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# POLICIES & PROCEDURES MANUAL

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Revised Section 8.1 – 8.3 (Approved MAR 19, 2017)



## 8.1 Ministerial and Practitioner Licensing Administration and Organization

### PREAMBLE

Due to the rigors of ministerial obligations and practitioner confidentiality, including the support of youth and vulnerable adults, Centers for Spiritual Living maintains consistently high standards for the licensing of ministers and practitioners.

- A. Administrative Entities. There are two (2) entities involved in the overall administration of the licensing of Ministers and Practitioners within the Organization—the Leadership Council, the Ministerial & Practitioner Licensing Committee (MPLC). The roles of are described below.
- B. Leadership Council. The Leadership Council is responsible for setting the vision and direction for the Organization and shall provide overall direction on how Ministers and Practitioners are to be licensed within the Organization.
- C. Minister & Practitioner Licensing Committee (MPLC)
  1. Members of the Minister & Practitioner Licensing Committee (MPLC) are appointed by the Leadership Council, upon the recommendation of current MPLC members. The MPLC is comprised of Ministers and one or more Licensed Spiritual Practitioners serving in Member Communities and Ministers serving in administrative positions within the Organization as specified below. The MPLC operates in collaboration with the Manager of Licensing & Credentialing, as well as a recording secretary appointed from Licensing & Credentialing Staff.
  2. The MPLC shall include the Minister Manager of Licensing & Credentialing who is responsible for administering the day to day operations of the Minister and Practitioner licensing process. (Note: Other staff can be identified in this section)
  3. The MPLC shall include representative liaisons from the Minister Council, Practitioner Council, Phoenix Bridge, and Regional Support Coordinators.
  4. Appointed members of the MPLC shall serve a three (3) year term from the time of their appointment, with the possibility of serving a second consecutive three (3) term. After two (2) terms, a member shall be required to wait one (1) year before serving on the MPLC again, although this person may serve as an adjunct non-voting support person during this time as determined by the MPLC. Terms of all the members shall be staggered to provide continuity to the committee.
  5. Based on the vision set forth by the Leadership Council, the MPLC shall recommend policy additions and changes to the Leadership Council for approval. Matters of concern voiced by Ministers, Practitioners and Member Communities regarding the Minister and Practitioner licensing process shall be reviewed and if policy changes are deemed appropriate, those changes will be recommended by the MLPC to the Leadership Council for approval.
- D. Policy Updates. In consultation with Department of Licensing and Credentialing staff and input from affected field constituencies, the MPLC is responsible for recommending any changes or additions to policies and procedures not previously addressed in this manual. The Leadership Council must approve any changes to policies or procedures prior to implementation.

- E. Criminal Records Review and Background Check. All ministerial applicants, ministerial candidates and practitioner candidates are subject to background checks and reviews of criminal records prior to licensing. Reviews are conducted: (1) prior to admission into Practitioner II, (2) entry into the School for Spiritual Leadership for ministerial education and (3) prior to licensing as a minister with CSL. Any violent felony crime involving emotional or physical violence committed by one person against another person (murder, non-negligent manslaughter, forceful rape, robbery, aggravated assault, etc.) disqualifies the candidate from eligibility for licensing. Any other felony crimes (fraud, grand larceny, embezzlement, narcotics violations, etc.) must be disclosed at the time of application and will be considered on a case-by-case basis by the MPLC. A minister or practitioner applicant may file an appeal for further consideration of their eligibility for licensing. The Appeal Panel will be initiated by the MPLC and comprised of three (3) ordained minister representatives, one (1) member from the Ethics Department, one (1) member from the MPLC and one (1) member from the Education Department. The ruling of the Appeal Panel is final. If after licensing as a minister or practitioner, any individual is convicted of any of the crimes listed in the preceding paragraphs of this section, they must report it to the MPLC immediately. The MPLC will review the report and may require further criminal records review to determine the impact on the individual's status with the organization. Failure to report any such conviction within 5 days could result in any licenses or ordination status being revoked.

## 8.2 Ministerial Licensing

### POLICIES

- A. Paths to Ministry- The two (2) primary paths to becoming a Minister within Centers for Spiritual Living are as follows:
1. Graduation from the School of Spiritual Leadership, the ministerial training program of Centers for Spiritual Living.
  2. Affiliation - Ministers who have been trained and served as Ministers within other spiritual traditions or organizations have the opportunity to serve as a Minister within Centers for Spiritual Living once their process of affiliation is complete.
- B. Ministerial Licensing and Status. Four (4) distinct Ministerial licenses are available through the Organization. Requirements and administrative procedures are as follows:
- 1) Provisional Ministerial License**
- a) The Provisional Ministerial License supports and recognizes School of Spiritual Leadership graduates who have successfully passed their licensing panel while they investigate, reveal, and move into their expression of ministry. The Provisional License is valid for one (1) year from the date of issuance and may be extended by approval of the MPLC.
  - b) Only those graduates who have been vetted through the completion of their initial licensing application, background check, and payment of all required fees are eligible to go before a licensing panel of three ordained ministers. With the successful

outcome of the Ministerial licensing panel, a Provisional License is issued by the Department of Licensing and Credentialing

- c) A Provisionally Licensed Minister is fully qualified to perform all functions and/or activities of a Licentiate Minister; however, time of service under a Provisional Ministerial License does not apply toward Ordination requirements.
- d) Ministers with Provisional Ministerial Licenses:
  - i. Are not eligible for election to a Centers for Spiritual Living Ministerial positions requiring ordained status.
  - ii. May participate in an Ordination Ceremony in any capacity EXCEPT as Presiding, Presenting or Ordaining Minister.
  - iii. Are subject to the legal jurisdiction of the state in which they serve.
  - iv. Must actively work with the Mentor Minister of their choosing.
  - v. Are required to complete Comprehensive Minister's Reports and submit them to their Mentors for approval.
  - vi. Are required to pay an annual Ministerial Professional Fee as recommended by the MPLC and approved by the Leadership Council.

## **2) Licentiate Ministerial License.**

The Licentiate License recognizes ministers who have entered into an employment agreement in ministry and are commencing their "path to ordination."

- a) A Minister holding a Licentiate Ministerial License is empowered to perform all Ministerial activities and to serve in all forms and capacities of ministry with the following provisions. Ministers with Licentiate Ministerial Licenses:
  - i. Are not eligible for election to a Centers for Spiritual Living Ministerial position requiring ordained status.
  - ii. May participate in an Ordination Ceremony in any capacity EXCEPT as Presiding, Presenting or Ordaining Minister.
  - iii. Are subject to the legal jurisdiction of the state in which they serve.
  - iv. Must complete all requirements for ordination during the licensing period, or be making significant progress along the "Path to Ordination" to qualify for a term extension. These requirements include:
    - (a) Communicating regularly with their assigned Sponsors from the time the Licentiate Ministerial License is issued.
    - (b) Communicating regularly with a Mentor Minister.
    - (c) Completing and submitting Comprehensive Minister's Reports and paying Ministerial Professional Fees annually.

### **3) Phoenix Bridge Ministerial License.**

The Phoenix Bridge Ministerial License is afforded to those who are in need of support, resources and time to reevaluate the direction of their continued ministry. This is intended to be a transitional licentiate status for those in times of challenge and change and is set forth to guide ministers back toward full licentiate status. In order to qualify to hold this license a minister must:

- a) Currently be in the active date range of their approved Licentiate Ministerial License
- b) Not be in a provisional licentiate status
- c) Be approved by the Phoenix Bridge Committee
- d) Not be serving under a Ministerial Service Agreement
- e) Actively be pursuing the development of a new “work” as defined by section 8.2: D-3-c).
- f) Any service under the Phoenix Bridge Program must be pre-approved to count toward ordination time and service requirement by the Phoenix Bridge Committee.

### **4) Spiritual Director of International Ministries**

The Spiritual Director of International Ministries license supports and recognizes a Licensed Practitioner who has successfully completed the Spiritual Leadership Program with the CSL School of Spiritual Leadership and wishes to serve as a Director of a Center for Spiritual Living Member Community outside of the United States and Canada.

In order to qualify to hold this license a candidate must:

- a) Be a Licensed Practitioner of Centers for Spiritual Living in good standing.
- b) Successfully complete the Spiritual Leadership Program, administered through the CSL School of Spiritual Leadership and under the purview of the CSL Professional Education Manager. Successful completion of this program culminates in an International Spiritual Leadership Certificate.
- c) Upon completion of all required academic coursework and a successful Academic Panel with the CSL School of Spiritual Leadership representatives, the candidate is eligible to request certification from the Manager of Licensing & Credentialing. The Manager of Licensing and Credentialing may request that a licensing panel be convened to approve the Spiritual Director of International Ministries license certification.
- d) Be supervised by an Ordained Minister of Centers for Spiritual Living in good standing.

### **5) Relationship of Ministerial Status to CSL Affiliated Member Communities:**

- a) CSL Ministers are not required to be serving a CSL member community under an employment agreement in order to maintain their active status as a CSL Minister (except as indicated below). However, “active status” does indicate that the Minister is still serving the organization and bringing the Science of Mind and Spirit teachings to the

world in some active capacity. Service in one of our member communities is deemed to meet that requirement, while other service outside a community may also meet that requirement.

- b) Licentiate ministers must be under an approved employment agreement and/or Ministerial Service Agreement with a CSL member community (or working for an approved non-CSL organization as a chaplain) in order to meet their service requirements for ordination.

C. Ordination Certificate:

Ordained Minister. The high honor of ordination is conferred to a Minister who has successfully completed the Path to Ordination. Ordained Ministers are those who have consecrated themselves to a lifetime of ministerial service. Ordination is an acknowledgment of a Minister's calling and commitment and is not an entitlement.

- D. Annual Professional Fees for Ministers. An annual professional fee shall be assessed to all licensed and ordained Ministers who choose to maintain their active status with the Organization. The amount of this fee and other aspects of its collection and usage shall be determined by the Leadership Council. Payment of this fee also acknowledges that the Minister is maintaining her/his Practitioner license. Retired, ordained ministers maintaining active service roles in the Organization are requested to pay this annual Professional Fee for Ministers.

## PROCEDURES

E. Definitions. The following definitions apply to terms used within this document:

- 1) "Ordained Minister". A lifetime designation once conferred unless revoked through due process.
- 2) Terms of Address and Ministerial Titles. There are numerous terms of address and titles bestowed upon Ministers, many of which are dependent upon the expression of ministry in which an individual Minister may be engaged/employed. This list, although representative, is not intended to be definitive.
  - a) "Reverend" is the most common, generic term for all Ministers.
  - b) "Reverend Doctor" refers to those ministers who have received an honorary doctorate through Centers for Spiritual Living.
  - c) Ministerial Titles:
    - i. "Senior Minister" is our most common title but may also be referred to as "Spiritual Leader," or "Spiritual Director." All of these titles refer to the highest spiritual officer in a Centers for Spiritual Living Member Community.
    - ii. "Co-Minister" is used to describe a Minister who shares the highest spiritual office with another Senior Minister.
    - iii. "Assistant Minister" refers to a Minister who is employed by a Centers for Spiritual Living Member Community, and serves under the direct

supervision of a Senior Minister. The Assistant Minister may assume additional ecclesiastical duties in the event of the temporary absence of the Senior Minister.

- iv. "Associate Minister" refers to a Minister who meets all the requirements of an Assistant Minister and may also have special rights and responsibilities detailed in their Employment Agreement.
  - v. "Staff Minister" refers to a Minister who serves a Member Community in a specific/defined capacity under the direct supervision of a Senior Minister.
  - vi. "Chaplain" refers to a Minister who has acquired specialized training in chaplaincy and is serving one or more organizations as a chaplain.
  - vii. "Focus Minister" refers to a Minister who is serving through a Center for Spiritual Living Affiliated Focus Ministry.
  - viii. "Phoenix Bridge Minister" refers to a Minister currently holding their license with the Phoenix Bridge.
  - ix. "Spiritual Director of International Ministries" refers to a Licensed Practitioner who has an International Spiritual Leadership Certificate, and is serving as a Director of a Center for Spiritual Living Member Community outside of the United States and Canada.
- d) Ministerial Service Agreement. Ministerial Service Agreement refers to the documented agreement between a licentiate or ordained Minister and the entity or organization for whom they will be serving as a Minister. The agreement also represents the "trigger event" that qualifies a Provisionally Licensed Minister to move to licentiate status as it is the formal agreement to serve as the Minister for a Member Community. The agreement must be executed by a representative of the leadership of the Organization and the Minister and set forth the terms of service and compensation. Terms for this agreement may include:
- i. Letter of Call
  - ii. Employment Contract or other Compensation Agreement.
  - iii. Any formal Agreement without compensation (example: volunteer chaplain)
- 3) Provisional Licensing Procedures
- a) Individuals who have successfully passed their licensing panel, and who are not yet under a Ministerial Service Agreement will receive a provisional license which will be valid for one (1) year.

- b) This license may only be renewed under special circumstances. If renewal is requested by the provisionally licensed minister and recommended by his/her Mentor, a formal request may be submitted to the MPLC, which shall determine whether a request is granted. Criteria for requesting and/or granting renewal may include a pending Ministerial Service Agreement, family or personal emergencies, location or business procedures in process, active candidating for a pulpit, or other time-related matters.
- 4) Licentiate Licensing Procedures. A ministerial candidate or provisionally licensed minister must submit a signed copy of their Ministerial Service Agreement to the Department of Licensing & Credentialing for review and approval. Once approved, a licentiate license is issued by Centers for Spiritual Living, Department of Licensing and Credentialing.
- 5) Licentiate License Term; Renewal. The initial license term is three (3) years and may be renewed in one (1) year increments until ordination requirements are fulfilled. Prior to the expiration of a license term, a Minister with a Licentiate License must submit a written request for extension of his/her license delineating the reason for the request. The request must be supported in writing by the Mentor and Sponsor ministers. The Department of Licensing & Credentialing will present the extension request to the MPLC for consideration and approval. The MPLC will determine if additional requirements are appropriate.
- 6) Procedures for Completing Comprehensive Minister's Reports. Ministers holding a Licentiate License are required to complete a Comprehensive Minister's Reports and submit it to their mentors and sponsors for review and endorsement. Following communication between the mentor and the sponsor, copies endorsed by both are to be forward to Department of Licensing & Credentialing. Any delay in submitting a report results in a corresponding delay in progress toward ordination. It is the responsibility of all Licentiate Ministers to maintain communication and contact with their mentors and sponsors and to file these annual reports in a timely fashion.
- 7) Procedures for Non-CSL Ministerial Affiliation.

Application procedures for affiliation with the Organization as a Minister are as follows:

  - a) Basic requirements for affiliation:
    - i. Provide a Certificate of Completion in the Minister's name from either a theological seminary approved by the United States Department of Education or from a New Thought ministerial school.
    - ii. Have served for a minimum of four (4) years as a Minister in a spiritual community or other ministry based on this training.
    - iii. Initial discussion of the affiliation process and its minimum requirements is done by members of the Department of Licensing and Credentialing.



b) Application process:

- i. Individuals who meet the aforementioned requirements will be sent a Cover Letter explaining the affiliation process, a background check permission form, an Affiliation Application, and an Educational Review Worksheet.
- ii. The applicant will submit the completed background check form and the fee to the Department of Licensing and Credentialing. The applicant will be notified when the background check is cleared.
- iii. The applicant must complete an affiliation application and submit it to the Department of Licensing & Credentialing along with a non-refundable affiliation application fee, transcripts, the completed Educational Review Worksheet as well as any other support documentation requested.
- iv. Upon receipt of the completed application package, the Department of Licensing & Credentialing will vet the information and bring the request to the MPLC. A member of the MPLC may conduct an additional telephone interview with the applicant to determine if he/she is qualified to proceed with the ministerial affiliation process. Please note: The initial discussion conducted by Licensing and Credentialing may serve as the MPLC interview and will be presented as such.
- v. The Education Review Committee formed by the School of Spiritual Leadership will assess and determine the equivalency of the applicant's education based on the completed education worksheet, transcripts, syllabi, and any certifications or degrees provided. If further education is necessary, based on the documentation, the Education Review Committee will make recommendations and report directly to the Department of Licensing & Credentialing.
- vi. If no further education is found to be necessary, the applicant is sent a study guide and a proctored affiliation exam is administered within six (6) months. This exam is designed to measure the applicant's understanding of Science of Mind principles and practices. The School of Spiritual Leadership will grade this affiliation exam, and in some cases, applicants will be required to complete additional training based on the outcome of the exam.
- vii. Applicants will then be required to pass an oral panel. This oral panel will be comprised of ordained Ministers from the MPLC or representatives chosen for their knowledge of the ministerial affiliation process. These panelists will assess the readiness and consciousness of the applicant to be a Minister within Centers for Spiritual Living. Feedback, guidance, and orientation will be provided to the applicant during and after the panel process. The Department of Licensing & Credentialing will facilitate the

panel process. Upon the completion of a successful panel a provisional or licentiate ministerial license is issued.

viii. Denials of Applications. Applicants who do not successfully complete the affiliation process will be notified as to CSL's decision. An application may be denied for the following reasons:

- a. Applicant did not meet minimum requirement of ministerial degree or years of experience.
- b. Applicant did not pass the MPLC review screening.
- c. Educational review determines that applicant's educational experience is too insufficient to be simply supplemented with additional classes.
- d. Applicant did not pass the exam.
- e. Applicant did not pass the background check.
- f. Applicant did not pass oral panel.
- g. Leadership Council did not approve.

*NOTE: In cases where the applicant did not pass the exam or the oral panel, they may with approval of the MPLC be given the opportunity to re-take that step one time after waiting a minimum of 6 months or a maximum of 18 months.*

h. Affiliating Ministers shall be assigned a Mentor Minister by the Department of Licensing & Credentialing. This mentor shall assist the affiliating Minister as a resource by answering questions and giving direction regarding the Organization's structure, policies and procedures.

## **6) Mentoring Program**

- a) Mentoring is an essential means of support to the success of Ministers. Ministers are encouraged to select a mentor based on the mentor's demonstrated experience, expertise, and successful ministry. The mentor's experience should be in alignment with the minister's vision of his/her personal ministry.
- b) Mentoring Ministers with Provisional Licenses. From the time the Provisional License is issued and through any and all extensions, a Minister under a Provisional License must have the guidance and support of a specially trained volunteer Mentor Minister.
- c) Mentors offer coaching and ministerial support to foster growth and confidence in those they serve. Mentors may be selected by the minister or assigned by the Department of Licensing and Credentialing. Selected mentors must be reported to and approved by the Department of Licensing and Credentialing. Mentors skills should match the need of the Ministers to whom they are assigned.

- d) The Mentor Minister process is initiated with a meeting to assess the best course of action for the mentor's support. Areas of focus may include:
- i. Setting priorities and goals appropriate to the fulfillment of the licensee's intended ministry.
  - ii. Coaching for candidating readiness.
  - iii. Assistance with networking.
  - iv. Guidance in developing a business plan for a Member Community.
  - v. Support in establishing a special focus or virtual ministry, such as chaplaincy.
  - vi. Follow-up meetings are to occur monthly or more often, to clarify the vision and progress of the Minister holding the provisional license and to assess his/her progress and further needs.
  - vii. A Comprehensive Annual Minister's Report shall be completed by the Minister holding the provisional license and submitted for review and endorsement to the Mentor Minister and the Regional Support Coordinator at the end beginning of each year while the provisional license is in force. The endorsed report is sent to the Office of Member Support & Education Dept. of Licensing & Credentialing.

#### **7) Sponsorship Program:**

- a) The Sponsorship Program is administered by the MPLC. Qualified ordained Senior Ministers are appointed to act as sponsors for Ministers who fall within the following categories:
- i. All licentiate Ministers are required to operate under the observation and assistance of a sponsor until ordained
  - ii. Ordained Affiliated Ministers whose experience is has not been in a CSL Member Community may also be required to participate in the Sponsorship Program for a minimum of one (1) year
  - iii. Licensed Assistant and Staff Ministers are under the Sponsorship of the ordained Senior Minister of their Member Community or an assigned ordained sponsor minister.
  - iv. Chaplain Ministers are under the sponsorship of a qualified ordained Minister appointed by the Chaplain Sponsorship Chair. (TBD by Chaplaincy Committee)
- b) The Sponsor Minister process is initiated with a meeting to assess the best course of action for the sponsor's support. Areas of focus may include:
- i. To act as a source of counseling guidance, and experience to which a new or affiliating Minister is free to turn when a need arises.
  - ii. To provide oversight of all review reports and materials to be submitted through the sponsorship program.

- iii. To maintain a close and supportive connection between the Minister and the Organization that provides greater cooperation and support structure for the Minister.

**8) Responsibilities of the Minister Being Mentored and/or Sponsored:**

- a) The licensed Minister is responsible for reviewing and verifying progress with her/his sponsor. This applies to all categories of ministry, including Assistant, Staff, Chaplain, Focus and Online Ministers.
- b) Timely submission of the Comprehensive Minister Report on all phases of the Minister's work and ministry, as required by the Department of Licensing and Credentialing. These reports shall be forwarded to the assigned sponsor and mentor for review based upon the type of ministry and may include:
  - i. Copy of board-approved monthly financial reports. (Most recent 6 months or current annual report).
  - ii. One (1) CD, DVD, or web based recording of a talk, class, or Sunday service given by the licensed Minister per six (6) month period.
  - iii. Copy of monthly board-approved minutes for the Member Community for the previous reporting period.
  - iv. A personal development plan.
  - v. A business plan.
  - vi. Or any other documentation of developing ministry required by the sponsor and/or mentor.
  - vii. After these reports are reviewed by the sponsor, they are forwarded the Regional Support Coordinator and Dept. of Licensing & Credentialing.

**9) Sponsoring and Mentoring Ministers with Licentiate Licenses, including Affiliate Ministers:**

- a) Upon achieving licentiate status, a Minister shall be assigned a Sponsor to guide her/him through the Path to Ordination. Specific guidance on the Path of Ordination is the purview of the Sponsor; however, the Minister's Mentor and Sponsor collaborate in order to provide the most comprehensive and cohesive ministerial support and guidance possible.
- b) The process of mentoring a Minister with a Licentiate License is similar to that of mentoring a Minister with a Provisional License, however, the focus changes in accordance with the Minister's new duties and responsibilities.

**10) Mentor Qualifications:**

- a) Active, or Retired Ministers within the Organization shall be selected based on their demonstrated abilities in successful ministry. To serve as a mentor, one must:
  - i. Have shown exemplary participation within the Organization

- ii. Have a depth of knowledge of the Organization's Policies and Procedures and its history
  - III. Be experienced in regular spiritual practice including "visioning"
  - iv. Have awareness of the particular needs of the mentee and of their Ministry
  - v. Have awareness of the organizational resources available to their mentee
- b) Mentor Ministers are sensitive to the difference between supporting and giving advice. Mentor Ministers are not responsible in any way for the actions or outcomes of any Minister they mentor.

**11) Interruption in Service.**

- a) An Interruption in Service occurs when a minister is no longer under a Ministerial Service Agreement with an affiliated CSL Member Community. Upon an interruption in service a minister is offered an optional exit interview and a choice of the following options:
- i. Return to Provisional License status
  - ii. Approved Leave of absence
  - iii. Release of license
  - iv. Phoenix Bridge Ministerial License
  - v. If a Minister with licentiate or ordained status leaves her/his position the Licensing & Credentialing Department, Regional Support Coordinator and/or the minister themselves will notify the Phoenix Bridge Committee.
  - vi. A member and/or designee of the Phoenix Bridge Program will conduct an exit interview with the Minister. During this interview, the Minister will receive guidance as to their available options through the Phoenix Bridge. The purpose of the interview is to share information, bring closure, honor, support the minister in their process and help them begin to set a vision for the future of their continued ministry.
  - vii. The initial term on the Phoenix Bridge is granted for six (6) months, or an equivalent of their current licentiate term.
  - viii. The term a minister may remain on the Phoenix Bridge may be extended with the recommendation of the Phoenix Bridge Committee to the Licensing & Credentialing Department. The extension is only considered approved when the Licensing and Credentialing Department approves the extension of the minister's current licentiate term. The extension of the term on the Phoenix Bridge is limited to the new end date of their Licentiate Status.
  - ix. Time in this program may be eligible for consideration toward ordination through the recommendation of the Phoenix Bridge Committee and upon

approval by the Licensing & Credentialing Department. In order for a Minister's time to be considered, the Phoenix Bridge requires the following:

- (a) A healthy relationship with both a Sponsor and Mentor
- (b) Timely Bi-Annual Update Reports that show progress towards the establishment of active ministry
- (c) Service in Other Member or Non-Member Communities  
(i.e.: Speaking, Teaching, Workshop Facilitation, Special Projects, Volunteering, or other ecclesiastic duties)
- (d) Service to Centers for Spiritual Living  
(i.e.: committee work, SOM Magazine submissions, Ministry of Prayer)
- (e) Education Upgrades, completion of approved educational courses

X. Ministers on the Phoenix Bridge may be permitted to submit their application for Ordination through the recommendation of the Phoenix Bridge Committee, The Minister's Mentor and the Minister's Sponsor.

## 12) Inactive Licenses

Both Provisional and Licentiate Licenses are time limited subject to expiration and can only be renewed as described above. The bestowing ordination is permanent, but the Organization does require that all Ministers, intending to remain active prior to and during retirement, pay an annual professional fee and provide updated contact information so as to maintain their active status. If the professional fees are not submitted within ninety (90) days of their annual due date (January 1), a 25% late fee will be assessed. If the professional fees are not submitted within one hundred and eighty (180) days of their annual due date (January 1), the Minister's status with the Organization will be changed to "inactive." Active status within the Organization is required in order to serve on any of the organization's councils, committees, teams, panels, or other positions of responsibility.

## 13) Request for Ordination Consideration

- a) It is the responsibility of a candidate for ordination to provide Centers for Spiritual Living with any evidence or documentation required to support eligibility and any other factual information that may be requested. It is the obligation of a candidate's sponsor, mentor and the MPLC to evaluate and validate the information provided in support of an ordination by any means it deems feasible.
- b) To qualify for ordination candidacy, the following actions must be completed:
  - i. The licensed Minister's Sponsor, Senior Minister, Mentor, and Board President (or Presider of the Member Communities governing body) must all provide MPLC with letters of recommendation for the candidate Minister to proceed

toward an ordination panel. If any of these positions are vacant, alternative recommendations shall be determined by the MPLC.

- ii. All Comprehensive Minister's Reports must be fully completed by the candidate and endorsed and submitted to the Department of Licensing & Credentialing by the Sponsor and Mentor.
- iii. The Minister must be presently serving under a Ministerial Service Agreement and his/her license must be in active status.

c) Eligibility and Requirements for Ordination:

- i. A Minister requesting ordination is assessed in objective and subjective ways by demonstrating the minimum Ordination Path Performance Indicators, satisfactory participation in the Sponsorship and Mentorship Programs of the MPLC, and a successful oral panel review. Ordination is an honor, not an automatic entitlement (refer to Ordination Path Performance Indicators Chart).
- ii. A Minister who meets all stipulations of the following requirements and whose ministry or Member Community is in good standing shall be considered eligible for ordination. However, ordination is not guaranteed by the meeting of these standards, and ordination may be denied by the MPLC or Leadership Council for any reasons which in their judgment indicate that recognition as an ordained Minister is not in order.
- iii. Other Recommended Areas of Service & Personal Growth – These activities are not mandatory:
  - a. Service on CSL Committees (be specific).
  - b. Publications: Submission to Science of Mind magazine, and other published treatments and articles.
  - c. Service at annual conventions through official convention service channels
  - d. Service through World Ministry of Prayer in other capacities.
  - e. Children's programs, Youth Advisor, Summer/Winter Youth Seminar Advisor
  - f. Service within your Member Community (outside your job description)
  - g. Service within your Community (hospice, support groups, organization – outside the Minister's job description)
  - h. Attendance at any CSL sponsored or approved event

## Section 8.3 Practitioner Licenses

### POLICIES

#### A. Licensing Requirements for First Practitioner License.

This section lists the requirements for an individual to become a first time Licensed Practitioner with Centers for Spiritual Living. Although most individuals will meet these requirements through CSL training, the MPLC has the delegated authority to review and recommend for licensing, on a case by case basis, through the CSL affiliation process (refer to Section 8.3.R) any individual who has completed their Practitioner training and licensing with another New Thought organization.

The requirements for first time licensing are as follows:

1. Must be 18 years of age or older.
2. Maintain membership with a CSL affiliated Member Community. The length of time for membership prior to Practitioner licensing may be determined by the Senior Minister of each Member Community.
3. Licenses of Practitioners are held and supervised by a Senior Minister of a CSL affiliated Member Community.
4. Successfully complete Practitioner Training as established in the Education Catalog (and any additional internships or service required by their Senior Minister).
5. Satisfactorily pass the licensing written exam and oral panel.
6. Complete the New Practitioner Licensing application, including:
  - a. Submission of all documentation required, as per Leadership Council approval, and a letter of recommendation from their Senior Minister.
  - b. Payment of all Licensing and Background Check fees.
  - c. Pass a Background Check and Criminal Records review.

*All Practitioners are subject to a background check and criminal records review prior to licensing. Any violent felony crime involving emotional or physical violence committed by one person against another person (murder, non-negligent manslaughter, forceful rape, robbery, aggravated assault, etc.) disqualifies the candidate from eligibility for licensing. Any other felony crimes (fraud, grand larceny, embezzlement, narcotics violations, etc.) must be disclosed at the time of application and will be considered on a case-by-case basis by the MPLC. A Practitioner applicant may file an appeal for further consideration of their eligibility for licensing. The Appeal Panel will be initiated by the MPLC and comprised of three (3) ordained minister representatives, one (1) member from the Ethics Department, one (1) member from the MPLC and one (1) member from the Education Department. The ruling of the Appeal Panel is final. If after licensing as a Practitioner, any individual is convicted of any of the crimes listed in section 8.1.F, they must report it to the Department of Licensing & Credentialing immediately. The MPLC will review the report and may require further criminal records review to determine the impact on the individual's status with the organization. Failure to report any such conviction within 5 days could result in any licenses being revoked.*



### **B. Licensing Fees for Licensed Practitioners.**

1. A \$200 fee shall be charged for all Practitioner licenses, for first licenses and renewals.
2. First licenses will be current for a period running through the end of the second calendar year following the year of issuance of the first license. All renewals will be active for a period of two (2) years.
3. Practitioner renewals are processed by the Department of Licensing & Credentialing from October 1 – November 30. A late fee of \$50 will be charged to any Practitioner renewing after November 30.
4. A Minister's payment of an annual ministerial professional fee will also cover her or his relicensing as a Practitioner.

### **C. Renewal Requirements**

1. Practitioner license renewal is a process of reassessment, recommitment, and re-declaration of intention. License renewal is the responsibility of the Practitioner. It requires a review and recommitment by the Practitioner to a life of spiritual service and the fulfillment of the following requirements every two years:
  - a. Abide at all times by the Code of Ethics, Policies and Procedures of Centers for Spiritual Living pertaining to Practitioners.
  - b. Be an active, loyal, and supporting member of a Member Community of Centers for Spiritual Living.
  - c. During each two (2) year licensing period, perform a minimum of two-hundred and fifty (250) hours of appropriate Continuing Licensing Units (CLUs) and a minimum of forty-five (45) hours of appropriate Continuing Education Units (CEUs) approved by the Senior Minister and consistent with the Organization's educational standards. (See 8.3.H)
  - d. Complete the Practitioner license renewal process by meeting with the Senior Minister of the Practitioner's Member Community, receipt of the relicensing password and payment of the renewal fee by November 30 of the Practitioner's license renewal year.
2. Any additional requirements above and beyond those listed, such as an interview, documentation of demonstrations, signing and adhering to a covenant/agreement, additional training, or service commitments are determined by the Senior Minister of the Practitioner's Member Community.

### **D. Leave of Absence.**

A Licensed Practitioner may choose to take a leave of absence from Practitioner responsibilities for a period of up to two years. A Practitioner's license will be considered inactive from the date they begin their leave of absence. Practitioners on a Leave of Absence may not take paying clients, perform ceremonies or teach certificated classes. Time on a Leave of Absence will not be applied to service years (refer to Section 8.3.M for Procedures).

## **E. Special Licenses.**

### **1. Emeritus Practitioner**

- a. An Emeritus Practitioner status is an extraordinary honor granted by the Organization to recognize a Practitioner as being in good standing for life, with all the rights and privileges of a fully Licensed Practitioner. and without the necessity of fulfilling standard CEU and CLU renewal requirements or payment of a renewal fee. Practitioners who have been granted Emeritus status will still renew their license every two (2) years, but without the necessity of fulfilling standard CEU and CLU renewal requirements or payment of a renewal fee (refer to Section 8.3.I.3).
- b. To achieve Emeritus Practitioner status, one must be in active service as a Practitioner in an affiliated CSL community for twenty (20) years or longer.
- c. Have provided exemplary service to their Member Community and/or Centers for Spiritual Living.
- d. Be nominated by a Minister in their community or member of local leadership council/board.
- e. Submit an Emeritus Practitioner application.

### **2. Outreach Practitioner**

- a. An Outreach Practitioner is an active Practitioner who has moved to or resides where there are no Member Communities in their local vicinity and whose license is held under the supervision of the Senior Minister in a Member Community.
- b. The Outreach Practitioner is to perform sacred service and undertake activities that serve the larger community and their member community, and represent Science of Mind at work in the world.
- c. The Outreach Practitioner designation shall be approved by the Manager of the Department of Licensing & Credentialing.

### **3. Intern Practitioner**

In the absence of a Senior Minister, Practitioner II candidates may not be licensed until their Member Community has a Senior Minister. An Intern Practitioner may support a center with service duties and other responsibilities, but may not accept payment for Practitioner sessions, or teach certificated courses, until they are licensed.

### **4. Retired Practitioner**

A voluntary status that can be chosen by a Licensed Practitioner who is sixty-five (65) years of age or older and has served a minimum of ten continuous years. A Retired Practitioner releases the rights and privileges of a fully Licensed Practitioner and shall not charge a fee for Practitioner sessions. A Retired Practitioner may reinstate their license by following the reinstatement procedures in Section 8.3.J.

#### **F. Scope of Practitioner Practices**

1. Licensed Practitioners have the choice of being full-time, self-employed Licensed Practitioners or to take the Science of Mind teachings into the world along with their already established careers.
2. Licensed Practitioners are responsible for maintaining and communicating a clear differentiation for their clients/students between their role as a Licensed Practitioner of Religious Science and any other coaching, holistic or therapeutic discipline they may practice.
3. Licensed Practitioners in good standing may engage in activities such as, but not limited to, the following:
  - a. Conducting spiritual Practitioner sessions with clients for which they are compensated
  - b. Teaching and/or assisting in teaching certificated SOM classes
  - c. Designing and conducting workshops and classes whose curricula are aligned with SOM principles
  - d. Serve as a Director of a CSL Teaching Chapter
  - e. Conducting group or individual meditations, visioning sessions and/or spiritual retreats
  - f. Officiating at spiritual ceremonies
  - g. Holding vigil or high watch for events, meetings, and services
  - h. Leading or participating in organized ministries within the local Member Community, or as outreach activities in the broader community, such as pastoral care, community outreach, ministry of spiritual mind treatment/affirmative prayer, hospice services, grief support, volunteer sacred service, chaplaincies, youth programs, etc.
  - i. Performing a variety of duties during services as requested by the Senior Minister of their Member Community
  - j. Holding offices within Member Communities and within the Organization according to all applicable bylaws

#### **G. Ongoing Licensed Practitioner Commitments.**

Licensed Practitioners are responsible for abiding by the following requirements:

1. Confidentiality. With regard to confidentiality, Licensed Practitioners are responsible for:
  - a. Providing open and honest communication and always holding the clients trust and confidence with highest regard.
  - b. Explaining confidentiality guidelines prior to beginning a Practitioner session.
  - c. Maintaining client records with the utmost care, respect, and confidentiality. Client record storage and disposal are managed so as to always maintain complete confidentiality and compliance with all applicable laws.

2. **Legal Reporting.** Licensed Practitioners are responsible for obtaining, reading, understanding and complying with all applicable and appropriate reporting requirements of their national, federal, state or regional governmental agencies as these requirements vary and may be revised.
3. **Income Reporting.** Licensed Practitioners are legally required to declare the income they receive as compensation for their Practitioner services in compliance with all current local, state, and federal requirements (i.e., Federal Self-Employment Contribution Act, 1943).
4. **Communication.** Licensed Practitioners are responsible for notifying the Licensing & Credentialing Department in writing or online within thirty (30) days if there are changes in any of the following personal information: name, address, telephone number(s), email address, or Member Community affiliation.
5. **Advertising Guidelines.** All Licensed Practitioners are encouraged to advertise their professional services to the community at large. When advertising their professional services, follow these guidelines:
  - a. Identify themselves as a professionally Licensed Practitioner with the designation Religious Science Practitioner (RScP).
  - b. Advertise their services in a Member Community directory, telephone directory, spiritually-oriented publications and any other appropriate publications that will reach those in need of spiritual guidance and/or are seeking a new way or life
  - c. Use business cards, websites, or any other appropriate means of marketing that will reach those who are in need of spiritual guidance and/or are seeking a new way of life. Any marketing materials (including business cards) or mediums using the Centers for Spiritual Living trademark in any form shall only use the professional practitioner designation as licensed by CSL.
  - d. Shall not present themselves as a 'counselor' or advertise their professional services as 'counseling'.

#### **H. Ongoing Professional Development and Continuing Education.**

The published standards set a roadmap for demonstrating a Practitioner's growth, commitment, and service and describe the various ways in which the Practitioner can continue developing their skills and be of service while meeting all requirements for relicensing.

Any combination of CLUs totaling 250 every two years from at least two different categories listed under the "Continuing Licensing Units" section is required for license renewal. Any combination of CEUs totaling 45 every two years from at least two different categories listed under the "Continuing Education Units" section is required for license renewal.

Practitioners are encouraged to use visioning and their own divine intelligence to work with their Senior Minister to create sacred service that delights their hearts, fulfills their self-expression, and creates a positive influence in the life of their communities and clients.

### Continuing Licensing Units Examples (CLUs)—250 Total

1. Treatment/Prayer for others (outside the center, after services, praying for requests placed in prayer box, online requests, or called-in requests, etc.). (1 per hour)
2. Prayer Vigil/Practitioner Room/Ministry of Prayer/High Watch or similar activities at Member Community or Centers for Spiritual Living (e.g., High Watch for CORE Council or Board of Trustees meetings, World Ministry of Prayer, conferences, conventions, classes or small groups). (1 per hour).
3. Private client session. (2 per hour)
4. Teaching: Certificated CSL courses, non-certificated courses, workshops, seminars and authorized CSL Study Groups: (2 per hour)
  - a. Create and prepare workshop or class to be presented
  - b. Preparation for presentation of existing class
  - c. Presentation of existing class
  - d. Class assistant, attendance and preparation
  - e. Youth and Family ministries
5. Published (or accepted) Materials related to Science of Mind Principles
  - a. Book (Up to 100 each, subject to Senior Minister's approval)
  - b. Science of Mind Magazine Daily Guides (30 per submission)
  - c. Magazine articles or blog post (15 per article)
  - d. Professional audio or video recording (Up to 100 each, subject to Senior Minister's approval)
  - e. Song or poetry (15 per item)
  - f. Social media content supporting and teaching Science of Mind (1 per post, subject to Senior Minister's approval)
6. Attendance/Participation
  - a. Service leader in absence of Senior Minister (10 per service)
  - b. Service assistance (any duty) (5 per service)
7. Professional Activities related to Science of Mind Principles
  - a. Visitations: hospital, hospice, jail, etc. (2 per hour of visitation)
  - b. Guest speaker (25 per event)
  - c. Funerals and Memorials (25 per event)
  - d. Small group facilitator: Spiritual Living Circles, ongoing "affinity" small group meetings, etc. (2 per hour)
  - e. Ritual Blessing Ceremonies: New Home, New Baby, etc. (3 per event)

- f. Other activities as determined by Senior Minister.

#### **Continuing Education Units Examples (CEUs) – 45 Total**

1. Seeing a Professional Practitioner as a client (3 per hour)
2. Courses

College courses, Holmes Institute courses, or other institutional courses approved by the Senior Minister that would increase the professionalism or consciousness of the practitioner. It is especially recommended that Practitioners retake courses such as Foundations, Treatment & Meditation, and other basic Science of Mind courses in order to remain rooted in our fundamental teachings and principles. Successful completion of any course is required for credit under this paragraph. (1 per hour) each year of the newest practitioner curriculum garners 45 CEU units (1-1/2 times the course credit hours).

3. Other workshops, seminars, retreats or educational conferences that support your role as a Practitioner and are preapproved by the Senior Minister. (1 per hour. Maximum 6 units per day.)

#### **PROCEDURES**

##### **I. Practitioner License Renewal Procedures**

1. A renewing Practitioner will submit their application and all related documentation to their Senior Minister or their designee. The Senior Minister will verify that the Practitioner has met all re-licensing requirements. The Practitioner will then submit the appropriate relicensing fee as directed.
2. If the Member Community is temporarily without a Senior Minister the Regional Support Coordinator will work with the Member Community's Practitioners to certify that all re-licensing requirements are met.
3. Practitioners who have been granted Emeritus status will still renew their license every two (2) years with the authorization from the Senior Minister of an affiliated CSL community, but there will be no fee for such renewal. Practitioners with this status shall have all the rights and privileges of a fully Licensed Practitioner, and continue to abide by the Organization's Code of Ethics, Policies and Procedures. Emeritus Practitioners with Retired Status are not required to renew and may not accept clients.
4. A Practitioner's license shall be declared inactive if a renewal fee is not received within sixty (60) days of the November 30 deadline. The Senior Minister will be notified of any Practitioner license being changed to inactive status and a letter will be issued to the Practitioner whose license has lapsed.
5. Practitioners who wish to reinstate an inactive license must follow procedures outlined in Section 8.3.J.

##### **J. Practitioner License Reinstatement Procedures.**

A Practitioner seeking to reinstate their license from inactive status must apply to the Department of Licensing & Credentialing and fulfill the following requirements:

**CSL Policies & Procedures Section 8 Ministerial & Practitioner Licensing Administration and Organization**

1. A Practitioner who has been inactive for four (4) years or less must:
  - a. Complete a Reinstatement Application and pay a reinstatement and licensing fee
  - b. Provide a letter of recommendation from the Senior Minister of the Member Community in which membership has been established
  - c. Be an active, loyal and supporting member of a Member Community for a minimum of six (6) months immediately prior to submitting a Reinstatement Application
2. A Practitioner who has been inactive for four (4) years or more must:
  - a. Complete a Reinstatement Application and pay a reinstatement, Background Check and Licensing fee.
  - b. Provide three (3) letters of recommendation for reinstatement, two (2) letters from CSL Practitioner colleagues, and one (1) letter from the Senior Minister of their Member Community.
  - c. Be an active, loyal and supporting member of a Member Community for a minimum of six (6) months immediately prior to submitting a Reinstatement Application.
  - d. The Senior Minister will submit a plan of coursework from current CSL curriculum to the Education Department for review and recommendation.
  - e. Depending upon the length of the inactivity and the circumstances around the inactivity or suspension, the Education Department may require the satisfactory completion of the Practitioner Training, licensing exam and/or oral panel for licensing as required of all new Practitioners of Centers for Spiritual Living.
  - f. *Pass a Background Check and Criminal Records review. All Practitioners are subject to a background check and criminal records review. Any violent felony crime involving emotional or physical violence committed by one person against another person (murder, non-negligent manslaughter, forceful rape, robbery, aggravated assault, etc.) disqualifies the candidate from eligibility for licensing. Any other felony crimes (fraud, grand larceny, embezzlement, narcotics violations, etc.) must be disclosed at the time of application and will be considered on a case-by-case basis by the MPLC. A Practitioner applicant may file an appeal for further consideration of their eligibility for licensing. The Appeal Panel will be initiated by the MPLC and comprised of three (3) ordained minister representatives, one (1) member from the Ethics Department, one (1) member from the MPLC and one (1) member from the Education Department. The ruling of the Appeal Panel is final. If after re-licensing as a Practitioner, any individual is convicted of any of the crimes listed in section 8.1.F, they must report it to the Department of Licensing & Credentialing immediately. The MPLC will review the report and may require further criminal records review to determine the impact on the individual's status with the organization. Failure to report any such conviction within 5 days could result in any licenses being revoked.*
3. Any Practitioner license that has been placed on a Centers for Spiritual Living Ethics Department Plan of Action may be reinstated upon successful completion of the plan (refer to Section 7.2).

#### **K. Practitioner Release Procedures**

1. A Practitioner serves at the discretion of a Member Community's Senior Minister and that Minister may remove the privilege of serving at that Member Community at any time upon written notification to the Department of Licensing & Credentialing. The Department of Licensing & Credentialing will review documentation supporting Practitioner's release from a Member Community when the Practitioner is in disagreement and will take appropriate action.
2. A Practitioner whose license has been released by a Senior Minister retains their eligibility to be affiliated with another CSL Member Community.

#### **L. Practitioner License Suspension and Revocation Procedure**

1. Procedures for suspension or revocation a Practitioner's license are delineated in Section 7.2 of this manual. A suspension involves a temporary removal of a Practitioner's license. A revocation is a permanent removal of the license.
2. Practitioners convicted of a felony will have their license suspended immediately upon conviction. In such cases, revocation will be evaluated on a case by case basis by the MPLC appeals panel (refer to Section 7.2).
3. Failure to give full cooperation to the MPLC or to any Investigation Review Team, Hearing Panel, or Appeals Panel evaluating alleged violations of the Code of Ethics of Centers for Spiritual Living will result in a summary suspension and may result in a permanent revocation of a Practitioner license (refer to Section 7.2).
4. Any Practitioner who has their license revoked or suspended may appeal that decision to a Hearing Panel, or Appeals Panel, in accordance with the procedures established in the Code of Ethics for Centers for Spiritual Living (refer to Section 7.2).
5. A Practitioner whose license is revoked may have an exit interview with a designee of the MPLC.

#### **M. Procedures for Practitioner Leave of Absence**

1. A Practitioner choosing to take a leave of absence shall first notify the Senior Minister of their intention.
2. The Senior Minister shall then be responsible for notifying the Department of Licensing & Credentialing so that the Practitioner's record of service can be properly maintained. A leave of absence is granted for up to two (2) years. The Practitioner's license will be considered inactive during the leave of absence. A leave of absence may be extended at the request of the Senior Minister with approval by the Department of Licensing & Credentialing.
3. To reinstate a license from Leave of Absence, the Practitioner must follow the Practitioner License Reinstatement Procedures in Section 8.3.J.1.

#### **N. Transferring Practitioner Licenses**

1. When a Licensed Practitioner chooses to move their license from one (1) Member Community to another, the Practitioner will inform their current Senior Minister of their intention. The



Practitioner will then meet with the Senior Minister of the new Member Community and request the transfer.

2. The Senior Minister of the new Member Community has the option to accept or not accept the transfer request. The Senior Minister of the new Member Community must contact the former Minister to discuss the transfer of the Practitioner's license.
3. If the Senior Minister of the new Member Community chooses to accept the transfer of the Practitioner, they will notify the Department of Licensing & Credentialing in writing either via hard copy or email. This notification is confirmation that the two (2) Ministers have discussed the Practitioner's request for license transfer. The Department of Licensing & Credentialing will update the Organization's internal records.
4. It is the responsibility of the Practitioner to identify and arrange for their license to be held by another Member Community. If the Practitioner is unable to arrange for a license transfer, their license will become inactive. Licenses may not be transferred to Member Communities currently without a supervising Senior Minister.

#### **O. Procedures for Establishing Outreach Practitioners.**

When a Practitioner requests to be an Outreach Practitioner, they must:

1. Identify a Senior Minister and Member Community that will sponsor the outreach activity. Sponsoring means, at a minimum, recognizing the outreach activities as meeting the requirements of a Licensed Practitioner and acknowledges that much of the Practitioner's work is not part of the sponsoring community's local programs.
2. Adhere to the Code of Ethics of Centers for Spiritual Living and the standard requirements for license renewal.
3. The Senior Minister of the sponsoring Member Community must send a formal request detailing the role & responsibilities of the Practitioner as an Outreach Practitioner to the Manager of the Department of Licensing & Credentialing for approval.

#### **P. Procedures for Establishing Licensed Practitioner Scope of Service**

1. The Licensed Practitioner and their supervising Minister will maintain regular communication about activities they are doing to bring the Science of Mind to the world.
2. The supervising Minister is responsible for approving activities of the Licensed Practitioner.

#### **Q. Conflict Resolution**

1. As Licensed Practitioners we are trained to use the healing modality of spiritual mind treatment/affirmative prayer and other spiritual practices to solve problems. We release the problem in and through our own consciousness and replace it with faith in a principled truth of wholeness and oneness. We keep our Senior Minister/Spiritual Director and the person with whom we experience conflict informed of our responsible efforts to resolve it.
2. We respect the confidentiality of the situation and communicate only with those who are in a position to help us achieve spiritual recognition of oneness and wholeness and work toward a

harmonious outcome. We do not engage in gossip about the person with whom we experience conflict, nor do we complain to other practitioners, ministers, or lay members inside our community about our grievances with that person.

3. We speak directly and responsibly with the person with whom we experience the challenge or misunderstanding about our perceptions and feelings, clearly knowing we are being guided to a resolution that is for the highest good of all concerned. We respectfully and actively listen to the other person as they speak their experience. We conscientiously work with the other person to come to a harmonious and fair resolution of our situation.
4. If necessary, as Licensed Practitioners we recognize the need for conflict mediation and ask for support.
5. When a Licensed Practitioner becomes aware of a violation of the Code of Ethics as defined in Section 7.1, and cannot resolve the situation with the individual, they may file formal charges of an ethics violation according to Section 7.2.

**R. Procedures for Practitioner Affiliation from another New Thought Organization.**

Application procedures for affiliation with the Organization as a Licensed Practitioner are as follows:

1. Provide a copy of your Practitioner license from the New Thought Organization issuing your license.
2. Provide a letter of recommendation from the Senior Minister of the Center for Spiritual Living you are attending; a letter of recommendation from the Senior Minister of the Member Community you previously attended; and at least two letters of recommendation from CSL Licensed Practitioner colleagues.
3. Submit an Affiliating Practitioner Licensing application, together with the above documents, to the Department of Licensing & Credentialing. Include any other required documentation (transcripts) and pay the required Application and Background Check fees.
4. *Pass a Background Check and Criminal Records review. All Practitioners are subject to a background check and criminal records review. Any violent felony crime involving emotional or physical violence committed by one person against another person (murder, non-negligent manslaughter, forceful rape, robbery, aggravated assault, etc.) disqualifies the candidate from eligibility for licensing. Any other felony crimes (fraud, grand larceny, embezzlement, narcotics violations, etc.) must be disclosed at the time of application and will be considered on a case-by-case basis by the MPLC. A Practitioner applicant may file an appeal for further consideration of their eligibility for licensing. The Appeal Panel will be initiated by the MPLC and comprised of three (3) ordained minister representatives, one (1) member from the Ethics Department, one (1) member from the MPLC and one (1) member from the Education Department. The ruling of the Appeal Panel is final. If after licensing as a Practitioner, any individual is convicted of any of the crimes listed in section 8.1.F, they must report it to the Department of Licensing & Credentialing immediately. The MPLC will review the report and may require further criminal records review to determine the impact on the individual's status with the organization. Failure to report any such conviction within 5 days could result in any licenses being revoked.*

5. The Department of Licensing & Credentialing will request an Educational review and recommendations of the applicant's transcript.
6. The Department of Licensing & Credentialing will review, the application materials, Education Department recommendations and submit a summary to the MPLC.
7. The MPLC will appoint an affiliation interview team. Practitioner Affiliation Candidates are generally experienced Practitioners who have studied with and licensed through other New Thought schools and/or organizations. They have already had successful oral panels with their former organizations to ascertain their understanding of spiritual mind treatment, their healing consciousness and their understanding of Practitioner/Client/Minister relationships. The intention of these interviews are to ascertain that their previous background and experience as Licensed Practitioners is transferable to Centers for Spiritual Living and to support them in a successful professional practice with us. The MPLC interviewers will prepare a summary of the interview.
8. The MPLC shall review the interview summary and recommendations, and if further steps or studies are indicated, shall require the applicant to comply with those steps.
9. When the MPLC is satisfied that the affiliation should be granted, it will make recommendation to the Leadership Council for approval. Final acceptance rests with the Leadership Council.
10. If the applicant is approved for affiliation, they must pay the licensing fee to the Department of Licensing & Credentialing who will then issue a license.
11. The Affiliated Licensed Practitioner must thereafter adhere to the renewal requirements (refer to Section 8.3.C) set forth by the Department of Licensing & Credentialing.

#### **S. Definitions.**

The following definitions apply to terms used within this document:

1. "Active": Frequently attends services and participates in the life of the Member Community by assisting & supporting the programs and activities of the Member Community. When frequent attendance is challenging, the Licensed Practitioner uses initiative in finding creative outlets for their sacred service in the community and works with their Senior Minister to develop such outreach.
2. "Loyal": Holds the best and highest interests of the Member Community. Encourages and acts to promote harmony and oneness within the community of Minister(s), fellow Licensed Practitioners, and members. A Licensed Practitioner's loyalty is healthy, balanced, grounded in Truth, and congruent with the Shared Values and Guiding Principles of Centers for Spiritual Living.
3. "Supporting": Gives financially, in an identifiable manner, to the Member Community with a tithing consciousness. It also means asking, "What can I do for my Member Community?" to assure its harmony, growth and spiritual integrity.
4. "Active, Loyal, and Supporting": The active, loyal, and supporting Licensed Practitioner is enthusiastically involved in the events of the Member Community both as a Licensed

Practitioner and as fellow member of the community. They appreciate and honor the leadership of their community. They understand their role as a model of Science of Mind principles in action. With a loving heart and a commitment to the Highest Good, the active, loyal and supporting Licensed Practitioner offers time, talent, creative expression and verifiable financial support to their Member Community. Licensed Practitioners endeavor to maintain harmonious and respectful relationships with all they serve. These relationships are characterized by open communication and willingness to collaborate for mutual growth and understanding.