

QUALIFICATIONS FOR BEING A BOARD MEMBER OF CSLCV

A Board Member of the Center for Spiritual Living, Capistrano Valley:

1. Values this church as a loving, spiritual center that encourages and supports all who come here in developing their spiritual awareness and treats that this is so.
2. Has completed at least one year of accredited SOM teachings (level 100 or 200) and applies them successfully in their life.
3. Agrees to experience service on the Board as a tool for growth and enjoyment and attends scheduled Board and Congregational meetings.
4. Attends this center regularly (meaning at least 75% of the time) and actively interacts with the congregation.
5. Attends and supports the center socials and seminars and attends 50% of each.
6. Enthusiastically and visibly volunteers their time and talent to further the growth and consciousness of this center.
7. Demonstrates a prosperity consciousness and generously and graciously gives consistent, committed financial support to this center.
8. Supports the center's tithing practice and policy.
9. Supports the committed giving plan of the center, which is presently included in our Adventure In Faith Program.
10. Supports the minister and reflects that support to the congregation.
11. Has demonstrated and continues to demonstrate their ability to lead and work well on a team.
12. Has no major challenges in their personal life that would prevent them from focusing on Board responsibilities.
13. Accepts responsibility to act as a department leader.
14. Facilitates communication between church members and the Board.
15. Commits to working by consensus to reach decisions which includes the responsibility to communicate (ideas and feelings) and the responsibility to listen with an open mind.
16. Participates with other Board members in choosing annual goals for the church and supports the achievement of these goals.
17. Agrees to respect the confidentiality of communications during the conduct of Board business.
18. Is a fully participating member of the center.

Note: Significant others, although ineligible for Board participation, are in full support of the church and the Board Member's participation.

Center for Spiritual Living, Capistrano Valley
BOARD OF TRUSTEES JOB DESCRIPTIONS

PRESIDENT:

Lead and conduct the monthly Board meeting and the yearly annual meeting.

Demonstrate leadership qualities in the church and hold the vision of the church very clear.

Feel comfortable speaking in front of people.

Be able to delegate and network in the church in order to have a feel for what is going on.

Available to communicate with the Pastor before each board meeting to write the agenda, and to keep in contact periodically during the month to keep current on church business.

To set the job of presidency as a priority and set aside time in order to correctly represent the congregation, the Board, and the minister.

VICE PRESIDENT:

Act in the absence of the President.

Feel comfortable speaking in front of people.

SECRETARY:

Responsible for the distribution of the minutes in a timely fashion.

Write letters as dictated by the Board.

TREASURER:

Review and present the monthly financial reports and the annual financial report to the congregation meeting.

Develop and work with the Board and minister in terms of developing goals for the following year associated with both annual goals and the AIF Program.

Keep track of the liquid assets and investments. Track the stability of the institutions in which our monies reside.

ALL TRUSTEES:

Hold a space in consciousness for the minister's vision of the church and the Board's intentions in terms of the direction in which the church is heading.

Support in consciousness the financial goals set by the church.

HELPFUL HINTS WITH THE ALARM SYSTEM

GOING INTO THE BUILDING:

1. Enter only through the main front doorway. Go directly to the keypad. Do not take time to turn on the lights; do that afterward. Do not try to work keypad with things, packages, etc., in your hand.
2. As you walk in, “busy signal” beep-beep tone will begin. If the beep is **not** sounding, do **not** enter code; system has not been armed (turned on) before you came in (even if “Think” sign is on the door).
3. Walk up to the keypad; you have 40 seconds. Entry will show on readout, if system has been armed. Enter the code on the keypad.

Should you enter a wrong code by mistake, readout will continue showing Entry, and beep will continue. Wait several seconds, then enter right code.

4. When readout changes to Ready to Arm, system has been turned off. Relax.
5. What to do if siren starts to sound: If it starts just after you entered a code, do not re-enter code. Wait several seconds. Siren should stop.

If siren does not stop by itself, or if Alarm is on readout, phone Adler Alarm at 951-8976 (phone number is above alarm keypad), tell them your name and that an accidental alarm is coming in from the Church of Religious Science. They will explain what to do.

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The Sheriff allows only two false alarms annually. After that, their fee is \$50 per incident. The reason for phoning Adler, if you cause an accidental alarm, is to stop their emergency response.

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If you only occasionally work the alarm system, we suggest you keep these instructions handy and review them each time.

HELPFUL HINTS WITH THE ALARM SYSTEM

LEAVING THE BUILDING:

1. Make preparations for leaving the building, such as:
 - * Turn off inside lights
 - * Leave any bulky packages outside of front door.
 - * Ask anyone with you to wait outside (if they move around, you cannot set system).
2. Walk up to keypad. Wait there until words Ready to Arm appear steadily on readout; this may take several seconds.
3. Enter the code on keypad. Exit Now/All Secure will show on readout, when code is accepted.
 - * You have 60 seconds to leave. Exit only through main front doorway.

If a wrong code is entered, readout will continue showing Ready to Arm. To reset keypad, simply wait; count to 10 slowly, then re-enter the code. Exit Now/All Secure should appear.

If an outside door is ajar, system cannot be set. Readout will show Not Ready to Arm. Walk around to all outside doors and pull them shut. Readout should change to Ready to Arm. Re-enter code. Exit Now/All Secure should show. Leave now.

4. What to do if siren starts to sound. If it starts just after you entered a code, do not re-enter code at once. Wait several seconds; siren should stop.

If siren does not stop by itself, or if Alarm is on readout, phone Adler Alarm at 951-8976 (phone number is above alarm keypad), and tell them your name and that an accidental alarm is coming in from the Church of Religious Science. They will explain what to do.

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