



Coming of age

*Coming of Age
Program Guidebook
2009*

Contents

WELCOME	3
PROGRAM MISSION	3
SUMMARY OF EVENTS	4
Kick-Off and Family Orientation Day	4
Separation Day.....	4
Ropes Course	5
Who Am I? Finding the Treasure	5
COA and CSL Middle School Movie and Pizza Night	6
Spirit Awareness Day	6
Service Day.....	7
Rites of Passage Overnight Weekend.....	7
Vision Quest Prep and Fun Day	8
Vision Quest Weekend	8
Vision Quest Debrief and Reincorporation Prep	9
Reincorporation Ceremony and Celebration	9
COA Alumni Picnic.....	10
JOB DESCRIPTIONS	11
SPIRITUAL COMPANION COMMITMENT	26
CODE OF CONDUCT FOR SPIRITUAL COMPANIONS	27
CODE OF ETHICS	31
POLICIES AND PROCEDURES	38
CALENDAR.....	42
SPIRITUAL COMPANION CALENDAR 2009	44
COA ORGANIZATIONAL CHART.....	45

WELCOME

Welcome to Coming of Age! We are pleased and that you have chosen to participate in the program this year. This Guidebook is designed to give you an idea of what the program is about, what will be happening, and what standards we hold ourselves accountable to. Please feel free to refer to it, and to ask questions if anything is not clear. Fasten your seatbelts, and sit back to enjoy an amazing ride!

PROGRAM MISSION

The mission of the Coming of Age Program is to inspire youth of all backgrounds to know and live their personal truth, gain an increased awareness of their connection with Spirit, utilize their intuitive powers and inner compass. Through the promotion of trust, teamwork, interconnectedness and leadership, Coming of Age furthers the growth and expansion of authenticity, a sense of purpose, sense of purpose, and consciousness for all its participants.

Coming of Age – 2009

SUMMARY OF EVENTS

Kick-Off and Family Orientation Day



MISSION:

Provide an overview and experience of COA for youth, family and spiritual companions

INTENTIONS:

Trust, courage, intelligence, revelation, and fun

IMPLICATIONS:

Introduce all participants; get to know those who are with you on the journey; expose participants to some of the COA rituals

SOM CORE CONCEPT ADDRESSED:

#5: This is a Universe of Wholeness, embracing all seeming opposites. Each human being is endowed with free will and can thus choose to experience freedom or bondage, abundance or lack, joy or misery, all of which lie within the Infinite Inclusivity of God.

Separation Day



MISSION:

To start the journey; transition of roles for families, youth, spiritual companions; gain a personal awareness that all participants are on the journey

INTENTIONS:

Build trust, openness

IMPLICATIONS:

Based in an African tradition, a ceremonial separation between families and youth; ceremonial connection between spiritual companions and youth

SOM CORE CONCEPTS ADDRESSED:

#1: One Cosmic Reality Principle and Presence. Each Human being is a creation of God, made of the God-substance, a unique, individualized incarnation of Spirit. This Incarnated Spirit is my Essence and the Essence of every human.

#2: The threefold nature of God and humankind. Each human being is a projection of God in microcosm. Thus he or she is endowed with the threefold nature of God, and expresses that nature in all three aspects or modes of his/her being – spirit, soul and body.

Ropes Course

MISSION:

Creating a community through courage and teamwork

INTENTIONS:

Faith, courage, trust, confidence, leadership

IMPLICATIONS:

Climbing, flying, transformation, teamwork, leadership

SOM CORE CONCEPTS ADDRESSED:

- #3: The Power of Thought. Since human spirit is One with Universal Spirit and the human subjective merges with the Universal Subjective, all human thought is creative and re-enacts the Divine Creative Process.
- #5: This is a Universe of Wholeness, embracing all seeming opposites. Each human being is endowed with free will and can thus choose to experience freedom or bondage, abundance or lack, joy or misery, all of which lie within the Infinite Inclusivity of God.



Who Am I? Finding the Treasure

MISSION:

Increase my sense of self-worth, expand my awareness of who I am and why I am here.

INTENTIONS:

Authenticity, Certainty of Truth, Love and Gratitude, Inspiration, Entertainment, Everything is possible...

IMPLICATIONS:

Spaceship Ride, Values Identification, Credo Statement and Vision.

SOM CORE CONCEPTS ADDRESSED:

- #1: One Cosmic Reality Principle and Presence. Each Human being is a creation of God, made of the God-substance, a unique, individualized incarnation of Spirit. This Incarnated Spirit is my Essence and the Essence of every human.
- #3: The Power of Thought. Since human spirit is One with Universal Spirit and the human subjective merges with the Universal Subjective, all human thought is creative and re-enacts the Divine Creative Process.
- #5: This is a Universe of Wholeness, embracing all seeming opposites. Each human being is endowed with free will and can thus choose to experience freedom or bondage, abundance or lack, joy or misery, all of which lie within the Infinite Inclusivity of God.
- #10: Christ Consciousness. Each human being partakes of the nature to the degree that the Cosmic Christ is recognized and revealed through him or her. To that degree, he or she becomes the Christ.

COA and CSL Middle School Movie and Pizza Night



MISSION:

Deepen self-awareness and community through communication; experience the coming of age of others through film

INTENTIONS:

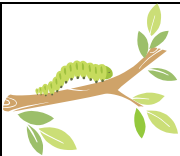
Respect, connection, play, trust

IMPLICATIONS:

Movies, reflection, shared indoor overnight experience (COAer's only).

SOM CORE CONCEPTS ADDRESSED:

- #7: This is a Reciprocal Universe. Human life demonstrates the reciprocal nature of the Universe in the Laws of attraction, giving and receiving, mental equivalents, done and being done by, and other such principles.
- #8: The Power of Forgiveness. Human forgiveness is the process that frees us to live in the Eternal Now. It is essential that we wholly forgive ourselves and others before real spiritual growth can flourish.



Spirit Awareness Day

MISSION:

Personal experience of one's connection to Creator/Spirit

INTENTIONS:

Unity, trust, integrity, honor, oneness

IMPLICATIONS:

Silence, golden thread, darkness, preparation for Vision Quest

SOM CORE CONCEPT ADDRESSED:

- # 5: This is a Universe of Wholeness, embracing all seeming opposites. Each human being is endowed with free will and can thus choose to experience freedom or bondage, abundance or lack, joy or misery, all of which lie within the Infinite Inclusivity of God.

Service Day

MISSION:

Demonstrate community service as individual responsibility; experience the oneness of giver's gain

INTENTIONS:

Partnership, contribution, teamwork, results

IMPLICATIONS:

Service projects at CSL and off site from CSL, visibility, community involvement, giving back

SOM CORE CONCEPTS ADDRESSED:

- # 6: This is an Abundant Universe. The infinite bounty of Spirit is the birthright of every human. I am a child of God, created as a finite expression of Good. Thus, I am heir to all the Good there is simply because of Who I Am.
- # 7: This is a Reciprocal Universe. Human life demonstrates the reciprocal nature of the Universe in the Laws of attraction, giving and receiving, mental equivalents, done and being done by, and other such principles.
- #10: Christ Consciousness. Each human being partakes of the nature to the degree that the Cosmic Christ is recognized and revealed through him or her. To that degree, he or she becomes the Christ.



Rites of Passage Overnight Weekend

MISSION:

Formally recognize passage from childhood to practicing young adulthood; formally recognize a growth process from one phase of life to another; explore gender roles

INTENTIONS:

Release and accept, honor, wholeness, courage, bonding, joy, faith, wisdom

IMPLICATIONS

Shared activities within same-gender groups to explore gender roles – the masks that we wear. Honoring of the bridge that has been crossed.

SOM CORE CONCEPTS ADDRESSED:

- # 3: The Power of Thought. Since human spirit is One with Universal Spirit and the human subjective merges with the Universal Subjective, all human thought is creative and re-enacts the Divine Creative Process.
- # 6: This is an Abundant Universe. The infinite bounty of Spirit is the birthright of every human. I am a child of God, created as a finite expression of Good. Thus, I am heir to all the Good there is simply because of Who I Am.
- # 9: Immortality. “Death” is a human concept, not a Divine idea. The Essence of every human is the incarnation of Spirit at the center of his/her being. This Essence is eternal and changeless.

Vision Quest Prep and Fun Day



MISSION:

Education and information

INTENTIONS:

Clarity and commitment

IMPLICATIONS:

Packing instructions for youth and parents, Youth: self-preparation (things, eating, sleeping, reflection)

SOM CORE CONCEPT ADDRESSED:

2: The threefold nature of God and humankind. Each human being is a projection of God in microcosm. Thus he or she is endowed with the threefold nature of God, and expresses that nature in all three aspects or modes of his/her being – spirit, soul and body.



Vision Quest Weekend

MISSION:

Personal transformation and new sense of self

INTENTIONS:

Expansion and metamorphosis

IMPLICATIONS:

Ceremonies, initiation, sweat lodge, fasting and feasting, self-awareness

SOM CORE CONCEPTS ADDRESSED:

- # 1:** One Cosmic Reality Principle and Presence. Each Human being is a creation of God, made of the God-substance, a unique, individualized incarnation of Spirit. This Incarnated Spirit is my Essence and the Essence of every human.
- # 2:** The threefold nature of God and humankind. Each human being is a projection of God in microcosm. Thus he or she is endowed with the threefold nature of God, and expresses that nature in all three aspects or modes of his/her being – spirit, soul and body.
- # 3:** The Power of Thought. Since human spirit is One with Universal Spirit and the human subjective merges with the Universal Subjective, all human thought is creative and re-enacts the Divine Creative Process.
- # 4:** The Power of Prayer. The human re-enactment of this Cosmic Creative Process is naturally and eternally happening, with or without our awareness. In this process, prayer, or spiritual mind treatment, is one effective way to increase our belief in the acceptance of the Universal God, the Cosmic Well-being inherent within us.
- # 8:** The Power of Forgiveness. Human forgiveness is the process that frees us to live in the Eternal Now. It is essential that we wholly forgive ourselves and all others before real spiritual growth can flourish.
- # 9:** Immortality. “Death” is a human concept, not a Divine idea. The Essence of every human is the incarnation of Spirit at the center of his/her being. This Essence is eternal and changeless.

Vision Quest Debrief and Reincorporation Prep



MISSION:

Opportunity to share; witness and close the VQ experience.

INTENTIONS:

Grounding, trust, validation

IMPLICATIONS:

Sharing circle, feedback, youth learn what is expected of them for
Reincorporation Day

SOM CORE CONCEPT ADDRESSED:

- # 5: This is a Universe of Wholeness, embracing all seeming opposites. Each human being is endowed with free will and can thus choose to experience freedom or bondage, abundance or lack, joy or misery, all of which lie within the Infinite Inclusivity of God.
- # 7: This is a Reciprocal Universe. Human life demonstrates the reciprocal nature of the Universe in the Laws of attraction, giving and receiving, mental equivalents, done and being done by, and other such principles.



Reincorporation Ceremony and Celebration

MISSION:

To formally bring families back together; to redefine roles in the family; acknowledge and reincorporate youth into CSL community as young adults

INTENTIONS:

Honor and celebrate wholeness, integrity, trust in community, joy, oneness, inspiration

IMPLICATIONS:

Ceremony, letters of new intent, dinner, gift honoring
Sunday: reading of Credos to CSL Community

SOM CORE CONCEPTS ADDRESSED:

- # 3: The Power of Thought. Since human spirit is One with Universal Spirit and the human subjective merges with the Universal Subjective, all human thought is creative and re-enacts the Divine Creative Process.
- # 6: This is an Abundant Universe. The infinite bounty of Spirit is the birthright of every human. I am a child of God, created as a finite expression of Good. Thus, I am heir to all the Good there is simply because of Who I Am.

COA Alumni Picnic

MISSION:

Assemble the greater COA community in love and celebration

INTENTION:

Joy, fun, celebration, reconnection, community

IMPLICATIONS:

Picnic and games

SOM CORE CONCEPT ADDRESSED

1: One Cosmic Reality Principle and Presence. Each Human being is a creation of God, made of the God-substance, a unique, individualized incarnation of Spirit. This Incarnated Spirit is my Essence and the Essence of every human.



JOB DESCRIPTIONS

Job Title/Position: *Program Director*

Reports to: Youth and Family Ministries Coordinator

Goal of Position: Key liaison between the Youth and Family Ministry Director and the Coming of Age Program. The Director is the “go to” person for policy and procedure implementation and interpretation.

Duties: Oversees the marketing and recruiting programs through the recruiting and marketing chair. Ensures that the program’s integrity and compliance with policies and procedures are maintained. Chair of the Wisdom Council, prepares the agendas and facilitates the meetings. Maintains communication with the Lead Youth Facilitator, Lead SC Facilitator and Lead Parent Facilitator to ensure the program runs smoothly and that any issues are addressed promptly. Assists lead Business and Event Chairs such as recruiting lead youth, parent, SC facilitators, lead admin and logistics, lead marketing and recruiting, finance and policy chairs as needed. Oversees the delivery of the curriculum, curriculum development and curriculum revisions. Accountable to the church for the financial affairs of the program.

Timeframe: Year round

Length of Commitment: Two years

Estimated Hours: Varies, up to eight hours per week

Qualifications/Requirements:

- 1) Previous experience as a facilitator in the Coming of Age program
- 2) Good interpersonal and communication skills
- 3) Member of CSL,
- 4) email available on a daily basis, cell phone
- 5) Understands the Code of Ethics and Policies and Procedures of the program
- 6) Has experience managing youth programs and/or working with youth, parents and volunteers
- 7) Completed Foundations or Beyond Limits
- 8) Approval of Washington State Patrol background check
- 9) Pays tuition on time at start of program

Benefits: Being part of a transformational program for youth and adults; supporting the continued success of Coming of Age

Job Title/Position: *Administrative Facilitator*

Reports to: Program Director and Finance Chair; coordinates with church staff

Goal of Position: Provides administrative support to facilitate the smooth operation of the Coming of Age program and events. Participates on Wisdom Council

Duties:

- 1) Helps staff COA recruitment table
- 2) Produces all forms needed for COA such as application forms, medical release forms, WA State Patrol check forms etc.
- 3) Schedules spiritual companion interviews, facilitator interviews and youth/parent interviews
- 4) Collects payment of program fees; ensures that all forms are completed and returned from participants – informs Finance Chair of payments
- 5) Collects receipts for reimbursement and approves as appropriate; informs Finance Chair of receipts for reimbursement; ensures payments are processed; may back up the Finance Chair if needed
- 6) Reserves transportation vehicles and sites for events
- 7) Develops and maintains a directory of participants
- 8) Helps develop an event calendar
- 9) Prepares event handouts
- 10) Reserves CSL facilities for scheduled meetings and activities
- 11) Helps procure supplies for events

Timeframe: Year round

Length of Commitment: Two years

Estimated Hours: Varies, up to eight hours per week

Schedule: No set schedule. Recruiting on Sundays between 9:30 am and 1 pm; other activities on an as needed basis. Works at CSL and from home.

Qualifications/Requirements:

- 1) Completed the Coming of Age program as a mentor/spiritual companion/facilitator
- 2) Good word processing and Excel skills
- 3) Good interpersonal and communication skills
- 4) Accessible to email on a daily basis
- 5) Completed Foundations or Beyond Limits
- 6) Member of CSL
- 7) Approval of Washington State Patrol check

Benefits: Being part of a transformational program for youth and adults; supporting the continued success of Coming of Age

Revised July 2008

Job Title/Position: *Finance Chair*

Reports to: Program Director; coordinates with Youth and Family Ministries Coordinator and church staff

Goal of Position: Provides financial management support to facilitate the smooth operation of the Coming of Age program; participates on the Wisdom Council; works closely with Administrative Facilitator

Duties:

- 1) Monitors tuition payments of youth, facilitators and SCs and notifies participants if payment has not been received
- 2) Manages the Coming of Age account at CSL regarding collection of fees and reimbursement of expenses
- 3) Tracks and records expenses against budget
- 4) Develops annual COA budget
- 5) Reports to the Program Director and the WC on the status of the Coming of Age account
- 6) Works with Administrative Facilitator on cost saving measures
- 7) Explores alternative funding mechanisms for Coming of Age such as grants, special donations from members, etc.

Timeframe: Year round

Length of Commitment: Two years

Estimated Hours: Varies, up to eight hours per week

Schedule: No set schedule.

Qualifications/Requirements:

- 1) Completed the Coming of Age program as a mentor/spiritual companion/facilitator
- 2) Good word processing and Excel skills
- 3) Good interpersonal and communication skills
- 4) Accessible to email on a daily basis
- 5) Completed Foundations or Beyond Limits
- 6) Member of CSL

Benefits: Being part of a transformational program for youth and adults; supporting the continued success of Coming of Age

Revised July 2008

Job Title/Position: *Recruiting and Marketing Chair*

Reports to: Program Director and Facilitators

Goal of Position: Develops and administers the recruiting and marketing program for Coming of Age; participates on the Wisdom Council; works closely with Administrative Facilitator

Duties:

- 1) Develops the recruiting and marketing program for Coming of Age both within CSL and outside the church
- 2) Recruits volunteers to carry out the program
- 3) Monitors results of activities and suggests ways to improve recruiting and marketing
- 4) Develops annual budget for marketing and recruiting
- 5) Reports to the Program Director and the WC on the status of recruiting and marketing
- 6) Works with Administrative Facilitator

Timeframe: Year round

Length of Commitment: Two years

Estimated Hours: Varies, up to eight hours per week

Schedule: No set schedule.

Qualifications/Requirements:

- 1) Completed the Coming of Age program as a mentor/spiritual companion/facilitator
- 2) Good word processing and excel skills
- 3) Good interpersonal and communication skills
- 4) Accessible to email on a daily basis
- 5) Completed Foundations or Beyond Limits
- 6) Member of CSL

Benefits: Being part of a transformational program for youth and adults; supporting the continued success of Coming of Age

Job Title/Position: *Secretary*

Reports to: Program Director

Goal of Position: Provides clerical support to the Wisdom Council; participates on the Wisdom Council; works with other WC members

Duties:

- 1) Prepares the agenda for the WC meetings after the agenda is written by the Program Director
- 2) Takes notes during WC meetings and distributes them to WC members
- 3) Maintains the “to do” list of action items and updates and distributes after them after each WC meeting
- 4) May assist the Administration Facilitator, Policy Chair or Finance Chair if asked

Timeframe: Year round

Length of Commitment: Two years

Estimated Hours: Varies

Schedule: No set schedule. WC meetings are usually in the evening

Qualifications/Requirements:

- 1) Completed the Coming of Age program as a mentor/spiritual companion/facilitator
- 2) Good word processing and excel skills
- 3) Good interpersonal and communication skills
- 4) Accessible to email on a daily basis
- 5) Completed Foundations or Beyond Limits
- 6) Approval of Washington State Patrol check

Benefits: Being part of a transformational program for youth and adults; supporting the continued success of Coming of Age

Job Title/Position: *Logistics Manager*

Reports to: Program Lead Facilitators and Program Director

Goal of Position: Provides event support with equipment and supplies; participates in meetings with Wisdom Council members when logistics planning is discussed; works with Lead Facilitators and Finance Chair.

Duties: Develops the logistics plan for each event including:

- 1) event site set up (pitching tents, moving supplies and equipment, chopping wood, carrying water);
- 2) assist with meal preparation and clean up;
- 3) driving;
- 4) loading and unloading equipment; other duties as needed.
- 5) Recruits and manages kitchen and logistic help.

Events requiring this support are: Separation Day, two Vision Quests, Reincorporation Ceremony and dinner.

Timeframe: Three or four events that require this support; must be present at the events.

Length of Commitment: Two years; see Coming of Age Event Calendar for specific event schedule

Estimated Hours: Varies by event: 10 hours up to three days

Worksite: Begin at CSL. Often outdoors in primitive conditions (no running water, tents)

Qualifications/Requirements:

- 1) Experience with logistics;
- 2) well organized;
- 3) physical ability to lift and carry up to 35 pounds;
- 4) willingness to work hard;
- 5) able to work in inclement weather under primitive conditions;
- 6) has email available on a daily basis;
- 7) reliable transportation and cell phone;
- 8) current First Aid/CPR certification;
- 9) approval of Washington State Patrol check

Benefits: Grateful appreciation of facilitators and program participants; facilitate the smooth operation of COA events; working in a positive atmosphere.

Job Title/Position: *Volunteer*

Reports to: Program Lead Facilitators and Program Director

Goal of Position: Provides event support with personal help as asked

Duties:

- 1) May assist in event site set up (pitching tents, moving supplies and equipment, chopping wood, carrying water);
- 2) assist with meal preparation and clean up;
- 3) driving;
- 4) loading and unloading equipment;
- 5) other duties as needed.

Timeframe: Three or four events that require this support; must be present at the events.

Length of Commitment: One year, see Coming of Age Event Calendar for specific schedule

Estimated Hours: Varies by event: 10 hours up to three days

Worksite: Begin at CSL. Often outdoors in primitive conditions (no running water, tents)

Qualifications/Requirements:

- 1) Physical ability to lift and carry up to 35 pounds;
- 2) willingness to work hard;
- 3) able to work in inclement weather under primitive conditions;
- 4) has email available on a daily basis;
- 5) reliable transportation and cell phone;
- 6) approval of Washington State Patrol check

Benefits: Grateful appreciation of facilitators and program participants; facilitate the smooth operation of COA events; working in a positive atmosphere.

Job Title/Position: *Policy Chair*

Reports to: Program Director and Facilitators

Goal of Position: Develops and writes the policies and procedures for Coming of Age; participates on the Wisdom Council; works closely with the Administrative Facilitator, the Program Director and the Youth and Family Ministries Coordinator

Duties:

- 1) Develops the policies and procedures for Coming of Age that comply with the policies and procedures of CSL
- 2) Ensures that policies and procedures are revised and updated as needed
- 3) Monitors implementation of policies and suggests better language or interpretation that will ensure compliance
- 4) Reports to the Program Director and the WC on the status of policy review and interpretation
- 5) Works with Administrative Facilitator on printing and publications

Timeframe: Year round

Length of Commitment: Two years

Estimated Hours: Varies, up to eight hours per week

Schedule: No set schedule.

Qualifications/Requirements:

- 1) Completed the Coming of Age program as a mentor/spiritual companion/facilitator
- 2) Good word processing and Excel skills
- 3) Good interpersonal and communication skills
- 4) Accessible to email on a daily basis
- 5) Completed Foundations or Beyond Limits
- 6) Member of CSL

Benefits: Being part of a transformational program for youth and adults; supporting the continued success of Coming of Age

Job Title/Position: *Practitioner*

Reports to: Program Director

Works with: Program Director, Wisdom Council members, other facilitators and YFMD

Goal of Position: Holds the high watch for participants the program: youth, SCs, parents, facilitators and volunteers

Duties:

- 1) May lead prayer circles at events; holds consciousness for events
- 2) May participate in the event activities if appropriate
- 3) Encourages participants to complete prayer requests
- 4) Prays for participants if asked
- 5) For some events, holding the participants energetically may interfere with the clarity of their experience. In such cases, the Practitioner is asked to release their prayer knowing the best for all
- 6) Attend SC meetings if supporting SCs; parent meetings if supporting parents; WC meetings if supporting the WC
- 7) May offer suggestions for enhancing the curriculum
- 8) May refer individuals to other practitioners if needed

Timeframe: Length of the program

Length of Commitment: Two years

Schedule: See Coming of Age Curriculum Event Calendar; there will be meetings that occur throughout the year as well.

Qualifications/Requirements:

- 1) Licensed practitioner and member of CSL
- 2) Committed to mission and values of the program
- 3) Current First Aid/CPR certification
- 4) Approval of Washington State Patrol check
- 5) Cell phone; reliable transportation; email on a daily basis
- 6) Required to pay tuition on time and in full at start of program

Benefits: Joy of watching the parents, youth and SCs grow tremendously during the program.

- 1) Fun
- 2) Learn and grow along with the parents, youth and SC's.
- 3) Develop and advance leadership and facilitation skills in a loving, supportive community.
- 4) Work in a spirit circle environment.

Revised July 2008

Job Title/Position: *Lead Youth Facilitator*

Reports to: Program Director

Works with: Program Director, Wisdom Council members, other facilitators

Goal of Position: Facilitates the Youth Circle; member of the Wisdom Council

Duties:

- 1) Leads the youth activities
- 2) Trains other youth facilitators so that they can lead events
- 3) Contributes to curriculum review and revisions to improve program
- 4) With other Youth Facilitators:
 - a. Holds the highest and best for the youth in the program
 - b. Supports recruiting of new Youth and SCs
- 5) With other Wisdom Council members:
 - a. Attends all Wisdom Council meetings
 - b. Helps plan events, taking lead on some, providing support for all others
 - c. Attends work parties to prepare/clean up after events

Timeframe: Year round

Length of Commitment: Two years

Schedule: See Coming of Age Curriculum Event Calendar; there will be meetings that occur throughout the year as well.

Qualifications/Requirements:

- 1) 1 year as COA mentor, Spiritual Companion or Youth, Parent or SC Facilitator
- 2) Member of CSL
- 3) Committed to mission and values of the program
- 4) Able to be outside in inclement weather and rustic settings; walk on uneven ground; lift equipment 30-50 lbs.
- 5) Current First Aid/CPR certification card
- 6) Approval of Washington State Patrol check
- 7) Completion of Foundations or Beyond Limits
- 8) Cell phone; reliable transportation; email on a daily basis
- 9) Required to pay tuition on time and in full at start of program

Benefits: Joy of watching the youth and SCs grow tremendously during the program.

- 1) Fun
- 2) Learn and grow along with the youth and SC's.
- 3) Develop and advance leadership and facilitation skills in a loving, supportive community.
- 4) Work in a spirit circle environment.

Revised July 2008

Job Title/Position: *Youth Facilitator*

Reports to: Lead Youth Facilitator

Works with: Program Director, Wisdom Council members, other facilitators, youth

Goal of Position: Supports the youth in the program

Duties:

- 1) Participates in the youth activities; may lead activities or function as the Lead Youth Facilitator if asked
- 2) Suggests ideas to improve curriculum or activities
- 3) With other Youth Facilitators:
 - a) Holds the highest and best for the youth in the program
 - b) Supports recruiting of new Youth and SCs
 - c) Is fully present at all events and watches for issues, concerns
 - d) Helps plan events
 - e) Attends work parties to prepare/clean up after events

Schedule: See Coming of Age Curriculum Event Calendar; there will be meetings that occur throughout the year as well.

Timeframe: Year round

Length of Commitment: Two years

Qualifications/Requirements:

- 1) 1 year as COA mentor, Spiritual Companion or Youth, Parent or SC Facilitator
- 2) Member of CSL
- 3) Committed to mission and values of the program
- 4) Able to be outside in inclement weather and rustic settings; walk on uneven ground; lift equipment 30-50 lbs.
- 5) Current First Aid/CPR certification card
- 6) Approval of Washington State Patrol check
- 7) Completion of Foundations or Beyond Limits
- 8) Cell phone; reliable transportation; email on a daily basis
- 9) Required to pay tuition on time and in full at start of program

Benefits: Joy of watching the youth and SCs grow tremendously during the program.

- 1) Fun
- 2) Learn and grow along with the youth and SC's.
- 3) Develop and advance leadership and facilitation skills in a loving, supportive community.
- 4) Work in a spirit circle environment.

Job Title/Position: *Fire tender*

Reports to: Event Lead Facilitators

Goal of Position: Performs role of Fire tender for all events where there is a sacred fire. Participates on the Wisdom Council. Works with Event Lead Facilitators and Logistics Manager to ensure all supplies for building the fire are at the site when needed.

Duties:

- 1) Coordinates ordering wood and other supplies with the Logistics Manager;
- 2) supervises team of event participants in chopping wood, cleaning out sacred fire pits, having buckets of water available.

Events requiring fire tending are: Vision Quests and Rites of Passage weekends.

Timeframe: Three events that require this support; must be present at the events.

Length of Commitment: Two years; see Coming of Age Event Calendar for specific event schedule

Estimated Hours: Varies by event

Worksite: Begin at CSL. Often outdoors in primitive conditions (no running water, tents)

Qualifications/Requirements:

- 1) Willingness to learn the fire tender responsibilities and to respect the tradition and sacredness of fire tending. Carries out the duties based on the traditions being used.
- 2) Experience with chopping wood;
- 3) organized;
- 4) physical ability to lift and carry up to 40 pounds;
- 5) willingness to work hard;
- 6) able to work in inclement weather under primitive conditions;
- 7) willing and capable of working around intense heat;
- 8) has email available on a daily basis;
- 9) reliable transportation and cell phone;
- 10) current First Aid/CPR certification;
- 11) approval of Washington State Patrol check

Benefits: Grateful appreciation of facilitators and program participants; facilitate the smooth operation of COA events; working in a positive atmosphere.

Revised July 2008

Job Title/Position: *Lead Spiritual Companion Facilitator*

Reports to: Program Director

Works with: Program Director, Wisdom Council members, other facilitators

Goal of Position: Facilitates the Spiritual Companion Circle; participates on Wisdom Council

Duties:

- 1) Trains other Spiritual Companion Facilitators to participate as the Lead Facilitator if needed
- 2) With other Spiritual Companion Facilitators:
 - a) Holds the highest and best for the SCs in the program
 - b) Supports recruiting of new Spiritual Companions (SC).
 - c) Creates, updates and upgrades SC training program
 - d) Leads the SC orientation and training
 - e) Holds monthly circle meetings with SCs
- 3) With other Wisdom Council members:
 - a) Attends all Wisdom Council meetings
 - b) Helps plan events, taking lead on some, providing support for all others. May or may not attend all functions.
 - c) Attends work parties to prepare/clean up after events

Timeframe: Year round

Length of Commitment: Two years

Schedule: See Coming of Age Curriculum Event Calendar; there will be meetings that occur throughout the year as well.

Qualifications/Requirements:

- 1) 1 year as COA mentor or Spiritual Companion/Facilitator
- 2) Member of CSL
- 3) Committed to mission and values of the program
- 4) Able to be outside in inclement weather and rustic settings; walk on uneven ground; lift equipment 30-50 lbs.
- 5) Be available at COA events to support the SC's in the own growth process.
- 6) Current First Aid/CPR certification card
- 7) Approval of Washington State Patrol check
- 8) Completion of Foundations or Beyond Limits
- 9) Cell phone; reliable transportation; email on a daily basis
- 10) Required to pay tuition on time and in full at start of program

Benefits: Joy of watching the youth and SCs grow tremendously during the program.

- 1) Fun
- 2) Learn and grow along with the youth and SC's.
- 3) Develop and advance leadership and facilitation skills in a loving, supportive community.
- 4) Work in a spirit circle environment.

Revised July 2008

Job Title/Position: Spiritual Companion Facilitator

Reports to: Lead SC Facilitator

Goal of Position: Assist in supporting the SCs in the program

Duties:

- 1) With other Spiritual Companion Facilitators:
 - a) Supports recruiting of new Spiritual Companions (SC).
 - b) Assists in creating, updating and upgrading SC training program
 - c) Assists in leading the SC training program
 - d) Participates in monthly circle meetings with SCs
 - e) Participates in all events to support the SC's in the own process.
 - f) Attends work parties to prepare/clean up after events
 - g) May be asked to lead an SC meeting or assume duties of Lead SC Facilitator

Schedule: See Coming of Age Curriculum Event Calendar; there will be meetings that occur throughout the year as well.

Timeframe: Year round

Length of Commitment: Two years

Qualifications/Requirements:

- 1) Committed to mission and values of the program
- 2) Member of CSL
- 3) Able to be outside in inclement weather and rustic settings; walk on uneven ground; lift equipment 30-50 lbs.
- 4) Be available at most COA events to support the SC's in the own growth process.
- 5) Current First Aid/CPR certification card
- 6) Approval of Washington State Patrol check
- 7) Completion of Foundations or Beyond Limits
- 8) Cell phone; reliable transportation; email
- 9) Required to pay tuition on time and in full at start of program

Benefits: Joy of watching the youth and SCs grow tremendously during the program.

- 1) Fun
- 2) Learn and grow along with the youth and SC's.
- 3) Develop and advance leadership and facilitation skills in a loving, supportive community.
- 4) Work in a spirit circle environment.

Revised July 2008

Job Title/Position: *Spiritual Companion*

Reports to: Spiritual Companion Facilitators, youth, event facilitators

Goal of Position: Support spiritual companions and youth 12-14 in their personal growth. For youth, this is making the transition from childhood to adulthood.

Duties:

- 1) Show up on time;
- 2) be totally present;
- 3) participate in planned events;
- 4) attend spiritual companion meetings;
- 5) contact assigned youth once per week;
- 6) be a witness to the participation of his/her assigned youth

Timeframe: See current year Coming of Age Event Calendar

Schedule: Varies according to activities. Generally, 8 – 10 hours, two Saturdays per month but also two long weekends (Fri – Sun), and one spiritual companion meeting per month from 6:30 pm – 9 pm.

Worksite: Report to CSL for all events. Events occur at a variety of locations including CSL, a ropes course and outdoor locations. Several events involve being outdoors, some in primitive camping conditions.

Qualifications/Requirements: Willingness to: recognize the presence of Spirit in every youth; share honestly and openly in group meetings; listen respectfully and compassionately; attend and participate in all activities.

- 1) Minimum 21 years old.
- 2) Physically able to lift and carry up to 30 pounds;
- 3) ability to walk a mile on rough terrain.
- 4) Able to stay extended periods (up to two days) outside in primitive conditions (no running water).
- 5) Completion of Foundations or Beyond Limits
- 6) Ability to attend all events as scheduled
- 7) Pass a Washington State Patrol background check
- 8) Cell phone; reliable transportation; email on a daily basis
- 9) Required to pay tuition on time and in full at beginning of program

Benefits: Witness the growth and wisdom of developing young people; experience the support of a surrogate family group; experience personal growth; have fun.



Coming of age

SPIRITUAL COMPANION COMMITMENT

A Coming of Age spiritual companion is making a commitment to an individual youth and the greater Coming of Age Circle of youth, spiritual companions, and facilitators. This is not a commitment to be made lightly. Being a spiritual companion demands a very high level of participation, integrity and confidentiality.

In order to create a safe and nurturing environment for all Coming of Age participants to share, learn, and grow, I agree that:

- I will always seek to recognize the perfect presence of Spirit in all the youth,
- I will hold the physical and mental well-being of the youth as my highest priority,
- I will share honestly and openly in the COA circles
- I will respect the sharing of others by being a willing, compassionate listener
- I will honor the confidentiality of any sharing by others in the COA circles
- I will attend all COA activities and spiritual companion meetings unless prevented by extreme circumstances
- I will be on time, come prepared, set a positive intention, and be totally present during activities
- I will practice good self-care and be conscious of safety practices to promote a supportive, safe physical environment for myself and others
- I will talk to my prayer partner in person or by phone at least once each week
- I will choose joy over misery; trust over doubt; courage over fear; and love over all

Date _____ Spiritual Companion _____

Witness _____



Coming of age

CODE OF CONDUCT FOR SPIRITUAL COMPANIONS

The Coming of Age Wisdom Council has developed a Code of Conduct for Spiritual Companions that is designed to protect the youth, spiritual companions, and the program and enhance the Coming of Age experience of the youth and spiritual companions.

- Leave cell phones, pagers, watches and other electronic devices at home or in the car during COA events.
- If you are unable to attend an activity, please contact a facilitator and your youth as soon as you know you will be absent. Spiritual companions should also attempt to contact a substitute to companion his/her youth.
- Spiritual companions are expected to remain with their youth after the completion of each COA event until the youth is picked up by his/her parents or another designated adult. If someone other than a parent is picking up a youth, the youth is to bring a written note to the Lead Facilitator with the name of the person who will pick up the youth. The Lead Facilitator or another facilitator will notify the spiritual companion of the change.
- Please do not pick up or take your youth from COA events without first consulting with a facilitator.
- Spiritual companions are encouraged to contact their youth outside of scheduled activities through weekly phone calls or e-mails. Spiritual companions who wish to plan an activity with their youth outside of scheduled COA events MUST include another spiritual companion and youth in the activity.
- Wait for the youth to initiate any affection, such as hugs. Before touching any youth, ask the youth's permission to do so.
- Spiritual companions who become aware of dangerous situations in a youth's life (physical or sexual abuse; drug use; inappropriate sexual activity, etc) should report to a facilitator immediately. This is not a violation of confidence but protecting the youth.
- Spiritual companions must maintain confidentiality about the youth's sharing and participation in activities. The youth will decide whether or how much to share with parents. Be cordial to parents but you are there for the youth.
- Spiritual companions are expected to stay in the moment and trust that those who have planned the program with Spirit's guidance have the details figured out. You need not think ahead about what is coming and need only to follow directions given to you.
- Whining (complaining about something to someone who cannot change the situation) is unacceptable. Appropriate communication at the appropriate time is expected.

I have read and agree to abide by the above Code of Conduct

Date: _____ Spiritual Companion: _____

Job Title/Position: *Lead Parent Facilitator*

Reports to: Program Director

Works with: Program Director, Wisdom Council members, other facilitators, parents

Goal of Position: Facilitates the Parent Circle; member of the Wisdom Council

Duties:

- 1) Leads the parent curriculum
- 2) Trains other parent facilitators so that they can lead events and the parent circle
- 3) Contributes to curriculum review and revisions to improve program for parents
- 4) With other Parent Facilitators:
 - a. Holds the highest and best for the parents in the program
 - b. Supports recruiting of new Youth/Parents and SCs
- 5) With other Wisdom Council members:
 - a. Attends all Wisdom Council meetings
 - b. Helps plan parents' events, taking lead on some, providing support for all others
 - c. Attends work parties to prepare/clean up after events

Timeframe: Year round

Length of Commitment: Two years

Schedule: See Coming of Age Curriculum Event Calendar; there will be meetings that occur throughout the year as well.

Qualifications/Requirements:

- 1) 1 year as COA mentor, Spiritual Companion or Youth, Parent or SC Facilitator
- 2) Member of CSL
- 3) Committed to mission and values of the program
- 4) Current First Aid/CPR certification card
- 5) Approval of Washington State Patrol check
- 6) Completion of Foundations or Beyond Limits
- 7) Cell phone; reliable transportation; email on a daily basis
- 8) Required to pay tuition on time and in full at start of program

Benefits: Joy of watching the parents, youth and SCs grow tremendously during the program.

- 1) Fun
- 2) Learn and grow along with the parents, youth and SC's.
- 3) Develop and advance leadership and facilitation skills in a loving, supportive community.
- 4) Work in a spirit circle environment.

Revised July 2008

Job Title/Position: *Parent Facilitator*

Reports to: Lead Parent Facilitator

Works with: Program Director, Wisdom Council members, other facilitators, parents

Goal of Position: Participates in delivering the parent curriculum and in the parents' events

Duties:

- 1) Participates in the parent curriculum; may lead the Parent Circle or an event if asked
- 2) Contributes suggestions to improve the curriculum and suggestions for the parents' program
- 3) With other Parent Facilitators:
 - a. Holds the highest and best for the parents in the program
 - b. Supports recruiting of new Youth/Parents and SCs
 - c. Helps plan parents' events, taking the lead for planning on some, providing support for all others.
 - d. Attends work parties to prepare/clean up after events

Timeframe: Year round

Length of Commitment: Two years

Schedule: See Coming of Age Curriculum Event Calendar; there will be meetings that occur throughout the year as well.

Qualifications/Requirements:

- 1) 1 year as COA mentor, Spiritual Companion or Youth, Parent or SC Facilitator
- 2) Member of CSL
- 3) Committed to mission and values of the program
- 4) Current First Aid/CPR certification card
- 5) Approval of Washington State Patrol check
- 6) Completion of Foundations or Beyond Limits
- 7) Cell phone; reliable transportation; email on a daily basis
- 8) Required to pay tuition on time and in full at start of program

Benefits: Joy of watching the parents, youth and SCs grow tremendously during the program.

- 1) Fun
- 2) Learn and grow along with the parents, youth and SC's.
- 3) Develop and advance leadership and facilitation skills in a loving, supportive community.
- 4) Work in a spirit circle environment.

Revised July 2008



Coming of Age PARENT COMMITMENT

By enrolling your child in the Coming of Age program you are stating your intention to support his or her transition into adulthood. You are acknowledging that your child must become a person in his or her own right. This transition, like any change, can be challenging. By accepting the challenges, you are making a commitment to your youth.

In order to encourage and support my child's participation in the Coming of Age Program, I agree that:

- I will trust that the Coming of Age Facilitators and Spiritual Companions hold the mental, emotional, physical and spiritual well-being of the youth as their greatest responsibility.
- I will acknowledge and be supportive of my youth's efforts to take more responsibility and be more adult.
- I will respect my youth's choices about sharing his/her Coming of Age experience with me.
- I will be responsible for delivering my youth to Coming of Age events.
- My youth is responsible for being on time and I will support his/her efforts to do so.
- I understand that the Spiritual Companions are there for my youth and will maintain a bond of confidentiality.
- If I have a concern, issue, complaint or disagreement with Coming of Age, I will attempt to resolve it at the lowest level.
- I will attend all scheduled parent meetings.
- I will share honestly and openly in the parent meeting sacred circle, understanding that I may "pass".
- I will respect the sharing of others by being a willing, attentive, and compassionate listener.
- I will honor the confidentiality of any sharing by others in the parent meeting.

Date _____

Parent _____

Witness _____

CODE OF ETHICS
Center for Spiritual Living ---Seattle

CODE OF ETHICS
FOR SPIRITUAL LEADERSHIP

“Living our Philosophy”

Science of Mind

A philosophy, a faith, a way of life

CODE OF ETHICS
FOR SPIRITUAL LEADERSHIP

It is the spirit and purpose of this Code of Ethics that all ministers, practitioners, facilitators and spiritual leaders within Center for Spiritual Living Seattle dedicate themselves to excellence in communication, performance, leadership, spiritual practice, teaching and personal choices on a consistent basis in all areas of life. These Standards are an expression of our shared values, guiding principles and personal commitment to a code of behavior that allows each Spiritual Leader to serve as a living reminder of the Divine love, compassion, wisdom and wholeness that is the very Essence of Life Itself.

Ethics-- 1) the discipline dealing with what is good or bad; right or wrong; 2) pertaining to moral duty and obligation. 3) a group of moral principles or set of values used to guide one's behavior.

Revised 12/08

What We Believe

How We Practice Our Beliefs

1. We believe in God, the Living Spirit Almighty – One indestructible, absolute, and self-existent Cause. This One manifests Itself in and through all creation but is not absorbed by Its creation. The manifest universe is the body of God – it is the logical and necessary outcome of the infinite self-knowingness of God.

In order to promote integrity in the leadership of Center for Spiritual Living, we dedicate ourselves to excellence in the performance of our service, and to living in a way which respects the fundamental dignity and worth of all people. We subscribe to the value of self-examination and to the principle that we need to give feedback to and receive feedback from each other in order to change our behavior and grow in personal and professional ethics. In this spirit, we commit ourselves to the following:

2. We believe in the incarnation of the Spirit in everyone and that all people are incarnations of the One Spirit.

Embracing the vision of the oneness of the human family:

We strive to live this inclusively in our service to others.

We will not discriminate against anyone on the basis of age, color, gender, race, religion, nationality, sexual orientation, economic status, or physical ability.

3. We believe in the eternity, the immortality, and the continuity of the individual soul, forever and ever expanding.

Fully embracing the truth of eternal life and celebrating the preciousness of all life:

It is our intention to live our faith and to be a source of comfort and support for others as they face their own mortality or are grieving the physical loss of loved ones.

We practice patience with ourselves and others, knowing that change and growth take time and that all things, including the individual soul, unfold perfectly in Divine timing.

4. We believe that Heaven is within us and we experience it to the degree that we become conscious of it.

Respecting that our ability to teach, learn, and serve others rests upon clear thinking and seeing:

We agree not to use intoxicating/mind-altering substances before or during classes, retreats, or functions.

We further agree not to abuse such substances at any time.

Any substance abuse problem may be brought in confidence to the attention of a minister.

Appropriate guidance and assistance may be provided as indicated.

5. We believe the ultimate goal of life to be a complete emancipation from all discord of every nature, and that this goal is sure to be attained by all.

Recognizing that strong feelings of affection and caring can develop between students and teachers or counselors and clients:

We agree to protect the integrity of these relationships by maintaining healthy emotional and physical boundaries.

Acknowledging that a sexual relationship between a teacher and a student or a spiritual counselor and a client is especially confusing, inappropriate and creates harm:

We prohibit sexual harassment.

We prohibit exploitation or advances towards students and clients.

We also prohibit accepting advances from any students or clients.

We agree that, should such an attraction develop, we will not pursue it until the teacher/student, group leader/group member or counselor/client relationship has ended.

In addition, we agree to maintain sexual propriety with congregants. Sexual propriety means that any form of sexual harassment, sexual innuendo or unsolicited sexual conduct is absolutely prohibited.

6. We believe in the unity of all life and that the highest God and the innermost God is one God. We believe that God is personal to all who feel this indwelling Presence.

While acknowledging that the glue for our spiritual community is our shared commitment to spirituality, love, vision, community service, education, integrity, financial health, caring and compassion, we respect all paths to God.

We commit to deepening our personal understanding of God and to encourage others in their personal spiritual practices.

We are mindful that as leaders in our community, our commitment to this Code of Ethics is personal as well as public.

We understand that our behavior and actions influence the success and well being of the spiritual community as a whole.

7. We believe in the direct revelation of Truth through the intuitive and spiritual nature of the individual, and that any person who lives in close contact with the indwelling God may become a revealer of Truth.

Recognizing the power of speech to create both good and harm:

We agree to speak that which is true, useful, and kind, and to refrain from spreading gossip, rumors, or that which we do not directly know to be true.

We will not communicate in ways that are demeaning or hurtful to others or ourselves.

We agree to cultivate conscious and clean communication and to develop lovingkindness and honesty as the basis for our speech.

8. We believe that the Universal Spirit, which is God, operates through a Universal Mind, which is the Law of God – and that we are surrounded by this Creative Mind, which receives the direct impress of our thought and acts upon it.

Striving for integrity in all of our relationships:

We recognize the importance of representing ourselves accurately to those we serve.

We will not mislead others concerning the services we can offer, nor claim, directly or indirectly through implication, any professional qualifications that exceed those we have already obtained.

We respect the work of others by citing the source of our materials and observing the rights of authors.

We commit ourselves to open and just dealings in all Center for Spiritual Living financial transactions in which we are involved.

9. We believe in the healing of the sick through the power of this Mind.

While respecting the art and skill of all healing professions, regardless of method, religion or philosophy:

We are dedicated to the work of spiritual counseling and spiritual mind treatment.

We use spiritual principles as the basis for all guidance in teaching and healing work.

We are able and willing to be the space of wholeness and healing for others.

10. We believe in the control of conditions through the power of this Mind.

In facing the challenges in the physical, material world:

We use the power of the Mind to reveal the hidden wholeness.

As spiritual leaders, we dedicate ourselves to being a loving expression of Divine life for everyone we meet.

Recognizing that we are at choice and have the ability to respond appropriately, we take responsibility for our reactions and choices to improve the conditions in our lives

We are committed to using Spiritual Mind Treatment as a powerful tool for transformation for the life and consciousness of ourselves and others.

11. We believe in the eternal Goodness, the eternal Loving-kindness, and the eternal Givingness of Life to all.

Acknowledging that situations may arise in our ministries that challenge our personal judgment and go beyond our professional skills and abilities:

We recognize the need for supervision and guidance beyond our training.

We, therefore, agree to identify a supervisor or leader, who can advise us in these circumstances, and to engage in ongoing professional and/or peer supervision for our ministry.

12. We believe in our own soul, our own spirit, our own destiny – for we understand the life of all is God.

Recognizing that a sacred relationship exists between a spiritual counselor and a client, between a minister and the community served, and, due to the deeply self-examining nature of our studies, between students and teachers:

In order to create our classes as a space for heartfelt sharing and honest self exploration, we also agree to hold as confidential whatever is shared within the Class

We agree that privileged and confidential information is shared only as necessary for the purposes of maintaining the integrity and safety of the community.

We hold all such information shared with one's immediate supervisor/leader in strict confidence and shared upline only when greater assistance is needed and/or on "a need to know basis" with the Senior Minister.

13. Grievance Procedure for Ethical Concerns or Violations of this Code of Conduct

Recognizing that these ethical guidelines exist to support the safety, well-being, and integrity of our spiritual community:

We believe that it is best, whenever possible, that difficulties arising between individuals be resolved directly by the individuals involved as lovingly and responsibly as possible.

If necessary, mediation and/or facilitation for resolution should be sought by the individuals involved from staff, and/or ministers.

If an acceptable resolution cannot be reached, the situation can be brought to the attention of the Senior Minister or a member of the Board of Trustees with the shared intention of promoting healing for all those involved.

We agree that every reported violation incident will be thoroughly and promptly investigated with the cooperation of the individuals involved.

Once the report of violation has been thoroughly investigated, a formal written conclusion shall state that: a) a violation of the policy occurred; b) that no violation occurred; or c) that the evidence is inconclusive.

The concerned leader and the complainant will be afforded protection from retaliation and the result of any investigation of alleged harassment will be promptly communicated to the leader and complainant

Where the charges of leader harassment are substantiated, appropriate corrective action will be taken. The appropriate action may range from counseling to termination of leadership or staff position.

If the person who engaged in conduct violation is not employed by the Center for Spiritual Living, the leadership will take whatever corrective action is reasonable and appropriate under the circumstances.

Such privileged information will be discussed only with the immediate supervisor/leader and only for the purpose of serving more lovingly and effectively with respect for the confidences and sensitivities of all involved.

In situations involving potential legal or reputation ramifications for Center for Spiritual Living-Seattle, the Board of Trustees must be informed immediately and may participate in facilitating a resolution to the problem.

14. We accept and commit to be governed by this Code of Ethics. And so it is!

POLICIES AND PROCEDURES

Policy: **Coming of Age (COA) subscribes to the Code of Ethics for Spiritual Leadership (Revised 12/2008) of the Center for Spiritual Living-Seattle (CSL) as the guiding policies for the program.**

Purpose: To assure accountability, integrity and safety for all participants

Procedure:

1. All Wisdom Council members, facilitators, and volunteers, including spiritual companions, must annually review and agree to abide by the Code of Ethics.
2. Any violations are handled in accordance with the Code.

Policy: **Handling of a Grievance**

Purpose: To address ethical concerns or violations of the Code of Ethics

Procedure:

1. The Grievance Procedure outlined in #13 of the Code of Ethics will be followed, with the addition of the following two steps:
2. If an acceptable resolution cannot be reached directly by the individuals involved, mediation and/or facilitation for resolution should be sought by the individuals involved from COA staff and/or the COA Program Director.
3. If an acceptable resolution cannot be reached, the situation can be brought to the attention of the Youth and Family Ministries (YFM) Coordinator and/or the Director of Operations for the Center for Spiritual Living-Seattle.

Policy: **Curriculum Development**

Purpose: To ensure COA curriculum incorporates spiritual traditions and practices including Science of Mind (SOM) teachings and philosophy and to provide age appropriate rites of passage programming for youth age 12-14 years

Procedure:

1. Facilitators conduct an annual review of all curricula and revise as needed.
2. The curriculum is made available to the Youth and Family Ministries coordinator, Wisdom Council members, and facilitators.
3. An event summary is provided to parents.

Policy: Finance

Purpose: To provide oversight of the COA budget and to assure that funds are available to support COA programming in accordance with CSL policies

Procedure:

1. On an annual basis, and based upon available funds and the program's projected budget, the Wisdom Council sets the tuition rates.
2. Should there be unanticipated expenses, the Wisdom Council will immediately be notified and take appropriate action, including notifying the YFM Coordinator and reviewing options that may include: reviewing possible reductions in other expenses, requesting additional funds from CSL, submitting grant proposals, holding fund raising events, and/or soliciting financial and/or in-kind donations.

Policy: Recruitment for Wisdom Council members and COA staff

Purpose: To recruit qualified and committed volunteers, as needed for the smooth functioning of the COA program

Procedure:

1. Qualifications and participation are based on the specific job description
2. Facilitators must have had experience as a spiritual companion, unless exempted by a majority vote of the Wisdom Council
3. All volunteers must have completed Foundations or Beyond Limits
4. All volunteers must pass the WA State Criminal Background Check
5. Each nominee will be reviewed/discussed and approved by a majority of current WC members
6. Minimum commitment is for two years

Policy: Criteria for Admission

Purpose: To assure that all youth, parents, and spiritual companions meet minimum requirements as listed below and are willing and able to commit fully to the program

Procedure:

- A. Youth and families
 - a. A personal interview by two members of the Wisdom Council is required for all family units prior to the start of the program

- b. Parents must have completed, or agree to complete, Foundations/Beyond Limits class or QuickStart prior to or concurrent with the program
- c. The interviewers make the decision to admit someone to the program
- d. Notification of acceptance is in writing, via e-mail or regular mail
- e. Payment in full must be made prior to the start of the program

B. Spiritual Companions

- a. A personal interview by two members of the Wisdom Council is required for all spiritual companions prior to the start of the program
- b. Spiritual companions must have completed, or agree to complete, Foundations/Beyond Limits class prior to or concurrent with the program
- c. The interviewers make the decision whether to admit someone to the program
- d. Notification of acceptance will be in writing, via e-mail or regular mail
- e. Payment in full must be made prior to the start of the program
- f. Must pass the WA State Criminal Background Check

Policies: Safety & Emergencies

Purpose: To ensure the safety of all participants involved with the COA program

Procedures:

A. Basic Training Requirements

- 1. All Facilitators and Wisdom Council members shall have current:
 - a. Basic First Aid and CPR, as taught by the American Red Cross or equivalent agency
 - b. WA State Patrol Criminal background check
- 2. All Facilitators and Wisdom Council members are Mandatory Reporters under RCE 26.44.030 and shall annually review the Department of Social & Health Services (DSHS) requirements of Child Protective Services (CPS) on mandated reporting requirements.

B. Basic Emergency Reporting Requirements consistent with CSL policies

- 1. Anyone who is involved in or witnesses an event or incident that requires medical attention must assure that 911 is called immediately if the situation requires it, and that it is reported immediately to:
 - a. A Facilitator, who will notify:
 - b. A WC Member, who will notify
 - c. COA Program Director, who will notify
 - d. CSL Youth and Family Ministries Coordinator within 48 hours, or sooner if warranted.
- 2. Spiritual Companions and other volunteers must immediately report to a Facilitator any actual or suspected neglect, or physical, sexual or mental abuse, including the name of the child/children or vulnerable adult, alleged abusers, addresses, and nature of the abuse
- 3. The facilitator is to initiate notification of other responsible individuals immediately, as follows:
 - a. WC Member, who will notify
 - b. COA Program Director, who will notify

- c. CSL Youth and Family Ministries Coordinator, who will notify, as appropriate:
- d. CSL Director of Operations
- e. Senior Minister and Board of Trustees
- f. Notification must reach law enforcement, CPS, or other agencies as appropriate within 48 hours of the facilitator receiving the report.

CALENDAR

Date	Youth	Start	End	Place	Date	Parents	Start	End	Place
11/9/08	Q&A Session	1 PM	2:30 PM	Holmes	11/9/08	Q&A Session	1 PM	2:30 PM	Holmes
					12/28/08	Program Fee Due			
Sun, 1/11/09	COA Kick Off	1 PM	3:30 PM		Sun, 1/11/09	COA Kick-Off Off	1 PM	3:30 PM	
Sat, 2/7/09	Separation Day	10 AM	3 PM		Sat, 2/7/09	Separation Day	10 AM	3 PM	
Sat, 2/21/09	Ropes Course	7:30 AM	5:30 PM	CSL Parking Lot					
Sat, 3/7/09	Who AM I	9:30 AM	5 PM		Sat, 3/7/09	Parent Meeting	9:30 AM	Noon	
Fri, 3/20/09 – Sat, 3/21/09	COA & CSL Middle School Pizza and Movie Night	6 PM Fri	11 AM Sat						
Sat, 4/4/09	Awareness Day	9 AM.	5:00 PM	CSL Parking Lot	Sat, 4/4/09	Parent Meeting	9 AM	11:30 AM	
Sun, April 12 (Easter)	Usher at CSL			CSL					
Sat, 4/18/09– Sun, 4/19/09	Rites of Passage Overnight	10 AM Saturday	5:30 PM Sunday	CSL Parking Lot					
Sat 5/2/09	Community Service Project / VQ Prep	9 AM	4 PM	CSL Parking Lot	Sat 5/2/09	Parent Meeting	9 AM	Noon	
Fri, 5/15/09 – Sun, 5/17/09	Youth Vision Quest	10 AM Friday	5 PM Sunday	CSL Parking Lot					
Sat, 5/30/09	Vision Quest Debrief	10 AM	2 PM		Sat, 5/30/09	Parent Meeting	10 AM	Noon	
Sat, 6/06/09	Re-incorporation Ceremony	10 AM	8 PM		Sat, 6/06/09	Parent Meeting Re-incorp Ceremony	TBD TBD	TBD 8 PM	

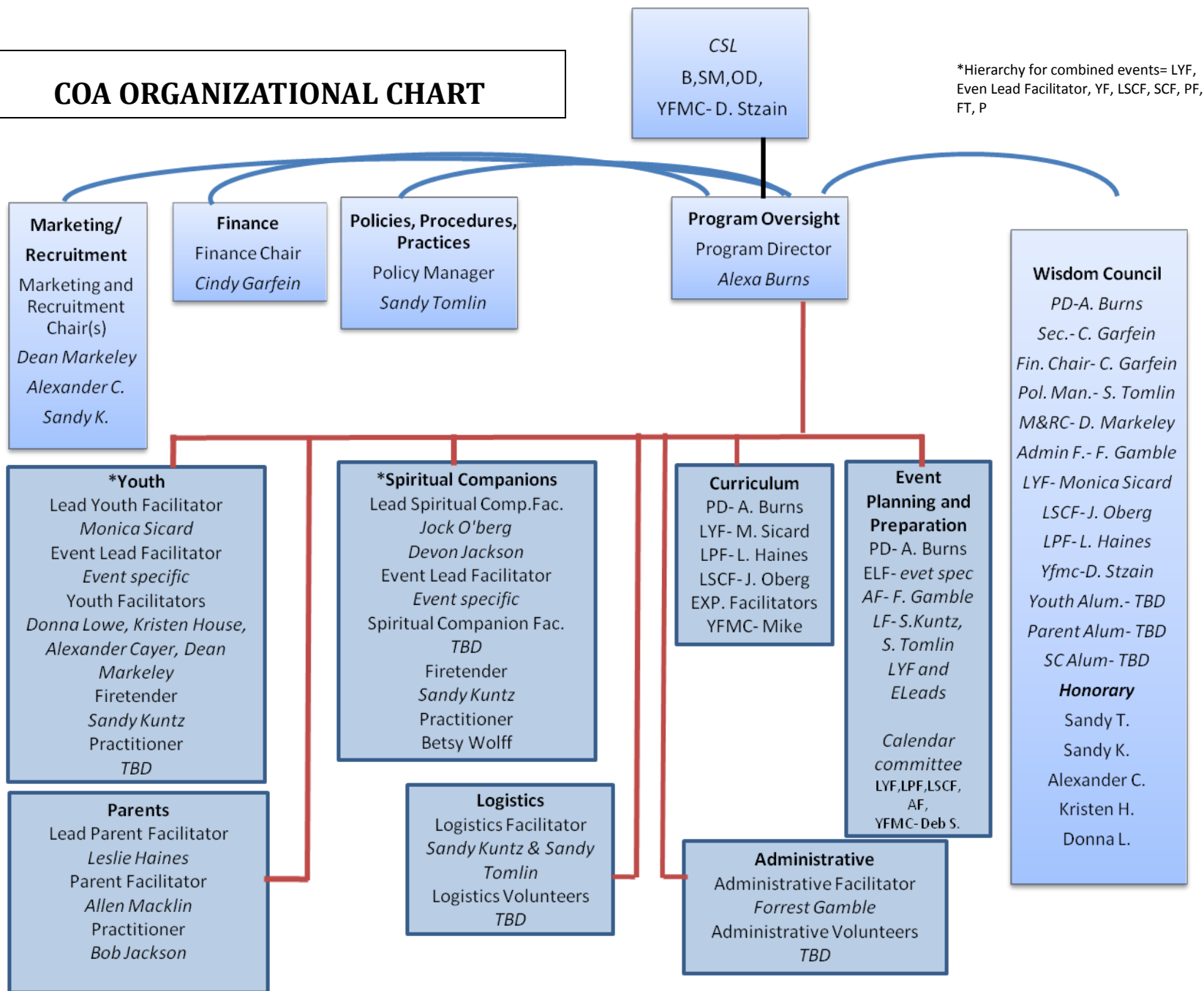
Coming of Age Program Guidebook - 2009

Sun, 6/7/09	Completion Ceremony in Church Service	TBD	TBD		Sun, 6/7/09	Completion Ceremony in Church	TBD	TBD	
Sun, 6/7/09	COA Picnic	11:30 AM	3 PM	Matthews Beach	Sun, 6/7/09	COA Picnic	11:30 AM	3 PM	Matthews Beach

SPIRITUAL COMPANION CALENDAR 2009

Date	Spiritual Companions	Start	End	Location
Sunday, 11/9/08	Question and Answer Session	1:00 p.m.	2:30 p.m.	Holmes Rooms
Sunday, 12/28/08	Program Fee Due			
Sunday, 1/11/08	COA Kick Off	1:00 p.m.	3:00 p.m.	TBD
Saturday, 1/24/09	Spiritual Companion Orientation & Vision Quest Prep	9:00 a.m.	4:00 p.m.	TBD
Saturday, 2/7/09	Separation Day	10:00 a.m.	3:00 p.m.	TBD
Monday, 2/9/09	Spiritual Companion Meeting	7:00 p.m.	9:00 p.m.	TBD
Saturday, 2/21/09	Ropes Course	7:30 a.m.	5:30 p.m.	CSL Parking Lot
Saturday, 3/7/09	Who Am I	9:30 a.m.	5:00 p.m.	TBD
Monday, 3/9/09	Spiritual Companion Meeting	7:00 p.m.	9:00 p.m.	TBD
Friday, 3/20/09 – Saturday, 3/21/09	COA & CSL Middle School Pizza and Movie Night	6:00 pm Friday	11:00 am Saturday	TBD
Friday, 03/27/09 Sunday, 3/29/09	Spiritual Companion Vision Quest	9:00 am Friday	4:00 pm Sunday	CSL Parking Lot
Saturday, 4/4/09	Awareness Day	9:00a.m.	5:00 p.m.	CSL Parking Lot
Sunday, April 12 (Easter)	Usher at CSL			Celebration Hall
Monday, 4/13/09	Spiritual Companion Meeting	7:00 p.m.	9:00 p.m.	
Saturday, 4/18/09 – Sunday, 4/19/09	Rites of Passage Overnight	10:00 a.m. Saturday	5:30 p.m. Sunday	CSL Parking Lot
Saturday 5/2/09	Community Service Project and VQ Prep	9:00 a.m.	4:00 p.m.	CSL Parking Lot
Monday, 5/11/09	Spiritual Companion Meeting	7:00 p.m.	9:00 p.m.	
Friday, 5/15/09 – Sunday, 5/17/09	Youth Vision Quest	10 am Friday	5:00 pm Sunday	CSL Parking Lot
Saturday, 5/30/09	Vision Quest Debrief	10:00 a.m.	2:00 p.m.	TBD
Saturday, 6/06/09	Re-incorporation Ceremony	10:00 am	8:00 pm	TBD
Sunday, 6/7/09/09	Completion Ceremony in Church Service	TBD	TBD	
Sunday, 6/7/09	COA Picnic	11:30 a.m.	3:00 p.m.	Matthews Beach
Monday, 6/8/09	Spiritual Companion Meeting	7:00 p.m.	9:00 p.m.	TBD

COA ORGANIZATIONAL CHART



*Hierarchy for combined events= LYF, Even Lead Facilitator, YF, LSCF, SCF, PF, FT, P