

CIC Guidebook

An Introduction to the Community for Interfaith Celebration



Revised January 2022

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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, and agnostic.

We hope to nurture the spiritual quest of each person in the group, and although our paths differ, we find common ground. We strive to be 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, but consider our call to be of central importance to our intention and 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 have evolved. The current call was adopted at the Annual Meeting in January, 1996, and we use it as a guideline to help focus our energies until we feel there are 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 located in the United Churches of Olympia and meetings are held at various locations including in the homes of members. Office phone: 360.943.4822. Email:

cicolymphia@comcast.net Website: www.oly-wa.us/CIC/ and on Facebook at: <https://www.facebook.com/communityinterfaithcelebration/>

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, the community disassociated from the Presbyterian affiliation.

CCC was always a place for people who were not comfortable in more conventional congregations. 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 including: Christian, Jewish, Earth-centered, Buddhist, 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. Usually there are 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 as adults.

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.

The Community for Interfaith Celebration (CIC) seeks to welcome people of every race, sex, nationality, age, physical ability, intellectual or developmental level, sexual and gender identity.

CIC has been an Open & Affirming congregation since 1987. Open and Affirming is the term used in the United Church of Christ for congregations which welcome gay, lesbian, trans, and bisexual people as members and leaders. In 1989 CIC sponsored the first openly lesbian ministerial candidate to be ordained in the Pacific Northwest Conference.

CIC maintains an ongoing commitment to honor diversity and welcome each person on their journey. We commit to reviewing our actions, both as individuals and as a community, to ensure they reflect our affirmation. This commitment is part of our effort to address oppression in the wider community.

There is room for all of us here.

UNITED CHURCH OF CHRIST AFFILIATION

CIC has continued its affiliation with the Pacific Northwest 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 and led dances at one Annual Meeting.

OUR INTERFAITH MINISTER

Rev. Corey Passons has been the Interfaith Minister of CIC since August of 2016. He holds a Master of Divinity from Seattle University's School of Theology and Ministry and was ordained in the United Church of Christ in August of 2021. His own

spirituality is rooted in Christianity and is also influenced by his travels in India with his then fiancé and now wife, Bethanie Sand. This journey opened his eyes to the ancient wisdoms of Yoga, Buddhism, Taoism, and Hinduism and confirmed a sense of trust in the multivalent expression of spiritualities, from person to person and religion to religion, that no one tradition can contain the full expression of the great Mystery.

PREVIOUS MINISTERS

Jim Symons	1973-1981
Michelle Prentice	1982
Tricia Hamilton	1982-1986
Jo Curtz	1986-2001
JJ Crow	2001-2002
Kathleen Peppard	2002-2015
Leeann Tourtillott	2015-2016

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 Interfaith Minister, and the rest by other CIC participants, with occasional guest speakers. Celebrations are on Sunday evenings from 5 to 6:30.

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.

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.

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, etc.

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 gatherings.

Below is a list of common celebration observations during a CIC year:

September - Reunion Sunday, Fall Equinox, Rosh Hashanah

October - Yom Kippur, Sukkot, Day of the Dead

November - Thanksgiving, Pledge Drive

December - Advent, Solstice Potluck, Bodhi Day, Chanukah, Christmas Eve

January - Epiphany, CIC Annual Meeting, Martin Luther King Day

February - Imbolc/Candlemas

March - Ash Wednesday, Spring Equinox, Seder

April - Easter, Passover

May - Beltane/May Day, Wesak, Fort Flagler Spring Retreat

June - Shavout, Pentecost, Transition Sunday, Summer Solstice

July - Summer hiatus (various small groups continue, tbd)

August - 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. Between 5:20 to 6:30, the children and youth leave the adults and do other activities. Currently, there are three groups: preschool, grade school, and a youth group (sixth grade and up).

The Community Provides Opportunities for our Youth and Children:

- to learn about world religions, community, and themselves
- to make art, music, drama, tell and hear stories
- to talk about themselves, each other, CIC, and what is happening in the world
- to contribute in choosing what they want to learn and how
- to be imaginative, authentic, serious, excited, and have fun!

The Community Invites the Youth and Children:

- to respect themselves, their peers, and the adults
- to be willing to try new ideas and activities

- to be considerate of others
- to praise each other
- to give suggestions for what they want and like
- to ask for help when they want it and offer suggestions

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.

GRADE SCHOOL PROGRAM

This program is for children in kindergarten through fifth grade (although some kindergartners 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.

MIDLERS & 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 middlers 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, fundraising for the group itself and for charitable causes, community service, and field trips.

SPIRITUAL PRACTICE & 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), End of Life

group, Social Justice Committee, and book study groups, which convene from time to time.

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.

THE RETREATS

CIC has two annual retreats, spring and fall, at Fort Flagler. Our retreats are many things to different 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 popular site offers old wood barracks for sleeping, 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 with reduced rates for children.

SERVICE TO THE WIDER COMMUNITY

SALVATION ARMY COMMUNITY 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 Community 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, packing the individual boxes for the orders, 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.

OTHER THINGS

DINNERS FOR EIGHT

During the summer, when we don't meet regularly for Sunday celebrations, CIC members 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; Townhall 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 Interfaith Minister, who works half-time (see job description below), the Youth and Children's Program Coordinator (aka YCPC, see job description below), and staff for our children's and youth programs.

NEWSLETTER

Our newsletter is called *Wavelinks* and is e-mailed out weekly (except July & August). Paper copies are mailed to those who do not have email access. *Wavelinks* contains all the essentials: information about upcoming celebrations and events, notes from townhall 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*.

TOWNHALL 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 townhall meetings and are open to any active adult participant in CIC.

Decisions at Townhall 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 pre-defined 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 for the community. Agenda for Townhall meetings is set by the Steering Circle, made up of Townhall Facilitator, Call Shepherd, Finance Shepherd, Clerk, and the Interfaith Minister. Steering Circle receives regular updates from members of the Connections Committee and the YCPC.

CONNECTIONS COMMITTEE

The connections Committee, formed in 2003, has three main functions: minister support and feedback, personnel activities (such as coordination of the annual CIC evaluation and hiring), and support resolution processes between community members and paid staff if conflicts arise. The committee consists of three members, each serving two year terms; two are volunteers from the congregation and one is appointed (invited) by the interfaith minister.

ANNUAL MEETING

Once a year, in January, a Townhall meeting is held on Sunday evening during the 5:00 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 someone to listen to a specific issue or concern. The ministers of presence are not acting as therapists or counselors, rather, they value the care-giving aspect of being in a community and practice "active listening" while maintaining confidentiality. Feel free to reach out to one of ministers of presence for some time for being heard. (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 Townhall 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 Townhall 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 on our website or via request by email:

- Townhall 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 9/24/2006

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 Treasurer, who gives an accounting annually. Pledge checks can be left in the “begging bowl” at celebrations, or mailed to the current CIC Treasurer

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.

STAFF JOB DESCRIPTIONS

INTERFAITH MINISTER

The duties of the Minister are to attend to and nurture the well being of the CIC as a whole, and to assist the community in clarifying and carrying out its mission statement. The tasks of the minister fall into two categories: encouraging the spiritual life of the community and providing for the administrative needs of the organization. The responsibilities in both areas are listed below, roughly in order of priority.

Responsibilities for Encouraging the Life of the Community:

1. Plan for regular (Sunday evening) and special Celebrations. This includes scheduling, establishing themes in coordination with the Celebration Planning Committee, developing liturgy, and developing (or delegating the development of) dance and music. Work as a teacher and resource for community members who lead Celebrations or parts of Celebrations. Work with the Youth and Children's Program Coordinator to coordinate themes and schedules with the children's programs.
2. Take responsibility for leading two Celebrations per month, and assist volunteers with the remainder. The minister is expected to be an active participant of the community.
3. Lead or delegate leadership of artistic practices such as music, poetry and dance.
4. 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.
5. Give individual attention as requested by CIC members in need, or make appropriate referrals to the Community Needs Team or community members trained as Ministers of Presence or to professional counselors.
6. Attend CIC annual community retreats, fall and spring, at Fort Flagler State Park.

In Collaboration with the Membership and as time permits:

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

Administrative Tasks (may be delegated to others as appropriate):

1. Attend CIC Steering Circle, Townhall, Celebration Planning, and Annual Meetings.
2. Develop regular reports for Townhall meetings.
3. Meet with the Steering Circle to establish Townhall agendas and provide direction to the community.
4. Write articles pertaining to celebrations for the weekly newsletter, *Wavelinks*.
5. Screen CIC mail, email and phone calls and delegate responsibility for priority items.
6. Direct volunteers in the CIC office.
7. Maintain ties with the UCC including attending the Annual Meeting of the Pacific Northwest Conference of the United Church of Christ.
8. Handle or delegate essential paperwork required to meet CIC's obligations as a non-profit corporation.
9. Maintain and/or develop relationships with other clergy and with interfaith organizations in the community (such as The United Churches of Olympia (TUCO), Interfaith Works and Thurston County Ministries in Higher Education), as needed.

YOUTH AND CHILDREN'S PROGRAM COORDINATOR (YCPC)

The YCPC acts as a liaison between and amongst children, youth, families, teachers, volunteers, Connections Committee, Steering Circle, Minister, and the CIC community. The primary responsibility of the YCPC is children's program oversight. The YCPC has responsibility for tracking schedules of programs, recruiting and coordinating volunteers, and relaying information and needs. The primary responsibility of the children's program classroom staff is to plan themes and activities, and develop curriculum with parent involvement.

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
 - Be available to staff, kids and families during class time.
 - Find substitutes for volunteer or children's program staff as needed (e.g. for cancellations, illness, etc.)
 - Welcome and orient new families attending on any given Sunday.
2. YCPC will supervise children's program staff and report evaluation findings and concerns to the Connections Committee.

3. YCPC will attend Children's and Youth Curriculum planning meetings as needed.
4. YCPC will receive curriculum plan from children's program staff on a regular basis and distribute to parents for review.
5. YCPC will provide a written report to each Town-hall meeting and attend as able. In the event that the YCPC cannot attend a Town-hall meeting, arrangements will be made to send YCPC information to the meeting with a representative.
6. YCPC will communicate as needed with the Connections Committee, re: Youth and Children's Programs and will inform them about family and individual needs and emergencies that are beyond the scope of the YCPC's duties.
7. YCPC may solicit help from the CIC Community as needs arise.

Administration:

1. YCPC will keep record of children's program staff hours and give log of hours to the payroll clerk at the end of each month
2. YCPC will solicit parent questionnaire response and evaluate all children's program staff in November of each year in collaboration with Connections Committee
3. YCPC will assist in hiring of children's program staff, including being a member of the hiring committee and managing all necessary new hire paperwork (running WA State Patrol background check, collecting completed I-9, W-4 and Disclosure Statement, as well as going over the CIC Confidentiality Policy with employee).
4. YCPC will meet with Connections Committee at least once a year.
5. YCPC will abide by the CIC Confidentiality Policy.
6. YCPC will maintain employee files (kept in the CIC office) containing all application paperwork, hiring paperwork and appropriate documentation.

PAYROLL CLERK

The CIC Payroll Clerk is responsible for tracking payments to employees and issuing pay stubs as needed. In addition the Payroll Clerk assists in processing forms related to background checks for new employees.