

## APPENDIX

### **Ministry of Prayer**

Prayer requests received by the Center are picked up by a CSA Practitioner and distributed electronically to all practitioners. Any Practitioner may elect to perform this sacred service. To effectively fulfill this undertaking, you must have access to the internet and email.

1. Pick up Prayer Requests from CSA on Sunday after second service or as soon as possible thereafter.
2. Transcribe the requests and send via email to the Practitioner Core. Be sure to include telephone number and/or addresses if included in request.
3. If a request asks for one-on-one follow-up from Rev. Georgia Prescott, treat it as confidential and forward only to the minister's email.

### **Practitioner of the Month:**

The "Practitioner of the Month" accepts the responsibility and responds to CSA Prayer Requests asking for prayer support through a telephone call or a written treatment. To effectively fulfill this undertaking, one must have access to the internet and email. These are not Practitioner sessions and no advice is given. There is never a fee for these services when it is part of the MOP. Any Practitioner can elect to perform this sacred service. Signups happen via email, with information distribution facilitated by Joanne Noll.

1. All responses should be made as soon as possible, within 48 hours of receiving MOP.
2. If you are unable to respond within 48 hours, request assistance from the Back-Up Practitioner of the Month, by calling or sending an email. Receive a clear commitment from the Back-Up Practitioner that they will handle the responses.
3. Written treatments can be answered via email or the Postal Service.
4. Honor confidentiality when making telephone calls. If you leave a voicemail please:
  - a. Identify yourself as a CSA Practitioner
  - b. Leave only your name and telephone number and a good time they can call you back.

### **Back-up Practitioner of the Month for MOP**

The sacred service opportunity of "Back-Up" Practitioner" supports the Practitioner of the Month in making phone calls and/or handling written

requests, as needed. These are not Practitioner sessions, no advice is given, and the Practitioner does not charge a fee from any/all clients requesting treatments, whether written or verbal.

### **Sunday Sacred Service Opportunities**

All active practitioners can facilitate the following sacred service opportunities. Signups occur through email, with information distribution facilitated by Joanne Noll. Opportunities include:

- A) 8:30 a.m. Practitioner Presence
- B) 9:00 a.m. Meditation, Opening Treatment and Affirmation
- C) After Service Prayer (after 9:00 service)
- D) 10:30 a.m. Meditation
- E) 11:00 a.m. Opening Treatment and Affirmation
- F) 11:00 a.m. Junior Church Practitioner
- G) After Service Prayer (after 11:00 service)

### **8:30 a.m. Practitioner Presence**

Any Practitioner can elect to perform this sacred service. Signups for sacred service happen via email, with information distributed by Joanne Noll.

#### **General:**

1. Arrive at CSA by 8:15
2. Locate programs, announcements, and “visitor carnations”. These are usually located on the stool by the Quan Yin table. If not on the stool, check Rev. Georgia’s office for the programs and announcements. The programs will be bundled in a woven basket; the announcements will be in a purple folder marked “Announcements”. The “visitor carnations” will be in the kitchen in the white refrigerator. If “Welcome” cards are not attached to the carnations, attach them. “Welcome” cards are located in the kitchen, on the wall adjacent to the freezer.
3. Familiarize yourself with program and the Order of Service.
4. Stand by entry way doors to sanctuary and greet everyone as they enter and give them a program.
5. Read over the Announcements – OR – if a Board Member comes in before service begins, ask him/her if he/she would like to read the Announcements. Let him/her know that he/she should go to the podium as soon as the “visitor carnations” have been distributed.

6. If there is no one else to read the announcements, ask someone from the congregation to help you distribute carnations during the “Welcome” portion of the service.
7. Give your helper some of the visitor carnations.
8. Give one of the two purple Offertory baskets to another Practitioner, a Board Member, or other trusted CSA member to help you with collecting the Offertory at the end of service.

During the “Welcome” portion of the service:

9. You (and your helper) distribute carnations to first time visitors when Rev. G. asks them to raise their hands. If you are also doing Announcements (& not a Board member), take the Announcements with you under your arm as you distribute flowers so that you can go immediately to the podium. Put the extra flowers down on a chair before approaching the podium. Keep announcements brief.
10. As soon as the first-time visitor carnations have been given, you OR the Board Member, go immediately to the podium to read the Announcements. (Be brief)
11. If a Board Member is doing Announcements, be sure that he/she goes to the podium immediately following the distribution of flowers.
12. Take left-over carnations to the kitchen and place in vase with other carnations in the refrigerator.

Toward the end of service:

13. Count the number of attendees in the congregation and write that number on a slip of paper. Put this number in one of the collection baskets.

At the end of service:

14. When Rev. Georgia starts the closing prayer, you and your Offertory helper get the Offertory baskets.
15. When Rev. Georgia says “Please take your gift in your hand...” you and your helper walk to the front with the collection baskets.
16. Monitor the baskets movement, facilitating when needed. After passing through the entire congregation, take both baskets to the Administrative Assistant’s office and put them under her desk.

THANK YOU! Your help is greatly appreciated.

Overarching Intent

The intent of Practitioner Presence is to be a healing presence, to set the tone of love and Oneness, and serve the needs of the congregation at large.

Individual Intent

Your individual intent for the 8:30 a.m. Practitioner Presence should support the overarching intent, while bringing forth your unique vision for its unfoldment.

My individual intent for the Practitioner Presence is:

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**9:00 a.m. Centering, Opening Treatment and Affirmation**

This sacred service is performed during the 9:00 a.m. service. The three components should take no more than 10 minutes. Any Practitioner can elect to perform this sacred service. Signups for sacred service happen via email, with information distributed by Joanne Noll.

Check-In:

Leaders should arrive at least 15 minutes early. Check in with the sound engineer and provide him/her with your audio CD, and let him/her determine if sound adjustments are needed. Get the Affirmation Card from the Usher. Familiarize yourself with the Affirmation Card.

Dress: Wear your stole. As a diverse community we honor all styles of dress, however, be mindful that you represent the ecclesiastical arm of the Center and dress accordingly.

Type/Modality:

The Practitioner is free to choose the style and modality of centering they prefer. Centering should be brief with time given for being in the silence.

Seating: Please sit in the designated chair (middle aisle, front row) at the start of service. Upon completion, you may choose to sit elsewhere.

Housekeeping: Before you approach podium make sure you have the Affirmation Card (and glasses if you need them).

Time:

The 3 part process of Centering, Opening Treatment and Affirmative Reading should not exceed 10 minutes.

General:

1. Get Affirmation Card from usher when you arrive.
2. Familiarize yourself with Affirmation Card reading.
3. Check microphone sound level before service begins.
4. Sit in designated area at beginning of service (middle aisle, front row).
5. Walk up to platform when invited by Rev. Georgia Prescott.
6. Begin centering, allowing time to be in the silence.
7. After centering begin Opening Treatment, being mindful to include all 5 steps.
8. Complete prayer.
9. After prayer invite congregants to participate in affirmation card reading. Say something simple like "It is time for our affirmative reading. Please take out your affirmation card. I will read it through once, and then ask you to stand and read it with me."
10. Read aloud once.
11. Read again, this time with congregation.
12. Leave podium. Take any papers you brought with you to the podium. You can return to the designated seating or seat anywhere in the sanctuary
13. At end of service collect your audio CD from the sound engineer.

Overarching Intent

The intent in leading the centering is to assist congregants in centering, directing and focusing their attention inwardly.

The intent of the SMT is to recognize the presence of God, the wholeness therein and unify all with it (the realization of Oneness).

The intent of the Affirmative Reading is to establish a feeling tone and demonstrate Oneness.

### Individual Intent

Your individual intent should support the overarching intent, while bringing forth your unique vision for its unfoldment.

My individual intent in leading the Centering, Opening Treatment and Affirmative Reading is:

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### **10:30 Meditation**

This is a stand-alone meditation that happens in the church sanctuary, setting the tone for Praise and Worship and the 11:00 a.m. Service. Any Practitioner can elect to perform this sacred service. Signups for sacred service happen via email, with information distributed by Joanne Noll.

### Check-In:

Leaders should arrive at least 15 minutes early. Check in with the sound engineer and provide him/her with your audio CD, and let him/her determine if sound adjustments are needed.

Type/Modality: The Practitioner is free to choose the style and modality they prefer. All meditations are 15 minutes, with a minimum of 5 of the 15 minutes dedicated to “being in the silence.”

### General:

1. One to two minutes prior to beginning meditation, go to the podium and invite the congregants to begin preparing for meditation, simply saying “I invite you to begin preparing for meditation. If you have a cell phone, please take a moment to turn it off or silence it.”
2. Start on time. The ushers and audio/visual crew will watch you and perform their tasks accordingly.
3. Introduce yourself and begin the meditation.
4. If adjustments to sound are necessary, let the sound engineer know right away using the microphone, do not leave the podium.
5. Lead the meditation with eyes open, staying aware of the congregation.

6. Limit the meditation to 15 minutes, with a minimum of 5 minutes dedicated to “being in the silence.”
7. When you finish, thank the participants.
8. Remove any of your papers or books from the podium and collect your audio CD from the sound engineer.

### Overarching Intent

The intent in leading the meditation is to assist congregants in centering, directing and focusing their attention inwardly. A secondary intent is to set the tone for the service and church’s activities.

### Individual Intent

Your individual intent for leading the meditation should support the overarching intent, while bringing forth your unique vision for its unfoldment.

My individual intent in leading the meditation is:

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### **11:00 a.m. Opening Treatment and Affirmation**

Any Practitioner can elect to perform this sacred service. Signups for sacred service happen via email, with information distributed by Joanne Noll.

Objective: To establish uniformity and consistency in the delivery of the five (5) steps of Spiritual Mind Treatment.

Dress: Wear your stole. As a diverse community we honor all styles of dress, however, be mindful that you represent the ecclesiastical arm of the Center and dress accordingly.

Seating: Please sit in the designated chair (middle aisle, front row) at the start of service. Upon completion, you may choose to sit elsewhere.

Housekeeping: Before you approach the podium make sure you have the Affirmation Card (and glasses if you need them). Familiarize yourself with the reading before service begins.

### Overarching Intent

The intent of the SMT is to recognize the presence of God, the wholeness therein and unify all with it (the realization of Oneness).

### Individual Intent

Your individual intent for leading the Opening Treatment and Affirmation should support the overarching intent, while bringing forth your unique vision for its unfoldment.

My individual intent for the Opening Treatment and Affirmation is:

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### General:

1. Get Affirmation Card from usher when you arrive.
2. Familiarize yourself with Affirmation Card reading.
3. Sit in designated area at the beginning of service.
4. Walk up to the platform when the congregational begins singing "I Need to Be Still" song.
5. At the conclusion of the song, say your SMT.
6. After prayer, invite congregants to participate in the affirmation card reading. Say something simple like "It is time for our affirmative reading. Please take out your affirmation card, I will read it through once, and then ask you to stand and read it with me."
7. Read aloud once.
8. Read again, this time with congregation.
9. Leave podium. You can return to the designated seating or seat anywhere in the sanctuary.

### **Junior Church Practitioner      11:00 a.m. service only**

Any Practitioner and Practitioner in Training can elect to perform this sacred service. Signups for sacred service happen via email, with information distributed by Joanne Noll.

This ritual is inclusive of meditation, invocation/prayer and offertory for the Junior Church congregation.



Location: Practitioners only serve two of the four classrooms. The Practitioner visits both the Kindergarten/1<sup>st</sup> Grade group and the Grades 2-3 group.

Check-In: Arrive at least 10 minutes early and check in with Rita Sago, the Junior Church Director and/or the Junior Church teachers. Find out the topic/concept/affirmation for the day and “tie it in” to the opening and candle lighting ceremony.

Dress: Wear your stole as this identifies you as a “safe person,” and as such you are seen as available to children who wish/need to share confidential information.

Time: Entire ritual takes about 10 minutes for each class, a total of 20 minutes for both classrooms.

#### Order of Service:

- 1 – Light the Candles –
- 2 – Treatment or Guided Meditation
- 3 – Offertory

1. Light the Candles: Enlist the children’s help. You light the first candle, the long white tapered candle, using the match or lighter. The children will light the other candles using the tapered candle.
2. Treatment or Guided Meditation: Keep both meditation and SMT simple and short. Before doing the SMT ask for prayer requests. When doing SMT include the 5 steps.
3. Offertory: Allow and encourage children to offer anything they hold within their hearts: peace, love, joy, beauty, as well as donations.
4. Dismiss yourself. If needed, go to the other classroom.

At the conclusion of your service feel free to re-join the service in the sanctuary.

#### Overarching Intent

The intent of the J.C. Practitioner is to set the tone of sacredness and Oneness for the service while recognizing the presence of love.

#### Individual Intent

Your individual intent should support the overarching intent, while bringing forth your unique vision for its unfoldment.

My individual intent as the Junior Church Practitioner is:

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### **After Service Prayer**

Every Sunday after each service, Practitioners provide prayer for all those requesting assistance. Signups for sacred service happen via email, with information distribution facilitated by Joanne Noll.

1. Congregants who want prayer sit in the designated area of the sanctuary. Currently they sit in the chairs designated for the band.
2. If there is more than one person, ask who is next. If a person indicates they are waiting for a specific Practitioner, acknowledge them and then take the next person waiting.
3. As you escort the congregant to one of the prayer rooms, introduce yourself. If all the rooms are taken, find another place that affords privacy. Be sure and ask the congregant if they are comfortable in the place you choose.
4. Ask the congregant what they would like prayer for and enter into prayer. These are not Practitioner sessions; no advice is given, and no fee is charged.
5. After prayer, if you are available for private counseling sessions, give the congregant your business card and/or brochure. If you are not available, advise the congregant that they can contact Practitioners on the back of the bulletin if they would like to follow-up and schedule a session.
6. Escort the congregant out of the prayer room.

### **Concierge After Second Service**

This is a sacred service duty that has been performed by the Practitioners in Training and is currently in transition. When a determination has been made by Rev. Georgia and Rev. Betsy an update will be provided.

### **Q&A After Second Service**

The Senior Minister approves the facilitators for this sacred service duty. If you are interested in serving, talk with Rev. Georgia Prescott.