

*Hands of Change Charter
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Hands of Change Charter

I. Statement of Purpose and Beliefs

A. Mission Statement:

Hands of Change is a coven dedicated to spiritual growth, empowerment, fostering spiritual community, as well as promoting healing change in ourselves, our larger community, and our world.

B. Spiritual Growth:

To provide an environment, supported by our Principles and Practices, which develops spiritual growth in Hands of Change members and congregants through:

1. Worship

We will provide public circles for the community to assist in aligning and balancing ourselves with the Wheel of the Year and the energies of the natural world.

2. Education

We will create an education program to increase awareness and understanding of the Hands of Change traditions both within our community and in the world.

3. Support

We will provide spiritual counseling and create an environment where our members and congregants sustain each other on the physical, emotional, mental and spiritual realms.

4. Celebration

Members and congregants of Hands of Change are our family, friends and allies. As such, when we gather together, we do so in the spirit of love and trust that opens our hearts to deity and rejoices in the gift of community.

5. Service

We believe that the Universe is a place of abundance and we seek to create balance in our world by giving service in equal measure to the gifts we receive from the Earth.

6. Empowerment-

To educate and nourish Hands of Change members to become leaders within the church and the community through equality in decision-making, support of members' ideas and projects as guided by our Charter, and dedication to innovation and the free exchange of ideas.

7. Spiritual Community

To create a center where people feel safe to worship, learn, receive support and create lasting bonds. This space will have a commitment to inclusiveness and will celebrate the diversity of ideas, ideologies, and experiences. Mem-

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bers will be encouraged to make this center their spiritual home. We believe that spiritual community begins within us. Thus, we carefully cultivate a feeling of family amongst our members and strive toward perfect love, perfect trust, and group mind.

8. Healing Change

To be aware of the world around us and work towards the improvement of the situations of our less fortunate sisters and brothers. To understand the issues of importance in the pagan community and the world and work towards a safe, clean planet filled with love, understanding and abundance.

C. Tradition:

Hands of Change is an Eclectic Wiccan-Pagan tradition that celebrates and honors world customs as they relate to the seasons and our lives.

We practice rites to attune ourselves with the natural rhythms of life forces marked by the phases of the Moon and the seasonal quarters and cross-quarters.

We recognize our intelligence gives us a unique responsibility toward our environment. We seek to live in harmony with Nature.

We believe all spiritual paths are equal in the eyes of the divine. We respect all spiritual seekers and paths.

We believe that every faith is a road that leads the individual to their Higher Self and the Divine. We do not proselytize, but believe that each individual is unique and will find the path that will lead them to enlightenment.

We do not discriminate against a person based on religion, race, sexual preference, gender or political view.

We celebrate the different aspects of god and goddess as manifesting in all people in a non-gender specific fashion.

We conceive of the Creative Power in the Universe as manifesting through polarity-as active, dynamic, and magnetic, intuitive forces-which support each other. This same Creative Power lives in all people, and when balanced, manifests its self as an integrated force which creates a mature self-actualized person.

We seek to control the forces within ourselves that make life possible in order to live wisely and well, without harm to others and in harmony with Nature. We use medication and magick, as tools to enable us to see ourselves clearly and with compassion, so we may constantly strive to keep our intentions and ourselves centered and in balance with the World.

We see religion, spirituality, magick, and wisdom-in-living as being united in the way one sees the world and interacts with it. We identify this worldview and philosophy of life as the Wiccan or Pagan Way.

We acknowledge that a depth of power far greater than is apparent to the average person exists in the universe. Because it is far greater than ordinary, it is

sometimes called “supernatural”, but we see it as lying within everyone's potential.

We recognize both outer and inner, or psychological worlds-sometimes known as the Spiritual World, the Collective Unconscious, etc. We neglect neither dimension for the other, seeing both as necessary for our fulfillment.

We empower those who join us by giving them a voice in coven matters by using an agreement seeking process and encouraging a permeable hierarchy of leadership.

We believe that by maximizing member participation in the decision making process we relate openly and continually improve communication skills. This enables every member to build upon the foundation of perfect love and perfect trust that is pivotal in our relationship with each other.

We promote growth in our members by offering opportunities to lead rituals and teach classes.

Our goal is to foster spiritual community through a policy of inclusion, which creates a diverse, powerful, and caring coven.

We reach out to society through our actions and intentions to create healing change and a stronger, more viable pagan community.

D. Beliefs:

1. Consent and Autonomy:

If it harms none, do what you will.

2. Karma: Honor all Life.

Whatever you do returns to you many fold.

3. Balance: Seek balance in all things

giving/taking, acceptance/action, protection/openness, self/other, thinking/feeling...

4. Empowerment and Action:

We have the power to make positive change in our lives and the world around us.

5. Humility and Tolerance:

We are all equal in the eyes of the divine. We must respect all spiritual seeking and paths.

6. Community:

The coven is a family. We are bound to protect and support each other.

7. Service:

What we take so must we give.

8. Leadership:

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Leaders should nurture the following qualities: belief, knowledge, ability, patience, leadership, tolerance, inner balance, and a loving nature.

II. General Membership

The body of membership has four levels of participation: 1) General Membership, 2) HOC Initiate, 3) Kore Membership, and 4) Ordination.

A. Benefits:

1. Becoming a member of a growing spiritual “family.”
2. Spiritual and personal growth derived from commitment, service, and membership in a supportive spiritual community.
3. Opportunity to attend coven-only events, such as workshops and sweat lodges.
4. Ability to have a voice in coven matters to learn and participate in
5. Agreement Seeking decision-making process.
6. Training in writing and performing ritual.
7. Opportunity to lead rituals and teach classes.
8. Mentorship by a Kore Member at the request of the new member.
9. Opportunity to learn in an experiential, safe environment from a diverse group of individuals.
10. Opportunity to participate in “building” circle at Sabbat rituals.
11. Assumed RSVP to Sabbats.
12. Discount on certain classes and workshops (not including Sabbats and Full Moon Circles).

B. Qualifications:

1. Seekers must attend three Sabbats.
2. Seeker must request membership in HOC.
3. The Seeker must complete the “HOC Orientation” Class as offered by HOC and agrees to abide by the Charter.
4. Seeker must express interest in service to the Coven.
5. Seeker must write a letter in which she or he explains why she or he wishes membership in the coven, what strengthens she or he brings with them and how she or he sees her or himself fitting into the group.
6. The Seeker must be accepted by the members of HOC by Agreement-Seeking process.
7. The Seeker accepts the spiritual principals and practices as described in the Charter.

8. After Dedication, the Seeker must sign the Hands of Change Book of Shadows to acknowledge acceptance of the below-listed responsibilities.

C. On-going Responsibilities

1. The new member accepts a greater level of commitment and responsibility for the coven, including:
 - a) Taking a service role in the coven,
 - b) Attending coven meetings,
 - c) Attending coven events whenever possible
 - d) Assisting with HOC required classes.
 - e) Writing and/or performing “public” HOC ritual.
2. The new member will complete the Agreement-seeking workshop as offered by HOC and commits to following Agreement-Seeking process.
3. The new member consents to take leave of absence from or leave coven if unable to meet above requirements.

III. HOC Initiate

A. Benefits

1. Allows the initiate to call her/himself and initiated Priest/ess of the craft in the HOC tradition.
2. Allows the initiate to perform HOC FM and Sabbat rituals without a Kore member as Priest/ess. It is recommended that a Kore member be one of the clergy members for Grand Sabbats i.e. Pagan Picnic, etc.
3. Allows the initiate to develop the intimate bonds of a trainer with new coven members.
4. Provides a means for coven members to challenge their weaknesses in Wiccan knowledge.
5. Provides a means for coven members to set and achieve personal spiritual goals which are acknowledged by the coven.
6. Strengthens the coven members ability to create and implement rituals.

B. Qualifications

1. The coven member must be an active member for 1 year.
2. The coven member must submit an essay/speech/interpretive dance on the topic of why she wants to become a HOC initiate, the strengths they will bring to the coven as such, and how the initiation will benefit them personally. This should be completed and given to the HOC Initiate Committee and the Kore member Coordinator prior to any interview. The requirements for HOC Initiation are that before HOC Initiation, HOC members must:

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- a) Have been a member of HOC for one year and a day;
- b) Have read the latest version of HOC's charter, bylaws, Principles and Practices, and agree to abide by them;
- c) Have completed or tested out of the HOC standard classes- Wicca 101, Wicca 102, Sabbat Orientation, and Consensus/Agreement- Seeking Decision-Making Process;
- d) Be willing to take an oath to honor and serve the Goddess and God within, in daily life and ritual; and to aid and defend sister and brothers of the Craft;
- e) Create a personal oath, declaring their spiritual and magickal goals;
- f) Work to develop and maintain strong, wise, caring relationships with each coven sister and brother; and to clearly communicate their needs, expectations, and resources to other coveners;
- g) Actively participate in coven activities, and take a fair share of responsibility for planning, organization, and leadership;
- h) Choose a Craft name to mark a new stage of spiritual growth and explain ritual to the coven what they will manifest in their life thereby, and when and where it may be appropriately used (Note: Magickal names may be changed later, as the individual's work and needs change);
- i) Support the material needs of the coven through modest dues or financial contributions, donations of supplies, and/or time and energy toward coven projects;
- j) Arrange a suitable altar and space at home for doing personal ritual work;
- k) Create or obtain the basic tools of the Craft: athame/wand, chalice, fire candle, thurible, pentacle, and Book of Shadows;
- l) Read at least 3 books from the recommended list;
- m) In addition, before initiation, a HOC member may be required to demonstrate the following knowledge and skills:
- n) Knowledge of and ability to perform the HOC Wiccan building ritual, cleanse an area, ward an area, cast a circle, call the quarters, and invoke Deity;
- o) Knowledge of the basic correspondences to the quarters (the tools, colors, elements, etc.);
- p) Knowledge and ability to perform the basics of energy work- including progressive physical relaxation, ability to center oneself emotionally, ground, meditate, enter a trance state, basic self-purification/cleansing, channel energy from the ambient field, or specifically from the lunar,

- solar, or earth sources, channel energy to a specific target or purpose, earth/ground excess energy;
- q) Knowledge and understanding of the three fold law;
 - r) Knowledge of the basic God and Goddess names and mythology in at least one pantheon or tradition;
 - s) Knowledge of the names and meanings of the 8 Sabbats and HOC traditions associated with them;
 - t) Knowledge of the history and philosophy of HOC tradition Wicca;
 - u) Introductory knowledge of some form of the healing arts- e.g. herbology, massage, emergency medicine, reiki, crystal healing, etc. OR
 - v) Knowledge of and skill in one or more form of divination- tarot, I Ching, runes, astrology, pendulum, etc.;
 - w) Knowledge and an understanding of the Wiccan Rede, and the HOC Principles and Practices;
3. The coven member will be interviewed by a delegate of the HOC Initiate Committee to discuss items that the above reviewers feel are important for the covener's development as a HOC Initiate, and how to best fulfill items on the study list. All Kore members are considered members of the above committee as well as all HOC Initiates.
 4. The member seeking initiation is responsible for all follow-up needed to complete tasks on the list. All coveners, with their permission, may be used as resources; as well as outside sources.
 5. Once the member feels they have completed the self study program they will meet with the aforementioned reviewer (s) again to discuss the results of their course of study. A successful completion of the course of study will result in an initiation presided over by available HOC Initiates and Kore members.

C. On-going Responsibilities

1. The initiate will assist in the training of new coven members in the creating and implementing of ritual.
2. The initiate will lead full moons and sabbats.
3. The initiate will assist in the initiation of new HOC Initiates.
4. The initiate will assist the coven as a Full Moon Advisor.

IV. Kore Apprenticeship

A. Petitioning the Kore

Any coven member who feels called to serve on the Kore may petition the Kore to start the Kore Apprentice training. This can be done by approaching any Kore member who in turn will bring the matter before the rest of the Kore.

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1. If accepted, the Kore candidate must Schedule the time and place for the Commencement Interview during which all active Kore members must be present.
2. The commencement interview will allow the Kore to assign an appropriate mentor, and a course of study/self-improvement.
3. In preparation for his or her interview with Kore, the Kore candidate will be asked to do some soul searching - considering her/his strengths and weaknesses, motivations, and potential contributions.
4. After the interview, if the Kore Candidate wishes to proceed, he or she must serve as a Kore Apprentice for a minimum of one year and a day, dated from the time of her/his commencement interview.
5. The period of apprenticeship is designed to:
 - a) Assist the Apprentice in her or his spiritual growth, preparing him/her for initiation
 - b) Familiarize the Apprentice with the work of the Kore
 - c) Familiarize the Kore with the Apprentice.

B. Preparation for Commencement Interview

The following are to be completed prior to the interview:

1. The coven member must be an active member for 1 year.
2. Lead ritual with at least 4 different Kore members or at least 4 rituals with Kore members if there are less than 4 active members in Kore.
3. Read carefully the above explanation of Kore Apprenticeship, and the list of Kore Expectations and Responsibilities.
4. Read carefully the HOC charter and bylaws, as well as recent additions to them. Make sure you are in agreement with them before you proceed.
5. Consider carefully the list of questions for Kore candidacy. See the Kore Membership Coordinator for this list. Prepare your answers to present to the Kore at your interview.
6. Obtain a copy of your natal chart. Study this chart or consult with the Coven Astrologer, or some other astrologer, to discern your strengths and weaknesses, and your spiritual path as depicted on this chart.
7. Prepare an essay/ speech / interpretative dance on the topic of why She or He wants to join and what she or he is bringing to Kore. This should be completed and given to Kore Members prior to the interview

C. During the Apprentice period, the Kore Apprentice will be asked to:

1. Work with his/her assigned Kore mentor to improve him/herself spiritually and prepare for initiation into priesthood.

2. Deepen his/her capacity for service through holding a coven job and/or working with a Kore member on a specific project.
3. Lead at least three HOC Sabbat or Full Moon Rituals.
4. Teach at least two HOC required classes, and one class of her/his own creation.
5. Prepare and lead at least one coven working with the Coven Workings Coordinator or another Kore member.
6. Read at least two books and/or selections from the Coven-recommended reading list, and any additional readings assigned by your mentor.
7. Participate (as a non-blocking member) in 2 of the last 4 Kore meetings at the end of her/his term of apprenticeship.

D. Apprenticeship Review:

At the end of the apprenticeship period, the Apprentice will set up a second interview with the Kore to review his/her progress.

1. This interview will allow Kore to determine the success of the apprenticeship.
2. The Kore will then either prepare for the Apprentice's initiation into Kore or ask the Apprentice to extend his/her period of Apprenticeship.
3. Extension of Apprenticeship will not be considered lightly; it will be used only when it is decided that further work by the Apprentice is necessary before s/he will be a productive member of Kore.

E. Initiation -

At the end of the apprentice training, the Kore Apprentice will participate in a Ritual Initiation by Ordeal.

V. Kore Membership

Besides being the HOC Initiation into Priesthood, Kore membership is a position of responsibility and service. Kore members commit themselves to furthering their own spiritual growth, that of the coven and its members, and the community/planet at large.

A. Benefits of Kore Membership

1. Opportunity to serve Spirit through the coven by accepting a greater responsibility for the coven.
2. Have a greater role in shaping the direction that the coven is heading.
3. Have the opportunity of mentoring a Kore apprentice.
4. Initiation as a HOC Priest or Priestess
5. Take the first step toward Ordination in the state of New Jersey.

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6. Bonding and spiritual growth from working closely and frequently with a small spiritually-focused and committed group.
7. Opportunity to learn and participate in Consensus decision-making process.

B. General Commitments

1. Time:

Expect to average about 8-10 hours per month on HOC/Kore duties (not including event attendance).

2. Communication:

- a) Maintain communications with HOC and Kore members - in person as well as through phone and email. Keep us updated on your progress - both in your spiritual growth, and in the duties and tasks you are performing for the group.
- b) Strive towards ever improving your abilities to make decisions by consensus and agreement-seeking in group.
- c) Strive always towards clear and honest communication.
- d) When you have a concern, frustration, or issue with the group, another person in the group, or a group policy, check first with yourself to see if your own emotional “baggage” is the cause. Then discuss it with appropriate persons. Do not allow concerns, frustrations, or “issues” to pile up. This will hinder your ability to make clear decisions, the group's ability to come to consensus, and your own spiritual growth.

3. Decision-Making:

- a) Abide by all HOC and Kore decisions, bylaws, and charter.
- b) Bring any concerns you have with these decisions and policies to Kore.
- c) Do not air your concerns in public or in the coven before consulting with Kore.
- d) It is important for the coven that Kore maintain a united front in leadership. Remember that all decisions are made by consensus, so check in with your fellow Kore members prior to advising HOC members or the congregation on issues.

4. Responsibility:

- a) Perform your HOC and Kore duties in a timely and consistent fashion.
- b) If you cannot perform your HOC or Kore Duties for a period of time, let Kore know and ask for assistance and/or ask to go on Sabbatical.
- c) If you find you cannot maintain your duties over a longer period of time, please ask to step down from active Kore membership.

C. Mentoring

1. Strive to continue on your path of spiritual growth, that you may, by example, encourage others to do so.
2. Conduct yourself publicly (at HOC and other pagan events) as a coven leader. Remember, others may judge the coven by your example. Respect the HOC Principles and Practices at all times.
3. As a group leader, be prepared to listen to Seeker, HOC member, and Kore frustrations, ideas, and concerns about and with the group, and seek to deal with them as appropriate.
4. Be prepared to serve as a spiritual mentor informally for HOC members and formally for Kore apprentices.
5. Assist with coven workings. When you see something that should be addressed in a coven working - either for coven training or ritual - bring it up to the Coven Working Coordinator.

D. Rituals & Classes

1. Attend as many HOC Full Moon and Sabbat rituals as possible.
2. Sign up in advance and lead or advise (and be altar attendant or summoner/guardian) for about 2 Sabbats and 2-4 Full Moon circles each wheel.
3. When you are not signed up to assist or lead a HOC FM or Sabbat ritual, ask the ritual leaders prior to the of the ritual, if they need assistance in the logistics of the ritual, such as setting up, tearing down, or assigning/performing ritual roles.
4. Create and lead a Sabbat or Full Moon Circle at a moment's notice if no one is assigned or if the designated Priest/esses cannot perform their duties.
5. Teach 1 required, standardized HOC class/workshop:
Sabbat Orientation, Wicca 101, Wicca 101, HOC Orientation, Consensus/Agreement Seeking -- each turning of the wheel as needed, as well as 1 advanced or more specific classes you originate.

E. Decision-Making and Organization

1. Attend all Kore meetings (monthly), relevant committee meetings (as necessary), HOC meetings (twice a year), and Kore retreats (once a year).
2. Attend as many HOC functions as possible.
3. In conjunction with other Kore members: create the HOC meeting agenda twice a year; oversee all aspects of the coven; create HOC tradition, theology, and policies; plan initiations of future Kore members; supervise coven members and Kore apprentices in their coven jobs, and be available to oversee, write, plan, lead, listen, meet, uplift, and communicate in other ways, as needed.

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4. Adopt a crucial role in the group. Each Kore member, like each coven member, has at least one coven job as well as taking a major role in a variety of projects. Here are some examples of jobs and projects that Kore members have performed: Kore secretary, organizing a coven or Kore retreat, organizing a coven event or series of events such as the Pagan Picnic or the drumming circles, filing incorporation paperwork, organizing coven membership and Sabbat attendee materials, supervising the search for a larger Sabbat space; creating and supervising HOC email lists, coordinating coven workings. Don't be afraid to take initiative! If you have an idea - bring it up to the Kore. If you don't yet have an idea - please offer to help with our many already existing projects.
5. Maintain organized files of coven decision-making. You will quickly collect a good deal of paper and bytes!

VI. *Clergy*

A. *Benefits of Clergy*

B. *Qualifications of Clergy*

C. *On-going responsibility of Clergy*

VII. *Sabbaticals*

If a HOC member has not attended a coven event (ritual, class, workshop, or meeting) or performed their service role in 3 months and has not contacted the Coven Crier in 2 months, the coven membership Coordinator shall contact the member about his/her intentions. If he or she is unable to participate in coven events, he or she will have the option of taking a sabbatical or leaving the group and taking on status of sabbat attendee. The length and type of sabbatical will be determined at that time. Types of sabbaticals are working and non-working.

A. *Working Sabbatical:*

While on a working sabbatical, the coven member...

1. is excused from all coven events (rituals, classes, workshops, some service roles, and meetings).
2. will perform the service role of their choice.
3. is relieved of the responsibility of having a voice in coven matters (may attend meetings as an observer).
4. may attend coven-only workshops.
5. may build circle with the coven if able to do so.
6. may not be taken into consideration when determining quorum.

B. Non-working Sabbatical:

While on a non-working sabbatical, the coven member...

1. is excused from all coven events (rituals, classes, workshops, service roles, and meetings).
2. will retain status of Sabbat attendee (may attend rituals).
3. is relieved of the responsibility of building circle (may not build with the coven)
4. may not attend coven only events.
5. is relieved of the responsibility of having a voice in coven matters (may not attend coven meetings).
6. may attend workshops open to the public.

C. Returning from a Sabbatical

In order for a member on sabbatical to return from that sabbatical, s/he must agree with the following:

1. Her/his brothers and sisters have assumed the responsibility of running the coven on their behalf and have chosen wisely in their decision-making. Therefore, choosing to return from sabbatical implies that s/he is in agreement with any changes that have occurred in her/his absence. However, as any member, that member has a right to offer a change as new business.
2. When a coven member wishes to return from sabbatical, the coven must be in agreement that this is in the best interest of the coven.
3. When a Kore member wishes to return from sabbatical, Kore must be in Consensus that it is in the best interest of the coven that s/he remains a Kore member.

VIII. Administration and Operation

A. General Organization

1. Hands of Change is a non-profit organization recognized by the state of new Jersey as a church.
2. All donations made to Hands of Change are tax-deductible.

B. Decision Making

1. If you are unable to respond to email let the Coven Crier know so she can notify the coven.
2. Disputes are settled with reason, agreement-seeking process, and Justice. If agreement cannot be reached, one person or side should leave the Coven.

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3. Kore is the decision-making body of the coven. It determines the policy of the coven. It brings any issue before the general membership that needs to be discussed by the general membership.
4. If a HOC member has an issue with a decision made by Kore, she or he is to bring the matter to the attention of a Kore Member. This Kore Member will present the issue to the Kore at the next Kore meeting.

C. HOC Business Meeting.

1. Kore will have a meeting prior to HOC Business meetings to decide what needs to be put on the agenda for the Coven to discuss.
2. If HOC members wish to add to the agenda, they must get the approval of a Kore member prior to it being added. This should be done 1 week prior to a HOC meeting so that Kore can be prepared to comment.
3. At each HOC meeting, a ritual for the signing of the Book of Shadows will be held for new members, as needed.
4. HOC meetings are run on an Agreement-Seeking decision making basis.
5. To hold a HOC meeting, a quorum must be reached of 51% of the active coven members. This excludes all HOC members on sabbatical.
6. All HOC members should RSVP to the Coven Crier at least 1 week prior to the meeting, or as soon as possible. The Coven Crier will notify all attendees if the meeting has to be canceled.
7. Accountability: Committee reports will be a time for people to report on the progress of the work they agreed to do at the prior business meeting.

D. Kore Business Meeting.

1. Kore will meet on a monthly basis or as close to that as possible, to conduct the business of the Coven.
2. Once a meeting date has been selected that all Kore Members agree to, attendance is mandatory.
3. Kore Members should get agenda items to the Kore Scribe as soon as possible prior to the meeting.
4. Kore meetings are run by Consensus Decision-making process.
5. Kore will seek balance at meetings by including at least one of the following: education, spiritual/ magical work, or bonding activity.

IX. Rituals

A. General Ritual Guidelines

1. You must do ritual with a partner. No one does ritual by himself or herself. This way you have someone who can take over for you if you should be ill, or otherwise be unable to act as clergy.

2. If there is a change in plans for ritual, alert the coven crier ASAP. If you are not able to perform ritual for some reason, alert the person you are doing ritual with ASAP.
3. Anyone can perform the body of the ritual. However the priest/esses have the authority to oversee activities that take place in the body of the ritual, and to supervise them as needed.
4. The priest/esses are in charge of the main points of ritual.
 - a) The challenge and anointing people
 - b) Raising energies and bringing them down
 - c) Supervising any activities that go on in circle.
 - d) Great rite
 - e) They reserve the right to hand off these to others if they see fit.
 - f) If they decide to have other people write quarters they should be assigned and checked ahead of time to make sure they are appropriate.
5. Ritual should be planned in advance.
6. The coven crier must be notified of when ritual is to be held and what is to be brought to it at least 2 weeks prior to circle.
7. All that come to the circle -- congregants, tools, and space -- should be cleansed and purified.
8. Coven arrival time-
For sabbats: clergy should arrive 1 hour prior to ritual; coven members 1 half hour prior to ritual. In case of emergency, if you're late and you're clergy, call the location so they can set up without you.

B. Ritual Roles

1. Goddess Priest/ess: Goddess Representative. This person must be in tune with their feminine {magnetic, intuitive} side. They co-lead ritual with the God Priest/ess. The altar is this person's domain- they activate it.
2. God Priest/ess: God Representative. This person must be in touch with their masculine {dynamic, active} side. They co-lead ritual with the Goddess Priest/ess. The bale fire is this person's domain, and keeping the fire candle lit on the altar is their responsibility.
3. Altar Attendant: Is responsible for:
 - a) Watching the altar
 - b) Making sure the candles and incense don't go out.
 - c) Hands out things and collects them for the Goddess Priest/ess.
 - d) Helps set up altar before ritual and pack it away afterwards.
 - e) May be designated as the Understudy for the Goddess Priestess.

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4. Summoner/Gatekeeper: Is responsible for:
 - a) Helping the God Priest/ess build the balefire and set up torches and groom circle.
 - b) Gathers and leads people to circle after meditation
 - c) Keeps the bale fire lit during ritual
 - d) Alerts God Priest/ess if fire candle goes out during ritual.
 - e) May be designated as the understudy for the God Priest/ess
 - f) Helps pack up altar and circle items after circle.
5. Welcomer: Responsible for:
 - a) Giving people directions when they get there.
 - b) Directs set-up and where everything goes.
 - c) Makes sure fire permit money is collected.
 - d) Get everyone together at the beginning of ritual for priest/esses
 - e) Helps put ritual items away
 - f) Can be chosen from congregation on day of ritual
6. 5.Full Moon Ritual Advisor: Being a full moon advisor gives the member a chance to enhance their teaching and leadership skills. It is an excellent time to bond with another coven member, and empower them to write and lead ritual effectively.
 - a) Qualification:
Must be a Kore Member or a HOC Initiate who is active or on working sabbatical.
 - b) Responsible for:
Reviewing public rituals in advance and advise clergy of any areas that may benefit from reworking.
 - c) To act as vibes watcher in circle and lend a hand if asked or needed.
 - d) To provide feedback after the ritual about what worked and what did not to help the clergy grow as ritual leaders.

C. Full Moon Circles

1. Full Moon Circles are open to the public.
2. Full Moon Circles are held on the date closest to the Full moon that space can be secured. If space cannot be secured on the date of the full moon, if possible, it should be held in the waxing stage of the moon.
3. Only coven members may write and facilitate Full Moon Circles.

4. Two coven members must be involved with the preparation and facilitation of a Full Moon Circle. A Kore Member will be assigned to review and advise on the ritual.
5. The first Full Moon Circle a HOC member performs as Priest or Priestess must be with a Kore Member.
6. The general format to be followed in preparing a full moon ritual is outlined in Appendix A1.
7. A Welcomer should be assigned to help keep the Priest and Priestess free of distraction during the time prior to the ritual starting. This person will also act as Gatekeeper.
8. All participants at a Full Moon Circle are expected to abide by the laws of building circle (appendix B) and the HOC Principles and Practices.
9. A donation is requested of attendees to help defray the cost of space and supplies.
10. Intention of Full Moon-
To help people come into contact with their sense of spirituality and empowerment, and to help them open their third eye. It is a teaching circle, which celebrates the wheel of the year.
11. The Rules of Circle Building will be read before congregants go into meditation. See Addendum I., "Rules of Circle Building"

D. Sabbats

1. 1. Sabbat rituals are held on the 8 holidays: Samhain, Yule, Imbolc, Ostara, Beltane, Litha, Lammass, and Mabon
2. 2. New members will be dedicated to HOC during a Sabbat ritual. The clergy who dedicate a new HOC member are the Priest, Priestess, Altar Attendant/Guardian, and the Summoner. After the dedication is completed, the new HOC member goes around the circle receiving the congratulations of the other coven members.
3. Sabbat rituals are not open to the general public. They are open to HOC members and Sabbat attendees only.
4. Only Coven members are allowed to bring guests to Sabbat, and this is done with the full agreement of all other coven members. The coven member bringing a guest must be able to vouch for the behavior of the guest and is required to orientate the guest.
5. To become a Sabbat attendee, a Seeker must have attended three Full Moon Circles prior to being invited to Sabbat ritual.
6. To become a Sabbat attendee, a Seeker must have taken the first three classes offered by HOC: 1) Wicca 101, 2) Wicca 102, and 3) Sabbat orientation.
7. All Sabbat attendee must observe the RSVP policy, which is as follows:

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- a) It will be necessary for all who plan to attend a Sabbat to RSVP two weeks in advance of the ritual date, by either phone or e-mail to the Attendance Coordinator. Coven members will be given an assumed RSVP but should call if they cannot attend. This is to allow the
 - b) people planning the ritual to know how many attendees to prepare for.
 - c) If a person has not RSVP'ed by the two-week cut-off time, they can still call the designated person. If there is still room for them to attend, the designated person can tell them that they will be allowed to attend. However, if the ritual is full, then the designated person will ask them to wait until the next Sabbat.
8. Everyone attending a Sabbat is expected to honor the laws of circle building and to follow the HOC Principles and Practices.
 9. The Coven Crier will announce the date and time of each Sabbat and will inform everyone how to prepare for and what to bring to the Sabbat.
 10. Sabbat rituals are generally held outdoors unless weather is very bad.
 11. A cash donation is requested of all attendees to defray the cost of the fire permit and supplies.
 12. Sabbat ritual usually involves a love offering from the attendees to be given to the community at large, i.e. canned goods for a food bank.
 13. When arriving at the Sabbat space, each person should check in with the Welcomer and the Kitchen Witch to get instructions for where to put things and where to go.
 14. Everyone attending the Sabbat ritual should avoid distracting the Priest and Priestess prior to the ritual.
 15. A Kore Member must be actively involved with each Sabbat ritual as the Priest or Priestess.
 16. The Sabbat ritual for Samhain should involve Kore Members in these four positions.
 17. The format for the Sabbat ritual is outlined in Appendix A2.
 18. Policy on Minors: Any full moon attendee who is under the age of 18 who wishes to attend a sabbat and has met the requirements must submit to Kore a permission slip signed by their parent or guardian with their names and addresses, etc. A Kore member will then contact their parent or guardian and receive verbal permission as well. Minors will be encouraged to bring their parents to full moon circles. See Addendum II. Permission Slip for Hands of Change Coven Sabbats.

E. Coven Workings

1. Coven workings are for coven members only. This is a time for us to grow together as a spiritual family.

2. Although attendance is not mandatory, it is highly recommended to attend as many as possible to promote the solidarity of the coven.

F. Miscellaneous Rituals

1. Sweat Lodges
2. Public Rituals
3. Pagan Picnic
4. Drumming circles
5. Rites of Passage: Ordained clergy may perform rituals including handfastings, wiccanings and funerary services.
 - a) Clergy members may charge a fee for a handfasting or commitment ceremony with $\frac{1}{2}$ of fees collected to be given to coven according to the guidelines agreed upon annually by the Kore.
 - b) If a particular clergy member is asked to do the ritual, s/he may; otherwise the clergy members will rotate this responsibility.
 - c) Before performing a handfasting or commitment ceremony, the clergy discuss with the couple the ramifications and spiritual meaning of such a joining.

X. Finances

A. Coven income

Coven income shall include donations, fundraising activities, and interest from banking accounts, if any, established by the Coven.

B. Minor expenses

Minor expenses (less than \$25), shall be disbursed at the discretion of the Treasurer.

C. Major expenses

Major expenses shall be disbursed at the approval of Kore.

D. Reporting

The Treasurer shall make a monthly report on all income and expenditures. This will be presented at the Kore meeting with a summary report presented semi-annually at the HOC business meetings.

E. Filing of Forms

All required forms and reports should be filed with the state and federal government as required to maintain the church's legal status.

XI. Privacy of Members

A. Confidential Information

The names, addresses, telephone numbers, and other information relating to individual members shall be considered confidential and may not be disclosed to non-members without the permission of that individual.

B. Disclosure of information

Disclosure of confidential information may, at the discretion of the Kore, be considered a violation of the Guidelines for Appropriate Behavior and grounds for expulsion from membership.

XII. Revising the By-Laws

A. Recommendation and approval

Changing an existing by-law will be done at the recommendation of the Kore and the approval of the coven.

B. Adding new policies

Adding new policies will be done at the discretion of the Kore.

Addendum I. Rules of Circle Building

The circle is the temple of the Divine. It bridges the vast gulf which lies between the worlds of people and the domain of the Elder Gods. All who enter therein shall set aside everything except their love and understanding of the Lord and Lady. When we come to circle, we should cast off the concerns of the mundane world--for all who enter here, enter in perfect love and perfect trust.

The spiral of energy we create moves deosil or clockwise as it grows and widdershins or counterclockwise as it diminishes. Therefore, we move sunwise to build energy and moonwise to bring energy down. The circle, which is really a sphere half above and half below the ground on which we stand, is sacred space. As such, we ask that you remain within its bounds until it has been opened. Look to the Priestess and the Priest for guidance in the circle and to their helper, the Gatekeeper. If you should need to leave the circle, they can help you to do so safely.

When we are in sacred space, our words and our intentions take on a weight and depth of meaning they might not have in the mundane world. Thus, take care, for what we promise in circle, the universe will expect from us.

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*Addendum II. Permission Slip for Hands of Change
Coven Sabbat*

I, _____ understand and give my permission for
_____, to attend the Hands of Change's religious ceremonies
and classes. I understand that Hands of Change is a spiritual group which honors the earth and the
passing of the seasons. They are dedicated to fostering spiritual growth in themselves, the com-
munity and the world. I understand I am welcome at their functions and may contact Kore mem-
bers to discuss any questions I may have.

Parent name

Parent signature

address

city, state, zip code

phone number