

# CIC Guidebook

**An Introduction to the Community for Interfaith Celebration**



Revised 1/10

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## Who We Are

### *The Congregation*

The Community for Interfaith Celebration is an innovative congregation whose members are from a variety of religious backgrounds. Our interests and traditions range from Protestant and Catholic, to Jewish, Quaker, Unitarian, Buddhist, Earth-centered, Sufi, agnostic.

We hope to nurture the spiritual quest of each person in the group, and although our paths differ, we find common ground. We are generally tolerant, non-hierarchical, feminist, informal and unpretentious. We are willing to make mistakes and to try new things.

We try to be true to self; we question and doubt; we are earnest and candid. At our celebrations (services) people wear what they like. It's good to cry. It's good to laugh. We value quiet time and brevity of speech.

We gather around no creed nor collection of stated beliefs. We gather around a primary call the words in which we set forth our intention or vision as a congregation.

### **The CIC Call**

We come together to celebrate the seasons of life.  
To study and practice wisdom and compassion,  
And to encourage the spiritual work of each person  
– for the sake of the whole world.

Like our congregation, our call has changed over the years as we evolve. This current call was adopted at the Annual Meeting in January, 1996, and we will use it as a guideline to help focus our energies until people feel that there are some other words of calling which are truer or more helpful for us. The CIC call is spoken, as a reminder of our intention, each Sunday evening when we begin a celebration.

**Where we are:** The CIC does not own a building. We meet for Sunday services in the social hall at the United Churches of Olympia. Mid-week meetings are held in people's homes or at the gompa a meditation hall behind the Hal and Donna Spencer's garage. Our office is a spare room in Dick and Betty Hauser's house, where volunteers and the minister work a few hours a week. Office phones 943-4822. Email: [cicolymia@comcast.net](mailto:cicolymia@comcast.net) Website [www.oly-wa.us/cic/](http://www.oly-wa.us/cic/) And yes, we're also on Facebook!

### ***CIC'S Evolving Connection to Faith Traditions***

In 1973, the Presbytery of Olympia and the United Church of Christ recognized the formation of a new church in Olympia. It was to be an alternative Protestant congregation with an innovative worship style. This church met at first in people's homes, and eventually in rented spaces. The group named itself "The Community for Christian Celebration."

CCC maintained a dual affiliation for several years, but eventually, after the founding minister had left, we dropped the Presbyterian connection.

CCC was always a place for people who were not comfortable in more conventional congregations. We have been called "a church for people who are embarrassed to be going to church." Over the years we have welcomed many seekers who do not consider themselves to be Christian, but who nevertheless find this congregation to be supportive of their spiritual life and practice. As the active participants have changed, CCC evolved into an interfaith community.

In May, 1993, we affirmed by consensus the pluralism of faith traditions within CCC and adopted the following statement:

**We recognize that our members are following a variety of spiritual paths. We entrust to celebration planners the inclusion in our celebrations of wisdom and practices from various traditions, for examples Christian, Jewish, Earth-centered, Buddhist and Sufi.**

In our interfaith practice, we draw from different traditions when the leadership exists within our community to do so with integrity. We observe the Judeo-Christian liturgical calendar and honor the pagan Wheel of the Year. We may celebrate communion as an ecumenical practice, inviting all to share in the ritual; re-write a Haggadah to reflect what we treasure about the Passover story and what current political concerns we have; sing in Aramaic, Hebrew or Arabic; or learn a Native American chant, we weave Buddhist practice into our regular services, with the begging bowl, the Buddhist blessing, and meditation time; we usually have some services dedicated exclusively to Buddhist teachings. We do not attempt to cover all religions. We are instead guided by the practices that nourish us and sustain us, whether these are the traditions of our childhoods or the spiritual homes we've adopted in adulthood.

In the spirit of inclusiveness, we seek consensus on our name and call. In May 1994, by consensus of the congregation, the CCC adopted a new name: Community for Interfaith Celebration.

Over the years CCC/CIC has been an active presence in the community, involved with the founding of Associated Ministries of Thurston County (now Interfaith Works) and Thurston County Ministries in Higher Education. In 1987 we became Open and Affirming — the term used in the United Church of Christ for congregations which welcome gay, lesbian, and bisexual people as members and leaders. In 1989 we sponsored the first openly lesbian ministerial candidate to be ordained in this Conference.

**We affirm that the Community for Interfaith Celebration is, and has been, welcoming and accepting of all people, regardless of race, sex, nationality, age, physical ability intellectual or developmental level, or sexual identity.**

### ***United Church of Christ Affiliation***

CIC has continued its affiliation with the Washington-North Idaho Conference of the United Church of Christ. Some CIC members also declare membership in UCC; others, in CIC only. This national Protestant denomination was formed in 1957 with the merger of the Congregational Christian Churches and the Evangelical and Reformed Church. UCC's roots go back to 17th Century Separatists in

England, the Pilgrims at Plymouth Rock, and early German settlements in Pennsylvania and Missouri.

The UCC is a congregational system. This means local congregations are autonomous and diverse. UCC is non-credal. There is no stated "test" of faith to which members must adhere. It is one of the most liberal Christian denominations — the only one with a national Open and Affirming Resolution.

Our affiliation with UCC has several aspects. It is a connection between us and the larger spiritual community for the fresh airing of new ideas, information and reflection. It helps keep us from being isolated, and gives us opportunities to share our particular gifts and differences.

We give money, both from pledges and fundraisers, to support the regional (Washington-North Idaho Conference) and national UCC organizations and their social action programs. There is an annual meeting of the Conference, in the spring, to which we send delegates. We have taken part in UCC's Open and Affirming Task Force, and even staged a play at one Annual Meeting.

### ***Our Lay Leader***

Kathleen Peppard has been involved in CIC since 1989 and served as Lay Minister for Children and Families from 1998-2003. She has a BA in English and a Master's Degree in Social Work. Her professional experience includes counseling and teaching. Her religious upbringing was Catholic, and her current spiritual practice is interfaith, with a strong Buddhist leaning. Kathleen was hired as our half-time lay minister in 2003. She has chosen the generic title Lay Leader to reflect the ecumenical nature of the position.

### ***Previous Ministers***

Jim Symons	1973-1981
Michelle Prentice	1982
Tricia Hamilton	1982-1985
Jo Curtz	1986-2001
JJ Crow	2001-2002

## **What We Do**

### ***Celebrations***

We gather each Sunday for services, which we call celebrations. These gatherings are the center of our shared spiritual life. Being present at celebrations is the primary way of being part of this community. Our celebrations are highly participative, and the leadership is shared. Half of the services are led by the minister, and the rest by other CIC participants. Celebrations are on Sunday evenings from 5 to 6:30, with occasional second celebrations from 7 to 8. The earlier celebration includes children's programs.

Music is an important part of our Sunday gatherings, although we don't have a select "choir". Everybody sings. People who especially like to play instruments meet at 4:30 pm to practice the music for that evening. Occasionally we do extra rehearsals for special events.

Movement is included in most celebrations, whether walking silently in a circle, walking the labyrinth, or doing a simple circle dance while chanting. The dancing is based on the tradition of the Dances of Universal Peace. Movement provides a way to gather ourselves and our attention, both individually and as a group. People who don't like to move or dance, or who are unable, can join in our practice by sitting quietly or chanting. For people who want to dance more, the second celebration is occasionally devoted entirely to Dances of Universal Peace.

Scriptures and texts for our celebrations, including a children's story, come from a variety of sources. We are gradually developing, through repeated usage, our own "canon" of particularly meaningful or powerful readings. They include poetry from many sources (Rumi to Stafford to Oliver), Earth Prayers, writings of Buddhist teachers, and favorite children's books.

We often reserve time for silent meditation, followed by individual candle lighting to share our concerns, joys or any number of experiences or thoughts.

Second celebrations (7 to 8pm) are primarily for adults. They include a range of practices, like meditation, labyrinth walk, listening to poetry or music, and dances. Sometimes special guests or presentations take place during this time.

### ***Yearly Cycle***

We follow a liturgical calendar which includes some Jewish, Christian, and Earth-centered holidays, as well as others occasionally, when there is leadership in the congregation to observe them with integrity. We usually follow a particular theme for a year, e.g., prophecy, storytelling, spiritual work.

The year is also shaped by our own CIC traditions. We have Fall and Spring retreats, which are times to get together for a weekend and enjoy our community at leisure. We have a summer "vacation" (usually mid-June until the fall retreat over Labor Day) when we don't have celebrations on Sunday evenings at

the United Churches, but we do other things, such as walks, potlucks, study groups, and other small group meetings.

<b>September</b>	Reunion Sunday Fall Equinox Rosh Hashannah
<b>October</b>	Yom Kippur Sukkot Samhain/Day of the Dead Fruit Sale begins
<b>November</b>	Thanksgiving Pledge Drive
<b>December</b>	Advent Fruit Sale ends Winter Solstice potluck dinner Bodhi Day Winter Solstice Chanukah Christmas
<b>January</b>	Epiphany Annual Meeting Martin Luther King Day
<b>February</b>	Imbolc/Candlemas
<b>March</b>	Ash Wednesday Spring Equinox Seder dinner
<b>April</b>	Easter Passover Easter Service & potluck brunch at South Bay Grange
<b>May</b>	Beltane/May Day Wesak Fort Flagler Spring Retreat
<b>June</b>	Shavuot Pentecost Transition Sunday Summer Solstice
<b>July</b>	Summer hiatus Meetings, small groups & dinners, but no regular celebrations at United Churches Lughnasadh/Lammas
<b>August</b>	Fort Flagler Fall Retreat

## ***Youth and Children's Programs***

On most Sundays, Celebration begins with a children's time. Usually this includes the reading or telling of a story by a Community member to the children, sometimes followed by discussion between the children and the adults about the reading. From 5:20 to 6:30, the children and youth leave the adults and do other activities. Currently, there are four groups: preschool, grade school, middlers, and a youth group (sixth grade and up).

**Child care for preschoolers:** Childcare is available from 5:00 until 6:30 on Sunday evenings, although many of the preschoolers attend the children's part of the celebration and then go to the playroom when the other children leave for their classrooms. The childcare provider is hired and paid by the CIC. Parents are always welcome to assist, and sometimes are asked to help if the number of children is large, if the childcare worker is absent, or if their child is new and having difficulty separating. Activities include snack, story, art, and free play with toys.

### **The community gives the children opportunities**

- To learn about religions, the world, our community, each other, themselves, and other topics.
- To do art, music, drama, storytelling, listening and other things.
- To talk about themselves, each other, the CIC, what's going on in world and other important matters.
- To choose what they want to learn and do.
- To be imaginative.
- To be serious.
- To be excited.
- To have fun.

### **The community asks the children**

- To respect themselves, the other children, and the grownups.
- To sometimes do things even when they don't really want to.
- To be considerate of others.
- To ask for help when they want it.
- To give helpful suggestions if they don't like what's going on.
- To praise each other.

**Grade school program:** This program is for children in kindergarten through fifth grade (although some kindergarteners prefer to remain in the preschool group for an additional year). The group has a hired teacher/facilitator who develops an ongoing relationship with the group members, takes charge of the rituals of the group (e.g., snack, candle-lighting). Volunteers are also welcome to share their own spiritual practice and activity ideas. Common activities are stories, art, music, fund-raising for selected causes, writing, playing outside, and enjoying a snack together.

In the box on the previous page you will see the Children's Program "call," or guiding principles.

**Middlers & Youth group:** The middlers and youth groups are made up of middle school and high school age people, under the leadership of hired leaders, with the assistance of parents or other CIC



adults. Sometimes the idlers and high schoolers attend separate groups; at other times they are combined. Meetings are at the United Churches (during celebration time) or occasionally at participant's homes or elsewhere. Emphasis is on forming a group with some cohesion, and doing things together. In the recent past, activities have included film and pizza nights, cooking for CIC, fund-raising for the group itself and for charitable causes, community service, and field trips.

The youth group also has a call, which was developed by a former youth group and is revisited from time to time.

### **The community gives the youth opportunities**

- To learn about their religion and other religions
- To do art, music, drama, storytelling, listening and other things .
- To talk about themselves, each other, the CIC, what's going on in the world, and other important matters.
- To choose how and what they want to learn and do, and to get help in following through.
- To do activities outside the church.
- To have fun.

### **The community asks the youth**

- To respect themselves and other people.
- To occasionally do things even when they don't really want to.
- To be considerate of others.
- To ask for help when they want it.
- To give helpful suggestions if they don't like what's going on.
- To acknowledge each other.

## ***Spiritual Practice and Study Groups***

A variety of small groups meet during the week, including both practice groups (e.g., several meditation groups , a women ' s spirit circle, a chanting group) and book study groups, which convene from time to time (anyone can initiate one) around a book that several people are interested in discussing. Recent titles have included Stephen Levine's A Year to Live and Caroline Myss' Anatomy of the Spirit. Current and recent groups include the End-of-Life Group, Progressive Christianity Book Group, and the Parents of Teens Group.

As CIC grows, small groups are the ideal setting in which to get to know people better, to share conversation and personal stories and life changes . The existence and success of small groups in CIC depend upon the willingness of people to convene them (picking a topic, finding a place, publicizing in the newsletter) and to attend them.

Watch the ***Wavelinks*** for current group topics, meeting dates and locations.

## ***The Retreats***

CIC has two big annual retreats, spring and fall, at Fort Flagler. Our retreats are many things to many

people: Renewal with nature and self; time with fellow CICers and their guests; communal cooking; walking; dreaming; playing music; singing and dancing.

**Fort Flagler:** Fort Flagler is located on the south shore of the Strait of Juan de Fuca near Port Townsend on the Olympic Peninsula. This highly popular site offers old wood barracks for sleeping (and a group camp for those who choose to sleep outside), cooking and congregating, as well as beach and inland hikes in fairly pristine terrain. The Spring retreat is always for two full days (noon Fri. to noon Sun.) in May, usually the weekend before Memorial Day weekend. The Fall retreat is always over Labor Day weekend (noon Fri. to noon Mon. ) .

There is a modest fee per person per night (about \$10).

### ***Service to the Wider Community***

**Salvation Army Complimentary Kitchen (formerly known as Bread & Roses):** Some CICers (adults and youth) take on as a call a one-night-a month staffing of the large downtown Community Kitchen where hungry people are fed for free. We split into two groups, with one preparing the Saturday night supper while another serves and cleans up.

**The Fruit Sale:** Many CIC members (children included) take part in a late autumn fruit sale to raise money for worthy causes (in recent years it has often included the Salvation Army Complimentary Kitchen). The sale is truly labor intensive. There is the task of taking orders from households who want a share of the shipment of tree-ripened grapefruit, juice oranges, and organic satsumas; arranging the shipment, unloading the shipment and inspecting each box, and, finally, delivering the fruit to homes. Many longtime buyers consider the arrival of CIC fruit a part of their holiday tradition. In recent years, we have also sold organic fair-trade chocolate and coffee.

**Emergency Overflow Shelter:** Each winter some local congregations offer their buildings as shelter for homeless women and families, if needed. When the United Churches hosts the shelter, CIC helps out by staffing it with two people each night for a week.

### ***Other Things***

**Second Thursday Dinner:** CICers who wish can get together for dinner every second Thursday of the month at 6 pm at a local restaurant. It is an opportunity to see friends, make new ones and have a good time over good food.

**Music Before Celebration:** Most Sundays, at 4:30 pm, musicians are invited to gather and practice the music that will be used in the early celebration. We try to adjust our selections to the instruments available. (Please let Dick Hauser know of your interest.)

**Dinners for Eight:** During the summer, when we don't meet regularly for Sunday celebrations, CICers can organize potlucks, held on different dates at several homes.

## How We Get Things Done

### ***Everyone Helps Out***

A good deal of the work done in CIC is performed by the people who attend. We constantly rely on volunteers to lead children's activities, be greeters, provide snacks, tell stories, help out with special celebrations, etc. These needs are regularly announced at celebrations and in the newsletter.

### ***Individual Calls***

When someone agrees to do a job on an ongoing basis, for a year or more, we say s/he has "taken on a call." Taking on a call implies a sense of being called, or inclined by an inner motivation or clarity to do something. Calls can be initiated by the congregation ("We need someone to do this. Is anyone willing?") or by an individual ("I want to do this as part of my contribution of time to CIC. Do you affirm me in this?")

Some examples of calls: setting up the room for celebrations; taking minutes at business meetings; helping to lead celebrations; representing CIC at meetings of Interfaith Works; Town-hall Meeting Facilitator; Treasurer.

Individual calls are recorded and overseen by the Call Shepherd. People begin or end calls, usually, at the Annual Meeting of CIC in January each year.

### ***Staff***

There are some things that the congregation has agreed to pay to have done, rather than waiting for someone to feel "called". Right now CIC's paid people are the minister, who works half-time (see job description), the Youth and Children's Program Coordinator, and staff for our children's and youth programs.

### ***Newsletter***

Our newsletter is called ***Wavelinks*** and is e-mailed out twice a month (except July & August). Paper copies are mailed to those who do not have e-mail access, ***Wavelinks*** contains all the essentials: information about upcoming celebrations and events, notes from town-hall and other meetings, general news and announcements briefly stated. If you want to put something in the newsletter, get the information to the editor by the deadline mentioned on the previous ***Wavelinks***.

### ***Town-hall Meetings***

We maintain ourselves as an organization — plan, make decisions, and implement them — through a "committee of the whole" which meets approximately once a month. These gatherings are called town-hall meetings and are open to any active adult participant in CIC.

Decisions at town-hall are made by consensus, a process designed to draw forth the best thinking of the group and arrive at the most creative resolution. Unlike voting, it avoids structuring the situation as an either-or proposition where people have to take sides between predefined and limited options. In a consensus process, anyone can object to a given statement of the solution, and we keep redesigning the solution to try to accommodate the essence of each objection. Ultimately, if a complete consensus is not possible, an individual can "stand aside" from the decision, saying, in effect, "I don't want to block the group from moving, but I disagree."

### ***Steering Circle***

Steering Circle works with the minister to provide leadership at the helm. Agenda for town-hall meetings is set by the Steering Circle, made up of Town-hall Facilitator, Call Shepherd, Finance Shepherd, Clerk, and the minister.

### ***Connections Committee***

The connections Committee, formed in 2003, has three main functions: minister support and feedback; personnel activities (such as coordination of evaluation and hiring), and communication (between the minister and the congregation, hearing out those who have concerns, and conflict resolution support and referral). The committee consists of up to five members, each serving two year terms; three are volunteers from the congregation and two are appointed (invited) by the minister.

### ***Membership committee***

This committee, formed in 2004, welcomes and orients new CIC participants.

### ***Annual Meeting***

Once a year, in January, a town-hall meeting is held on Sunday evening during the 5:00 pm celebration time. Everyone is asked to attend so the organizational framework can be set up for the year to come. At this meeting the budget for the year is adopted, the minister gives a state of the CIC report, and we receive reports from various committees and steering circle members.

Other celebrations (particularly in January) from time to time are centered on aspects of CIC's health and well-being, because we do not want to separate the congregation's spiritual life from its political, social, and organizational life. They are all connected.

### ***Ministers of Presence***

This is a group of people who want to be present to other CICers when they need extra attention or help, or just want someone to talk to. The ministers of presence are not acting as therapists or counselors, but they value the care-giving aspect of being in a community together. They practice "active listening" and will maintain confidentiality. Feel free to ask one of them for some time when you need it. (See "Calls" or *Wavelinks* for their names.)

## ***Joining the Congregation***

People who attend CIC may become active members of the congregation if they:

1. participate in CIC activities;
2. give time or money or both to the congregation;
3. tell the congregation, or at least the minister, that they would like to be considered a member;  
and
4. agree to let the congregation, or at least a minister, know when they no longer wish to be considered a member.

At the time of joining, people will be asked whether they also want to be personally listed as affiliated with the United Church of Christ, our parent denomination, described earlier in this manual.

## ***Change is Inevitable***

CIC is an evolving spiritual community. In 1998, the community undertook a self-examination through a series of Extraordinary Town Hall meetings. From this group emerged recommendations to establish a Steering Circle and to hire a Lay Minister for Children and Families. In 2003, beginning during an interim period between ministers, we again embarked on a self-evaluation process out of which emerged a confidentiality statement, a personnel and communication committee, and recommendations about governance and nurturing traditions. We make changes, big and small, as we recognize the need. For instance, the Lay Minister for Children and Families position was dissolved in 2003, largely due to financial considerations. Parents formed a curriculum committee, and volunteer coordinators stepped forward to support the children's programs. In 2004, a position was created for the Youth and Children's Program Coordinator. In recent years, we hired a youth leader and a middler leader. We tinker with the Town-hall format to improve our communication with each other. We try to be mindful that organizational process is also important spiritual work.

## ***Documents Available Upon Request***

The following documents, relevant to organization of CIC, are available to those interested. Call the CIC office, or check the mail table at United Churches during Celebration.

- Town-hall Presenter Checklist
- Formal Consensus Decision making Guidelines
- Statement of General Principles of Confidentiality
- Member Address and Phone List
- Current Call List
- Current year's budget

## **How we Raise and Spend Money**

CIC's activities are made possible by individual gifts we contribute, based on our sense of shared commitment to support our community. We openly discuss the finances of the community and decide together how to spend these common funds to sustain the framework of our shared spiritual life, and to respond to the needs of others.

Adopted 9/24/3006

### ***The Pledge***

The congregation relies solely on pledges and donations from individual CIC members and friends for its financial support. (We hold to a philosophy that money raised through other activities, such as the fruit sale, should be used to benefit the wider community, not CIC.) As a congregation, we make or renew our pledges during a celebration in the late fall. People who want to begin pledging at another time of year should contact the Finance Shepherd.

Pledges range from several thousand dollars a year to promises of time rather than money. The money goes largely to pay salaries and other fixed costs, including rent. All donations to CIC are received and disbursed by our indefatigable Treasurer, who gives an accounting annually. Pledge checks can be left in the "begging bowl" at celebrations, or mailed to:

Lester Krupp  
CIC Treasurer  
220 18th Ave 8E  
Olympia WA 98501

### ***The Begging Bowl***

"Begging bowl" is a term borrowed from Buddhist tradition, referring to the bowl in which monks would ask for rice and other contributions to their support. We present our bowl during our Sunday services as a symbolic and concrete reminder of our community's need for financial sustenance. The begging bowl collects pledged donations and contributions from visitors, newcomers and non-pledging members.

### ***The Budget***

The budget for the calendar year is prepared in December, on the basis of pledges received, and submitted at the Annual Meeting in January for approval or revision by the congregation. Anyone who would like to participate in the budget drafting process, or to suggest line items for inclusion, is welcome to talk with the Finance Shepherd.

## **Minister's Position Description Community for Interfaith Celebration**

The Minister is the member of the community who is paid to attend to and nurture the well being of the CIC as a whole and assist the community in clarifying and carrying out the CIC Call. The term Minister is means generically to refer to this leader, who encourages the spiritual life of the community and provides for the administrative needs of the organization. The responsibilities of the half-time Minister's position are listed below.

### ***Encouraging the Life of the Community***

#### ***The Minister's primary responsibilities are***

1. Plan regular Sunday evening and special celebrations. This includes scheduling, establishing themes, developing liturgy, and organizing various elements of the service, including the children's story, the music, and dancing. Work as a teacher and resource for community members who lead celebrations or parts of celebrations.
2. Take responsibility for leading two celebrations per month, and for assisting volunteers with the remainder.
3. Perform or coordinate sacraments and special rituals within CIC as needed, including communions, baptisms, weddings and commitment ceremonies, memorial services, and rituals to receive new members.
4. Give individual attention as requested by CIC members in need, or make appropriate referrals to community members trained as Ministers of Presence, the Community Needs Group, or to professional counselors.
5. Attend CIC annual community retreats—fall and spring, currently held at Fort Flagler.

#### ***In collaboration with the membership, and as time permits, the Minister will***

1. Promote communication, mutual ministry, and creative initiative within the community.
2. Welcome newcomers to celebrations and help them find a place within the community as either a member or participant.
3. Encourage the development of study and social groups.
4. Provide consultation and share resources with those responsible for the children and youth programs and attend parent meetings as time permits.

#### ***Administrative Tasks***

1. Attend CIC Town Hall and Annual Meeting. Meet with the Steering Circle to establish Town Hall agendas and provide direction to the community.
2. Develop regular staff reports for Town Hall meetings.

3. Work with the UCC Caucus within CIC to maintain ties with the denomination.

***These tasks may be handled by the minister, or may be delegated to others, as appropriate***

1. Handle or delegate essential paperwork required to meet CIC's obligations as a non-profit corporation.
2. Oversee hiring and payment of teachers.
3. Write articles and information pertaining to celebrations and children's program for the twice-monthly newsletter, *Wavelinks*.
4. Screen CIC mail and phone calls and delegate responsibility for priority items.
5. Direct volunteers in the CIC office.
6. Maintain and/or develop relationships with other clergy and with interfaith organizations in the community (such as Interfaith Works and Campus Ministries), as time permits.



## **Job Description for "Youth and Children's Program Coordinator" (YCPC)**

### ***Communication***

The YCPC acts as a liaison between and amongst children, youth, families, teachers, volunteers, Minister, CIC governing bodies and the CIC community. The primary responsibility of the YPCP is communication. The YCPC has responsibility for tracking schedules of programs, as well as relaying information and needs. The primary responsibility of the volunteer coordinators is to plan themes, develop curriculum, and recruit volunteers. Responsibilities:

1. YCPC will attend Celebration every Sunday from 4:45-6:45 pm. S/he will:
  - Connect with children's program staff pre and post children's program
  - Periodically check in during class time.
  - Find substitutes for volunteer or children's program staff as needed (e.g. for cancellations, illness, etc.)
  - Support and assist volunteer coordinators in recruiting classroom volunteers as needed and as time permits, either at celebration or by phone or email.
  - Welcome and orient new families attending on any given Sunday.
2. YCPC will have regular contact with all volunteer coordinators.
3. YCPC will attend Children's and Youth Curriculum planning meetings as needed.
4. YCPC will phone to remind volunteers about classroom assignments and to check in about whether they have a curriculum plan.
5. YCPC will write and submit an article to Wavelinks each issue (about twice a month) to relay program schedule, volunteers, welcomes, highlights, accolades, gratitudes, projects, wish list, etc. S/he will solicit info and input from the children and teachers for articles.
6. YCPC will provide a written report to each Town-hall meeting and attend as needed.
7. YCPC will communicate as needed with the Minister re: Youth and Children's Programs and will inform the Minister about family and individual needs and emergencies that are beyond the scope of the YPCP's duties.
8. YPCP may solicit help from the CIC Community as needs arise.

### ***Administration***

- YCPC will keep record of children's program staff hours and give log of hours to minister (or person in charge of payroll) at tile end of each month
- YCPC will assist in hiring of children's program staff, as needed.
- YCPC will meet with Connections committee as requested by Connections and/ or YCPC at least once a year.
- YCPC will abide by the CIC Confidentiality Policy and orient, model and guide teachers and volunteers as needed.

***Hours and Compensation***

YCPC will work 4.5 hours weekly (depending on funding), including attendance on Sundays YCPC will be paid \$14.50/hour (no benefits) for 10 months (from 3rd week of August to 3rd week of June). CIC will pay the required Social Security and Worker's Compensation

***Skills required***

- good communication (written and oral) and organizational skills
- computer skills (word processing and email) and regular access to email