, the courage to will and to persevere, a spirit to know and to love you, and the gift of joy and wonder in all your works. Support us with your presence, O Lord, throughout our ministry. We pray through Jesus Christ Our Lord. *Amen.*

www.theepiscopalcommunity.org



Proxy

I hereby appoint _____ my proxy to represent me at the Annual Meeting of The Episcopal Community to be held at (location) _____ on (Date) _____, and to act in my stead, authorizing this person fully to do all things that I could or might do if personally present. I also authorize this person to do every act whatsoever necessary or proper to be done in or upon all matters that may lawfully come before said membership of The Episcopal Community or any adjourned or convened meeting thereof. Further, I hereby revoke any proxy or proxies previously given by me to any person or persons.

Date: _____ Name: _____

(Please print name legibly).

Signature: _____

Witness:

Date: _____ Name: _____

(Please print name legibly)

Signature: _____



**The Episcopal Community Nomination Form
For Elected Position on the Circle of Leadership
Year to Year**

Nominator must be a member in good standing of The Episcopal Community

_____ of the Diocese of _____ is nominated to serve on the Circle of Leadership of The Episcopal Community by for the _____ - _____ term by _____ of the Diocese of _____.

Nominator's Name _____

Nominator's address, phone, email _____

Nominator's signature _____

To be completed by the Nominee (a member of The Episcopal Community in good standing):

1. What talents and skills will you bring to the Circle of Leadership of The Episcopal Community?

2. What are you present church-related and/or community-related activities?

3. Why are you interested in serving on The Circle of Leadership of The Episcopal Community?

4. What positions have you held on other boards at the diocesan or national level?

5. How have you participated in The Episcopal Community?

I consent to my name being placed in nomination. Signed: _____

Nominee's address, phone number & email _____

Please attach a current 4"x6" color photo and a resume. Please completely fill out our form. A final slate of the nominees will be presented to all members for a vote of confirmation. The new members of The Circle of Leadership will be announced June 15, 2015.

Mail completed form to: The Episcopal Community . PO Box 242 . Sewanee . TN 37375



Installation of Officers

For those chosen to serve as officers by
The Episcopal Community
Adopted from the Book of Occasional Services

Sponsor(s) I (we) present _____

To be installed as _____

in The Episcopal Community.

Antiphon

Sponsors Rejoice always, pray constantly, give thanks in all circumstances, for we believe that this is the will of God in Christ Jesus.

Community May God overlook your work and the love that you show as you carry out these responsibilities.

Candidate Teach me, Oh God, what pleases you as I undertake this work.

Community Let the Holy Spirit lead you on level ground.

Prayer

Priest or Bishop

Let us pray. *(silence)*

Regard, O Lord, our supplications and confirm with your heavenly benediction this (these) your servant(s) whom we admit today to this office and ministry. Hear the prayers of all those who embrace leadership within this community that with sincere devotion of mind and body they may dedicate their service as an acceptable offering to your divine Majesty; through Jesus Christ our Savior. Amen.

In the Name of God and of The Episcopal Community, I admit you to the office of _____ and pledge to you our honor and respect as you carry out its duties.

Tokens of the office may be presented.



Installation of Chaplain

Sponsors	I (we) Present _____ To be installed as a chaplain in The Episcopal Community
Sponsors	We have come together today to welcome N.N who has been chosen to serve as Chaplain of the _____ Circle. You have been called to be a spiritual guide, to provide pastoral care, and to be a support person. We believe that you are well qualified, and that you have been prayerfully selected. N., do you, in the presence of the members of the _____ Circle of The Episcopal Community, commit yourself to this new trust and responsibility?
New Chaplain	I do
Sponsor	Will you who witness this new beginning support and uphold N. in this ministry.
Community members	We will; may God overlook your works and the love that you show as you carry out these responsibilities.
Sponsor	I present to you the Emblem for The Episcopal Community "Marked as Christ own for ever.
Chaplain	Teach me, Oh God what pleases you as I undertake this work.
Community	Let the Holy Spirit lead you on level ground.
Chaplain	Let us pray. Regard, O Lord, our supplications and confirm with your heavenly benediction this servant whom we admit today to this ministry. Hear the prayers of all those who embrace leadership within this community that with sincere devotion of mind and body they may dedicate their service as an acceptable offering to your divine Majesty; through Jesus Christ our Savior. Amen



Service of Admission to The Episcopal Community

A prospective member shall make her vows before her congregation or wherever designated as appropriate by the Circle of Leadership of The Episcopal Community. Whenever possible she should be presented for membership by a representative of The Episcopal Community selected by the Circle of Leadership.

The Episcopal Community Representative: The Episcopal Community is a Community of Episcopal women committed to living out our Baptismal Covenant as we nurture and support each other's spiritual journeys. Using the Rule of Benedict as our guide, we develop and follow a personal Rule of Life. While supporting our clergy, our parishes, and The Episcopal Church with our prayers and service, we also provide instruction and mentoring in spiritual disciplines that foster spiritual growth and transformation.

I present to you this (these) candidate(s), who has (have) completed her (their) preparation for membership in The Episcopal Community.

>**Celebrant:** My sister(s), all baptized woman are called to make Christ known as Savior and Lord, and to share in the renewing of God's world. You have prepared to join The Episcopal Community as a means of continuing to answer that call. The sisters of this community work together within a common life that includes a commitment to a daily living out of the Baptismal Covenant, prayer for and service to their parishes, their dioceses and The Episcopal Church, and a life long study of Holy Scripture and the Spiritual paths available to renew their life in Christ.

>**Celebrant:** Do you believe that you are called to membership in this Community?

Each candidate answers individually: I believe that I am so called.

>**Celebrant:** Do you now in the presence of the Church commit yourself to this trust and responsibility?

All candidates: I do.

>**Celebrant:** Dear Sister(s) of the Episcopal Community, will you keep this (these) new sister(s) in your prayers, share with her (them) in this ministry, bear her (their) burdens, and forgive and encourage her (them).

All members of The Episcopal Community present: We will.

>**Celebrant:** The Lord be with you.

All: And also with you.

>**Celebrant:** Let us pray.

O Eternal Source in whose image these (this) women (woman) are (is) made, we humbly beseech you to be present here about us, and deep within us to provide the inspiration and guidance of your Holy Spirit, that all works that are undertaken for your Church by this community may be of pure intention, patient faith and sufficient success to be of service to your plan of salvation, through Jesus Christ our brother and Lord. **Amen.**

(The Candidate(s) kneel or stand as they are able. The Celebrant lays hands upon each candidate in turn and says the following prayer.)

>**Celebrant:** Dear Father and Mother of us all, fill this your servant with your grace and love, make her a sister in the Episcopal Community, and help her follow the eternal path of your unique design for her that she might be a blessing to your Church. Amen.

(Celebrant gives the symbol of the Community to each new member.)

>**Celebrant:** Receive this symbol of the Episcopal Community that it might be a daily reminder of the vows you have taken and that you are Marked As Christ's Own For Ever.

Let us welcome our new sister(s).

All members of The Episcopal Community present: We receive you into The Episcopal Community and pledge you our prayers and support as we work together to grow in the knowledge and love of God. May God bless us with true Community that we all might be one in Christ our Savior. Amen.

(If this is a part of the Holy Eucharist, the service continues with the Peace.)

11.2.2016



Presentation of a Charter and Installation of a Circle

Clergy: Let us pray.

Lord Jesus, we are gathered here in your presence and with these sisters to institute this Circle in The Episcopal Community. May it please you to instill in them the desire for a life of daily prayer, obedience to a Rule of Life, humility in service and a love for your people. Send your Spirit to empower and strengthen them for ministry in your church and in the world. We ask this in your Name for we are marked as you own for ever. **Amen.**

Presenter:

I present to you the Charter for this Circle of The Episcopal Community, that you may formally proclaim the institution of this Circle.

Clergy:

Bless, O Lord, this Charter as a symbol of this Circle of The Episcopal Community that those who commit to serve you and your Church, may have the strength and love to faithfully fulfill the vows they have made, in the Name of the Father, and the Son, and the Holy Spirit. **Amen.**

Clergy:

I now declare this (name of Circle) to be duly instituted in

Church _____

Town/area _____

Diocese _____

and prepared to receive members.

Let us pray:

Almighty God, you have called us into covenant through the promises made at Baptism and strengthened us for service through the Holy Spirit. Renew within us the power of that Spirit, and lead us, that in our journey into fullness of your peace, we may bear witness in the world to your redeeming love. Give us each an inquiring and discerning heart, the courage to will and to persevere, a spirit to love and know you, and the gift of joy and wonder in all your works. Support us with your presence throughout our ministry. We pray through Jesus Christ our Lord. **Amen.**

The Episcopal Community Monthly Prayer Cycle

This prayer cycle provides another tool you may use to be in communion with your sisters in The Episcopal Community. It is not intended to replace any daily prayer practices you already have. Some types of prayer, such as praise and confession of sin, have not been included as these are usually part of a daily practice. One day has been dedicated to thanksgiving, but, again, this is probably already a part of your daily practice. The page numbers refer to prayers or psalms found in the 1979 edition of The Book of Common Prayer.

Day 1—in thanksgiving p. 58, 101; p. 836-841

Day 2—for the earth and right use of her resources p. 208. 259

Day 3—for peace in the world, the healing of nations, the leaders of nations p. 57, 69, 99, 207, 258, 815, 816, 840

Day 4—for modern day prophets who speak truth to power and for us that we hear them p. 827

Day 5—for leaders in the United States: national, state, municipal p. 207, 258, 820-822

Day 6—for the unity of the church and the whole of God's family p. 818

Day 7—for the Anglican dioceses around the world; the Episcopal Church, U.S.A; your province and diocese; the Archbishop of Canterbury, the Presiding Bishop of the Episcopal Church, and all Bishops 816, 817

Day 8—for Episcopal Church entities, funds, projects: Episcopal Church Women, Episcopal orders, Episcopal Relief and Development for example p. 814, 815, 827

Day 9—for the needs that the Episcopal Church is meeting throughout the world: the Church in Jerusalem, the Church in Tanzania for example p.206, 816-817

Day 10—for your parish, its clergy, staff, lay ministries, and members p. 817

Day 11—for healing in body, mind, and spirit; for the right use of leisure p. 825, 832

Day 12—for our treatment of others in our daily lives p. 833, Psalm 133 p. 787

Day 13—for children, the hope for a better world; for all who come in contact with them and nurture them p. 209, 261, 824, 829

Day 14—for the aged and infirm p. 208, 260, 458-461

Day 15—for the homeless and outreach programs for them p. 241, Prayer of St. Barnabus

Day 16—for programs for the marginalized and unemployed p. 209, 260, 823, 824, 826

Day 17—for the oppressed p. 826

Day 18—for those incarcerated in prisons and jails p. 826

Day 19—for the armed forces at home and abroad and for the victims of war p. 823

Day 20—for the ability to see God and to see the Holy in the people we meet and in all creation p. 827-828

Day 21—for travelers p. 384, 831, 834

Day 22—for people in research to improve our lives p. 827

Day 23—for people who show us God through their creativity, for those in the arts Psalms 150 p. 807-808 and 81:1-3 p. 704

Day 24—for the work and service of the members of The Episcopal Community; that members may continue to live into their Baptismal Covenant as they connect, grow, support, and serve p. 308, 416-417

Day 25—for the leadership of The Episcopal Community p. 420

Day 26—for friends, including sisters in The Episcopal Community p. 388

Day 27—for our families p. 828, 831

Day 28—for people we have lost on whose shoulders we stand—the saints p. 202, 253

Day 29—for guidance in our ministries (individually and as The Episcopal Community) p. 57, 100, 814, 832

Day 30—for our enemies on a world level and for those who annoy us on a personal level p. 815, 816, 837

Day 31—for grace for ourselves and for others p. 57, 100, 832-833

Vision Statement:

We are women of The Episcopal Church called into community to support one another in a life focused on our Baptismal Covenant in order that we may be more effective in our church and the world.

Motto:

“Marked as Christ’s own.”

Prayer of The Episcopal Community

Almighty God, you have called us into covenant through the promises made a baptism and strengthened us for service through your Holy Spirit. Renew within us the power of that Spirit, and lead us knowledge and understanding of our will for us, that in our journey into the fullness of your peace, we may bear witness in the world to your redeeming love. Give us each an inquiring and discerning heart, the courage to will and to persevere, a spirit to know and to love you, and the gift of joy and wonder in all your works. Support us with your presence, O Lord, throughout our ministry. We pray through Jesus Christ our Lord. Amen.

Daily Affirmation

I will continue in the Apostle’s teaching and fellowship,

in the breaking of the bread, and in prayers.

I will persevere in resisting evil, and whenever

I fall into sin, repent and return to the Lord.

I will proclaim by word and example the

Good News of God in Christ.

I will seek and serve Christ in all persons,

loving my neighbor as myself.

I will strive for justice and peace among all people,

and respect the dignity of every human being.

I am marked as Christ’s own for ever.

Symbolism of the Emblem

The contemporary design of the emblem combines three parts: the cross, the shell in the center, and the circle inscribed with our motto “Marked as Christ’s own for ever.”

The Latin Cross is a unique variation of both the Canterbury and Celtic crosses; both these ancient crosses remind us of our Episcopal heritage and traditions.

There are actually three crosses in the emblem. First is the larger outline cross, next the interior cross formed by the shaded areas, and thirdly the diagonal cross formed by the open spaces. Each open space between the arms and leg of the cross also suggests the shape of a Bishop’s mitre in profile.

The edges of the cross, along with the borders of the circle, can be walked mentally, or with a stylus, as a mini-labyrinth. The paths lead us always to our center in God. The emblem can be used as a prayer tool.

The center shell symbolizes our vows to live into the Baptismal Covenant more fully and deeply and to live intentionally. The center shell reminds us of whose we are and that we are being held in the center of God’s transforming love.

The circle completes the symbolism of living our Baptismal Covenant vows. The unbroken outer circle represents eternity and being surrounded by Christ’s love as we wear the indelible cross and is a variation of the Celtic cross design which ties heaven and earth together. Both circles remind us of the gift of the Holy Spirit which empowers us to keep that covenant.

