

**BY-LAWS WITH VOTER-APPROVED CHANGES**  
**Revised December 14, 2024**

**WORKING COPY OF THE BY-LAWS**

The below is an accurate copy of the bylaws including the two voted membership-approved changes from December 14, 2025:

**Rules and Regulations and Order of Service**

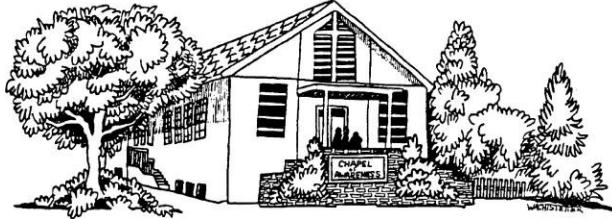
**REQUIREMENTS OF LICENSING AS A MEDIUM**

6. Written test of fifty questions. A passing grade of **95% 90%** is required.
8. Display unmistakable evidence of your Mediumistic ability on command.

Physical Mediums will be required to conduct a circle for the Board of Trustees  
**and/or Staff**, privately, to display their proficiencies in the field of Physical Mediumship.

Rev. Eric Berg,  
for the Board of Directors

# CHAPEL OF AWARENESS



560 Third Street  
Encinitas, CA 92024  
(760) 436-4104

## PREAMBLE

## PRECEPTS

### BY-LAWS OF THE CORPORATION

Corporation

- I. NAME AND SEAL (Article of Incorporation)
- II. PURPOSES (Article of Incorporation)
- III. OFFICERS, MEETINGS AND QUORUM (Officers & monthly meetings)

Corporation and Mother Church

- IV. DUTIES OF THE OFFICERS
- V. BUSINESS DUTIES OF THE BOARD OF TRUSTEES
- VI. ORDAINING AND LICENSING AND/OR CHARTERS

Corporation

- VII. CORPORATE MEMBERSHIP, MEETINGS AND QUORUM  
(Corporate members & meetings)
- VIII. AMENDMENTS

Mother Church

- IX. THE CHURCH (MOTHER CHURCH) (Mother Church members & meetings)

### RULES AND REGULATIONS AND ORDER OF SERVICE (part of the By-Laws)

## P R E A M B L E

We have formed this organization for the purpose of bringing forth the truth and universal knowledge that resides in all mankind. Since the beginning of time there has been in action a Universal guiding force, that some call GOD. This guiding force is at work now, just as it has been in the past and just as it will be in the future.

There are basic laws that must be obeyed by man, as an individual and collectively, to bring about the world harmony that everyone talks about and looks forward to obtaining. While we do not profess to know, and/or teach all there is to know, we do know that we have a method that works. We invite all to study and learn with us in the attitude of seeking, finding, and using the Universal Laws which are the total answer to all the ills, dreams and aspirations of mankind.

We are appreciative of all who want to learn, to maintain harmony at the Chapel, and to focus attention on the precepts of our philosophy, all through loving kindness, compassion, and the power of positive thought and action. Whoever you are, wherever you are on your spiritual pathway, you are welcome to join us.

## BASIC PRECEPTS OF THE PHILOSOPHY

It is fitting that we bring forth here, the basic precepts that make up the building blocks of our philosophy. They are not new; they are as old as time itself.

1. We affirm that there is an Infinite Intelligence in action through all time. Our definition of God is simply that "God Is."
2. We affirm that there is a continuation of the individual beyond that change called "death."
3. We affirm that Reincarnation is one of the major Spiritual Laws and that it is the mechanism through which life evolves towards perfection.
4. We affirm that there is a general evolution, from simple to complex forms, both in life forms as well as inanimate matter, and that this same law is in effect in the Physical Universe as it is in the Spiritual Universe.
5. We affirm that Heaven and Hell are two states of living here and now. That these are not two places "somewhere" but are the result of living in the now; heaven when we are living within the proper framework, and hell when we live not in harmony with the Universal Laws.
6. We affirm that Karma is simple causation. That we as individuals are responsible for our actions in that we give out that which we wish to be returned to us. This is, of course, the "Golden Rule."
7. We affirm that there is communication with the so-called "departed individuals," under proper conditions, which can be used for the betterment of all mankind.
8. We affirm that the Universe, both Physical and Spiritual, had no beginning. It has always been and will always be.
9. We affirm that the Universal Laws have been known by mankind since the earliest dawning of consciousness, and that it is these same laws which the great Masters of the past have tried to bring into man's active lives.

**BY-LAWS**  
**OF**  
**CHAPEL OF AWARENESS SPIRITUAL CHURCH CORPORATION**

**ARTICLE I - NAME AND SEAL**

SECTION 1. The name of this Corporation is "Chapel of Awareness Spiritual Church Corporation," having been duly incorporated by the State of California as an ecclesiastical body having all rights and privileges of a religious organization.

SECTION 2. The seal of this Corporation shall be circular in form, with the words "Chapel of Awareness Spiritual Church Corporation" and the phrase "Incorporated July 17, 1973, California" inserted in the circle.

**ARTICLE II - PURPOSES**

SECTION 1. The specific and primary purposes are:

- A. to create mutual cooperation in educational, scientific, religious and missionary enterprises;
- B. to teach philosophy, metaphysics, spiritualism, and comparative religion;
- C. to establish and promulgate religious orders; to establish circles and classes.

SECTION 2. The general purposes and powers are:

- A. to establish, maintain and supervise Churches, schools and auxiliaries;
- B. to solicit and receive donations, bequests, tithes and gifts;
- C. to hold properties, acquire, purchase, maintain, manage, assign, lease, pledge or will the same;
- D. to establish and promulgate religious orders, to consecrate and Ordain or License Ministers, Healers, Mediums, Teachers and Speakers, and to prescribe rules and regulations defining their conduct and government;
- E. to establish libraries; to sell and distribute papers, tracts, books and periodicals in the interest of said Corporation;
- F. to establish or discontinue any of the above-mentioned subjects, projects and/or enterprises at the discretion of the Corporation, providing such is not repugnant to the laws of the State of California.

SECTION 3. Notwithstanding any of the above statements of purposes or powers, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this Corporation.

SECTION 4. This Corporation is organized pursuant to the General Non-Profit Corporation Laws of the State of California.

SECTION 5. This Corporation is not organized, nor shall it be operated for the pecuniary gain or profit, and it does not contemplate the distribution of gains, profits, or dividends to the members thereof and is organized solely for-nonprofit purposes. The property, assets, profits and net income of this Corporation are irrevocably dedicated to: charitable, religious, scientific and/or educational purposes and no part of the profits or net income of this Corporation shall ever inure to the benefit of any Director, Officer, or member thereof, or to the benefit of any private shareholder or individual. Upon the dissolution or winding up of this Corporation its assets remaining after payment of or provision for payment of all debts and liabilities of this Corporation shall be distributed to a-nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, religious, scientific and/or educational purposes and which has established its tax exempt status under Section 501 (C) (3) of the Internal Revenue Code and Section 23701 (d) of the Revenue and Taxation Code. If this Corporation holds any assets in trust, such assets shall be disposed of in such a manner as may be directed by decree of the Superior Court of the County in which this Corporation's principal office is located, upon petition therefore by the Attorney General or by any person concerned in the liquidation.

SECTION 6. The County in this State where the principal office for the transaction of the Corporation is located in San Diego County.

### **ARTICLE III - OFFICERS, MEETINGS AND QUORUM**

SECTION 1. The Officers of this Corporation and the Board of Trustees of the "Mother Church" (defined in Article IX) shall be the same persons as follows:

- A. Chairperson of the Corporation to be elected from the Mother Church membership for a term of three (3) years, except that no person shall serve consecutive three-year terms as Chairperson, and no person shall simultaneously serve as Chairperson and Pastor of the Mother Church. Furthermore, the Chairperson must have two (2) years' experience as an Officer of the Corporation, except in the case that no such person is available to hold the position;
- B. First Vice-Chairperson of the Corporation to be elected from the Mother Church membership for a term of two (2) years, and must have one (1) year experience as an Officer of the Corporation, except in the case that no such person is available to hold the position;
- C. Second Vice-Chairperson of the Corporation to be elected from the Mother Church membership for a term of two (2) years, and must have one (1) year

experience as an Officer of the Corporation, except in the case that no such person is available to hold the position;

- D. Secretary of the Corporation to be elected from the Mother Church membership for a term of two (2) years;
- E. Treasurer of the Corporation to be elected from the Mother Church membership for a term of two (2) years;
- F. Advisers of the Corporation, four (4) in number, to be elected from the Mother Church membership for a term of one (1) year;
- G. Consultants to the Corporation, not to exceed three (3) in number, to be appointed by the Officers for a nonspecific term. Consultants to the Corporation shall have no voting powers in Corporate or Board actions;
- H. The Pastor of the Mother Church shall serve as a voting Officer of the Corporation and Board. To hold the position of Pastor a person must be a Chapel-ordained Minister as established in Article IX Section 8.

SECTION 2. The Officers will be elected at the annual membership meeting of the Mother Church as per Article IX.

- A. No two (2) people who are related by blood or marriage may serve as Officers at the same time.
- B. Except for the position of Pastor, membership in the Mother or Branch Churches is the only qualification required for a person to be an Officer of the Corporation.
- C. No person shall run for more than one (1) position at the same time.
- D. Any member wanting to run for a position shall notify the Secretary of the Corporation in writing on or before October 1st of the year he or she shall run. If the member is qualified for the office and provides this notification, their name shall be printed on the ballots and absentee ballots. Failure to notify shall not disqualify a person from being a write-in candidate.

SECTION 3. The annual membership meetings of the Corporation and the Mother Church will be held in December in accord with Articles VII Section 5 and Article IX Section 4 respectively, and the Officers will take up their duties as of January 1st of the new year. The Officers of the Corporation shall hold monthly meetings unless they decide that the business of the Corporation or Mother Church does not require such a meeting. Although these meetings are open to the membership as per Article IX Section 5, the Officers may additionally meet in closed session as needed to maintain confidentiality.

SECTION 4. "Robert's Rules of Order" shall be the authority and govern these monthly meetings in all matters not provided for by Federal and State Law or the By-Laws.

SECTION 4.1. Personal grievances among members of the Mother or Branch Church congregations or clergies shall be addressed by the appropriate pastor and not be considered the affairs of the Corporation or the Mother Church unless the pastor of the appropriate Church brings it to the Corporate Officers to consider. Professional grievances in contrast, shall include conduct while serving or attending and may be considered the affairs of the Corporation, Mother or Branch Churches. If the grievance is against a current pastor, the Corporate Officers shall hear and if necessary, act on it.

SECTION 5. In all meetings of the Officers a quorum shall be five (5) members. A quorum cannot be created by the use of proxies. An Officer not attending in person may be considered present through electronic means if all conditions of Article VII Section 5 Subsections C or D are met, however an Officer who is not present may not cast a vote by proxy.

SECTION 6. When a Director has been absent three (3) times in a calendar year from the Board of Directors' meetings, a vote will be taken by the Board to remove the Director from the Board.

## **ARTICLE IV - DUTIES OF THE OFFICERS**

SECTION 1. The Chairperson of the Corporation shall preside at all meetings of the Corporation. Except for a vacancy created by the removal of an Officer by the members, vacant Officer positions may be filled by approval of the Officers or, if the number of Officers then in office is less than a quorum, by (1) the unanimous written consent of the Officers then in office, (2) the affirmative vote of a majority of the Officers then in office at a meeting held according to notice or waivers of notice complying with Corporations Code section 9211, or (3) a sole remaining Officer. The Chairperson shall have general supervision of the Corporation Officers, the affairs of the Corporation, and the affairs of the Mother Church. He or she shall countersign all Charters, certificates, commissions, powers of attorney, and all other papers authorized by the Officers bearing the seal of the Corporation. He or she shall sign Corporate membership cards covering application for membership after such application has been approved at the annual meeting of the Corporation.

SECTION 2. The Vice-Chairpersons shall perform all duties of the Chairperson in the absence of, or upon the death of, or removal from, or during the disability of that Officer, in designated order.

SECTION 3. Secretary of the Corporation shall have charge of the secretarial work of all meetings of the Officers; attend to all correspondence; keep a record of the meetings; sign all warrants and present to the Chairperson such papers for his or her approval and signature. The Secretary shall be custodian of the Corporate seal, and affix said seal to all applicable documents, to all Charters, certificates, commissions, powers of attorney and all other papers requiring a seal, when authorized by the Officers. The Secretary shall perform such other acts and duties as the Officers may from time to time require.

SECTION 4. Treasurer of the Corporation shall be the custodian of all funds, bonds, securities and evidences of property belonging to the Corporation and the Mother Church; shall receive all monies from Corporate donations and/or donations made to the Corporation; shall receive all

monies from the Mother Church obtained from donations, bequests or gifts; shall set up and maintain proper books and bank accounts; shall pay all bills as approved by the Officers; shall keep an accounting record of all monies of the Corporation and separately the Mother Church; shall furnish a statement of the account whenever requested by the Chairperson, or any three (3) Officers; shall make a full report of the financial standing at each meeting, which will be fully filed with the Secretary's minutes. The Chairperson and Treasurer shall be the persons with bank account access. The Treasurer may be placed under bond at the discretion of the Officers. The books shall be audited annually by a qualified team, of not less than three (3) members, to be appointed by the Chairperson with the approval of the Officers in accord with State Law. The Treasurer shall keep a file on all paid bills and all cancelled checks for audit purposes.

SECTION 5. The Advisers, as Officers of the Corporation shall work with the other Officers in any way to help bring about the harmonious activity of the Corporation and the Mother Church; shall perform such duties as the Chairperson may require from time to time.

SECTION 6. Consultants duly appointed by the Officers shall serve them in any way to help bring about the harmonious activity of the Corporation and the Mother Church; shall perform such duties as the Chairperson may require from time to time.

SECTION 7. The Pastor of the Mother Church shall work with the other Officers in any way to help bring about the harmonious activity of the Corporation and the Mother Church; shall perform such duties as the Chairperson may require from time to time.

## **ARTICLE V - BUSINESS DUTIES OF THE BOARD OF TRUSTEES**

SECTION 1. The Board of Trustees of the Chapel of Awareness Spiritual Church Corporation shall be the governing body of the Mother Church-(Church). The Board of Trustees and the Officers of the Corporation shall be the same persons as per Article III. Their duties shall be:

- A. to conduct the regular business of the Church;
- B. to manage and provide for the regular Church Service, and to see that such Services conform to the Order of Service as set forth by the Officers of the Corporation in the "Order of Church Service" (now a part of these By-Laws as per Article VI Section 3);
- C. to manage and provide a suitable meeting place for the holding of seances, circles, classes and other activities that might be held in the interest of the Congregation of the Church;
- D. to make contracts and purchases;
- E. to disburse money and to have general direction of the financial welfare of the Church; and
- F. to fix all salaries.

SECTION 2. Shall bring into action all those directives as set forth in the Articles of Incorporation and the By-Laws of this Corporation.

SECTION 3. Shall bring into existence or cause to be brought into existence all written and/or printed material pertaining to the teaching or philosophy. All such material shall be forwarded to the Publications Committee for printing.

SECTION 4. Shall supervise the distribution of said material to all Branch Churches, and see that each Church has such material for distribution to classes and/or interested parties.

SECTION 5. Shall set up those rules, requirements, and tests for all parties seeking Ordination, Licenses and Charters in the "Rules and Regulations and Order of Service" (now a part of these By-Laws as per Article VI Section 3).

SECTION 6. Shall pass on all applications for the above and by vote approve or disapprove granting of same.

SECTION 7. Shall be available on request from any Corporate member, Mother Church member or member of any Branch congregation to hear complaints or grievances other than those specified in Article III Section 7. Shall call meetings as required to deal with such requests. At such meetings all persons or groups shall be present who in any way are parties to such complaints or grievances. The dispensation of such matters shall be handled by secret ballot of the Board of Trustees and their decisions shall be binding and final.

SECTION 8. The Board of Trustees shall appoint Chairpersons of all standing Committees of the Mother Church for a term of one (1) year as part of the business at the first meeting of the year. The Board of Trustees shall also appoint between one (1) and four (4) additional persons to serve on each Committee including at least two (2) Trustees, with the same term as the Committee Chairperson, unless the Chairperson excuses them for cause. The Chairpersons and members of the standing Committees shall be members of the Mother Church as specified in Article IX Section 3.

Committees are as follows:

1. Ways and Means Committee,
2. Educational Committee,
3. Library Committee,
4. Membership Committee,
5. Public Relations Committee,

6. Publications Committee, and
7. Maintenance Committee

The duties of these standing Committees are specified in Article IX Section 7. The Board may also act to dissolve such Committees at such time as their services are no longer required until the next year.

**SECTION 9.** The Mother Church Staff Class will examine and/or test all physical and mental Mediums wishing to serve and will grant or deny permission to serve the Mother Church or any of its Branch Churches. This includes volunteer message bearers for Church Services and similar events. Only Clergy may serve with private readings on such events as Readings Day.

**SECTION 10.** The Mother Church Staff Class will examine and/or test all Healers, Teachers and Speakers wishing to serve and will grant or deny permission to serve the Mother Church or any of its Branch Churches. This includes volunteer healers for Church Services and similar events. Only Clergy may serve with private healings at Chapel events. Any Healer, either licensed or volunteer, may be tested by the Staff Class from time to time as to their ability to properly serve as a Healer. Also, in the event of any negative report from a recipient of a healing, the Healer will be called before the Staff Class to answer such reports. The Staff Class will then pass on such reports and their findings and decisions will be final.

## **ARTICLE VI - ORDAINING AND LICENSING AND/OR CHARTERS**

**SECTION 1.** The Board of Trustees shall approve or disapprove all applicants for Ordination, Licensing and Charters for Branch Churches. After receiving the completed application from the candidate, the Board of Trustees shall take a vote by secret ballot in closed session. If approved by majority, three (3) Trustee signatures including the Chairperson shall be added to the application. After the ordination service if applicable, the Secretary shall prepare the license or ordination certificate affixing the seal of the Corporation and obtaining the signatures of the Pastor and Chairperson.

**SECTION 2.** The requirements and rules for the above shall be drawn up by the Board of Trustees and shall be binding on all applicants. These "Rules and Regulations and Order of Service" will be published in a separate book (now a part of these By-Laws as per Article VI Section 3).

**SECTION 3.** Once these rules have been drawn up by the Board they will become a part of the By-Laws of the Corporation and cannot be changed or altered in any way except through the amendment process of Article VIII at an annual meeting of the Mother Church.

**SECTION 4.** The Board of Trustees may, with all Trustees (9) voting in the affirmative, recall any Ordination papers, Licenses or Church Charters for cause.

**SECTION 5.** All discussions during business meetings which pertain directly or strictly to Corporate or Church matters shall be treated as confidential. Motions made and actions decided

by the Board are of course public knowledge and shall be reported in the minutes and made available to the membership in a timely manner.

## **ARTICLE VII - CORPORATE MEMBERSHIP, MEETINGS AND QUORUM**

SECTION 1. Membership in this Corporation shall be open to those persons who are keenly interested in actively bringing into action the concepts and directives as set forth in the Articles of Incorporation and the By-Laws of this Corporation. Corporate members shall also be members of the Mother Church (defined in Article IX) for a period of not less than one (1) year.

Application and nomination for membership in this Corporation must be approved by the Officers of the Corporation prior to the annual Corporation meeting.

SECTION 2. There shall be no more than forty-five (45) and not less than twenty-five (25) of these "Corporate members". In the event the Corporate membership drops below 25, the Officers of the Corporation shall within 1 month identify sufficient additional candidates, and provisionally admit them by majority vote to the Corporate membership until the next annual meeting of the Corporation.

SECTION 3. There shall be yearly membership dues to maintain active membership in this Corporation to be received between January 1st and the annual Corporate meeting. Notification of dues payable will be mailed prior to March 1st. The amount of the dues for the year shall stay the same as the previous year; however, the Board may change the amount prior to that mailing. Corporate membership shall only be terminated by the member's death, resignation, conduct (as defined and through the same process as the "Cancellation of Papers of Ordained Ministers" in the "Rules and Regulations and Order of Service" below), or shall be terminated on March 1<sup>st</sup> if active Corporate membership has lapsed as a result of not donating or of not maintaining contact as with Article IX Section 3.1.

SECTION 4. All incoming new Corporate members shall be approved by ballot by the present members of the Corporation at the annual meeting of the Corporation.

SECTION 5. The annual meeting of this Corporation shall be held in December of each year. All-Corporate members are entitled to attend and vote and shall be notified of such meeting in writing at least thirty (30) days in advance. The meeting shall be held at the Church or any other location designated in the notice. The main business at the annual meeting of the Corporation shall be the passing on new Corporate members and new business of the Corporation such as Branch Church oversight. At this time all Branch Churches shall provide reports on their activities, membership and finances in order to maintain their Charter.

A. The Chairperson of the Board, or the First Vice-Chairperson of the Board, or the Second Vice-Chairperson of the Board, or 5 percent or more of the members, may call a special meeting of the members for any lawful purpose at any time.

B. A special meeting called by any person entitled to call a meeting (other than the Board) shall be called by written request, specifying the general nature of the business proposed to be transacted, and submitted to the Chairperson of the Board, or the First

Vice-Chairperson of the Board, or the Second Vice-Chairperson of the Board, or the Secretary of the Board. The Officer receiving the request shall cause notice to be given promptly to the members entitled to vote, stating that a meeting will be held at a specified time and date fixed by the Board, provided, however, that the meeting date shall be at least 35 but no more than 90 days after receipt of the request. If the notice is not given within 20 days after the request is received, the person or persons requesting the meeting may give the notice. Nothing in this Section shall be construed as limiting, fixing, or affecting the time at which a meeting of members may be held when the meeting is called by the Board.

C. If authorized by the Board in its sole discretion, and subject to the requirements of consent in Corporations Code Section 20(b) and guidelines and procedures the Board may adopt, members not physically present in person at a meeting of members may, by electronic transmission by and to the Corporation or by electronic video screen communication, participate in a meeting of members, be deemed present in person and vote at a meeting of members whether that meeting is to be held at a designated place or in whole or in part by means of electronic transmission by and to the Corporation or by electronic video screen communication, subject to the requirements of these By-Laws.

D. A meeting of the members may be conducted, in whole or in part, by electronic transmission by and to the Corporation or by electronic video screen communication (1) if the Corporation implements reasonable measures to provide members in person a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to read or hear the proceedings of the meeting substantially concurrently with those proceedings, and (2) if any member votes or takes other action at the meeting by means of electronic transmission to the Corporation or electronic video screen communication, a record of that vote or action is maintained by the Corporation. Any request by a Corporate member pursuant to California Corporations Code Section 20(b) for consent to conduct a meeting of members by electronic transmission by and to the Corporation shall include a notice that absent consent of the member pursuant to Corporations Code Section 20(b), the meeting shall be held at a physical location in accordance with Article VII, Section 5 of these By-Laws.

**SECTION 8.** "Robert's Rules of Order" shall be the authority and govern these Corporate membership meetings in all matters not provided for by Federal and State Law or the By-Laws.

**SECTION 9.** Personal grievances among members of the Mother or Branch Church congregations or clergies shall be addressed by the appropriate pastor and not be considered the affairs of the Corporation or the Mother Church unless the pastor of the appropriate Church brings it to the Corporate Officers to consider. Professional grievances in contrast, shall include conduct while serving or attending and may be considered the affairs of the Corporation, Mother or Branch Churches. If the grievance is against a current pastor, the Corporate Officers shall hear and if necessary, act on it.

**SECTION 10.** In all meetings of the Corporate membership, a quorum shall consist of one-fourth (1/4) of the Corporate membership, and may be created with the use of proxies. Each Corporate member shall have one (1) vote.

## **ARTICLE VIII - AMENDMENTS**

SECTION 1. Amendments to the By-Laws shall be made pursuant to the following procedure:

1. At a meeting of the Mother Church where at least twenty percent (20%) of the active members vote by submitting a valid ballot or absentee ballot and two thirds (2/3) of those vote in the affirmative;
2. The proposed amendments and absentee ballots must be submitted to the members at least sixty (60) days before the meeting; and
3. Before being submitted to the Mother Church membership, the proposed amendments must be approved by the Board of Trustees.

SECTION 2. There shall be no amendments made to these By-Laws that would be contrary to the original Articles of Incorporation or that would be repugnant to the laws of the City, County or State.

SECTION 3. Amendments to the Articles of Incorporation (Articles I and II) can only be made by the action of the Officers of the Corporation, with the approval of the membership being three-quarters (3/4) of the total active Mother Church membership. This approval being obtained at a meeting of the Mother Church membership by ballot or absentee ballot.

## **ARTICLE IX - THE CHURCH (MOTHER CHURCH)**

SECTION 1. The name of the Mother Church shall be the "Chapel of Awareness Spiritual Church," this Church being authorized by the incorporation of the parent Corporation filed February 27, 1973 and amended July 17, 1973, both carrying the Number 675606, and both being signed and sealed by the Secretary of the State of California.

SECTION 2. The seal of the Church shall be the same as the seal of the "Chapel of Awareness Spiritual Church Corporation" as specified in Article I Section 2.

SECTION 3. Membership in the Church shall be open to all who are interested in the philosophy of Spiritualism and the betterment of themselves and all mankind. Membership shall be for life and shall only be terminated by the member's death or resignation. Membership shall not be denied nor will there be any discrimination against a member based on race or color, ancestry or national origin, religion or creed, sex or sexual orientation, gender identity or expression, pregnancy or childbirth or breastfeeding, mental or physical disability, medical condition or genetic information, marital status, military or veteran status, or age. Members of this Church may be members of other churches as long as such dual membership is not against the laws of the other church. The members of this Church shall make up this Congregation.

SECTION 3.1. It shall be the responsibility of each member to keep the Church informed of his or her current address. If a member fails to do so the Board may designate such person as an

"inactive member." The Board shall formulate a policy outlining reasonable steps to be taken to locate a member's current address before designating him or her as inactive. An inactive member shall not be entitled to notice of Church meetings, elections, or other activities. Upon informing the Church of his or her current address an inactive member shall be reinstated to full membership status.

**SECTION 4.** The Congregation shall hold its annual meeting in December of each year on the same day as the annual meeting of the Corporation, for the express purposes of electing Trustees to the Board who shall also serve as Officers of the Corporation as per Article III Section 1 and conducting such business as the Congregation feels the Board of Trustees should consider.

- A. A special meeting of the Congregation may be called and held at any time so long as all provisions of Article VII Section 5 Subsections A or B are met by the Congregation.
- B. A meeting of the Congregation may be conducted by electronic transmission just as with a meetings of the Corporation, so long as all provisions of Article VII Section 5 Subsection D are met by the Congregation.
- C. A meeting of the Congregation may be attended by members considered "present and in person" by electronic transmission just as with a meeting of the Corporation, so long as all provisions of Article VII Section 5 Subsection C are met by the Congregation.

**SECTION 4.1.** Each member entitled to vote shall have the right to do so either by presenting a ballot in person or by absentee ballot. Ballots and absentee ballots shall be invalid if not received in good order prior to the time of day specified identically on the ballot and absentee ballot on the day of the Church's annual membership meeting of the Congregation. The ballots and absentee ballots shall include a provision for write-in candidates for all Officers to be elected or who's appointments are to be confirmed. All candidates including write-in candidates must meet the requirements for the office in question in order to be considered. The Board shall adopt procedures to ensure that absentee ballots are disseminated no later than thirty (30) days before the close of the election to the membership as it stands on the record date of October 1st. This membership list shall be considered the list of those eligible to vote in the annual election by absentee ballot or in person by ballot. The candidates for Corporate Officer positions shall be printed identically on the ballots and absentee ballots according to Article III Section 2. The Board shall also adopt procedures to ensure that ballots and absentee ballots are accurately and timely counted and the results announced before adjourning the annual meeting.

**SECTION 4.2.** Any ballot covering matters for which a vote of the members is required shall not be valid unless the ballot sets forth each candidate's name or the general nature of the matters to be voted on. Such matters include approval of amendments to the Articles of Incorporation or By-Laws; the principal terms of a merger agreement or any amendment of those terms; the sale, lease, exchange, conveyance, transfer, or other disposition of all or substantially all Corporate assets unless the transaction is in the regular course of business; or the election to voluntarily dissolve the Corporation.

**SECTION 4.3.** "Robert's Rules of Order" shall be the authority and govern these Mother Church membership meetings in all matters not provided for by Federal and State Law or the By-Laws.

SECTION 4.4. Personal grievances among members of the Mother or Branch Church congregations or clergies shall be addressed by the appropriate pastor and not be considered the affairs of the Corporation or the Mother Church unless the pastor of the appropriate Church brings it to the Corporate Officers to consider. Professional grievances in contrast, shall include conduct while serving or attending and may be considered the affairs of the Corporation, Mother or Branch Churches. If the grievance is against a current pastor, the Corporate Officers shall hear and if necessary, act on it.

SECTION 4.5. In all meetings of the Mother Church membership, a quorum shall consist of one-fourth (1/4) of the voting power, represented in person, by written ballot, or by proxy. If the written ballot or proxy does not specify the general nature of a specific matter being voted on at the meeting such as the election of an Officer, then the vote will only be valid if a quorum exists without that written ballot or that proxy. Each Mother Church member shall have one (1) vote.

SECTION 5. All members of the Mother Church Congregation may, after a period of one (1) year, apply to the Officers of the Corporation for membership in the Corporation as per Article VII Section 1.

SECTION 6. Any member of the Congregation may attend the regular monthly meeting of the Board of Trustees established by Article III Section 3, to bring to the Board's attention any matter which said member feels should receive action from the Board, except those of Article IX Section 4.4. Said member of the Congregation shall have no vote at such a meeting and, on all matters, the action of the Board of Trustees shall be final.

SECTION 7. Duties of the standing Committees of the Board of Trustees as established according to Article V Section 8.

A. Ways and Means Committee

1. To make arrangements for the social functions of the Church, such as dinners, parties, etc.
2. To attend to the flower arrangements in the Church for Services, and such decorative arrangements as may be required from time to time.

B. Educational Committee (otherwise called the "Staff Class" as per the "Rules and Regulations and Order of Service").

1. To set up classes for the teaching of the philosophy.
2. To set up classes for teaching of Ministers, Healers, Mediums, Teachers and Speakers.
3. To obtain all teaching material from the Board of Trustees to carry out such teaching.

4. To work with the Board of Trustees in the formation of new or updated teaching material.
5. To keep a record of all Students and their course of study.

C. Library Committee

1. To set up and maintain the Church Library.
2. To submit requests for purchases of books to the Board of Trustees.
3. To set hours and check-out procedures for the Library.

D. Membership Committee

1. To keep a record of all Church and Corporation members.
2. To issue properly signed membership cards to incoming new Corporate members.
3. To set up the methods for attracting members to the Church.

E. Public Relations Committee

1. To manage the advertising of the Church and its activities. With oversight from the Board of Trustees, all official media and social media items published in printed, electronic, audio or video form in the Church's name shall be overseen through this Committee, and shall accurately and positively reflect the ideals and philosophy of the Church.
2. To work closely with the Membership Committee so that a fully coordinated plan of action can be brought forth for the highest and best good of the Church.
3. To see that a representative of the Church is on hand at all Services and gatherings for the purpose of greeting the public.

F. Publications Committee

1. To have any and all material created in printed, electronic, audio or video form given to the Committee from the Board of Trustees.
2. To have all material created in printed, electronic, audio or video form necessary for the conduct of Church Services, classes and special activities.
3. To be watchful at all times to see that all material to be printed has been approved by the Board of Trustees.

G. Maintenance Committee

1. To maintain the premises of the Church and to see that it is properly cared for.
2. To bring to the attention of the appropriate Board any major expenses or changes in the Church buildings and/or grounds.

SECTION 8. Calling of a Pastor.

- A. A Minister must be Ordained by the Chapel of Awareness Spiritual Church Corporation to be called to pastor the Mother Church as established in Article III Section 1 Subsection H.
- B. A Minister may be called to the Pastorate of the Church by an 80%-favorable vote by ballot or absentee ballot in the same process from Article IX Sections 4 through 4.5 that the other Officers of the Corporation are elected. No person shall simultaneously serve as Pastor of the Mother Church and Chairperson of the Corporation.
- C. The call of a Pastor shall be for a term of one (1) year. This term may be extended as above provided.
- D. When a Pastor is called, he or she shall not be paid a salary.
- E. The Church shall make provisions for his or her traveling and moving expenses.
- F. The Pastor shall not resign without giving at least thirty (30) days notice to the Board before termination of his or her pastorate.
- G. When no Pastor is called at the annual election, all duties and responsibilities shall fall to the Staff Class who will select a willing representative member of the clergy. These By-Laws shall be interpreted with the understanding that "Pastor" refers to this representative including being a Corporate Officer. A unanimous vote by the new Board after January 1<sup>st</sup> must approve the Staff Class's choice of representative.

H. The guidelines for the Pastor are as follows:

1. Voice: Be the voice of the Church. Cast a vision of possibility and of making a difference in the community and world. Teach the congregation effectively and consistently.
2. Love: Love the congregation. Share enthusiasm, joy and passion for the philosophy and practices.
3. Character: Exemplify living by the universal laws of non-interference, no distractions, avoiding excess, and personal responsibility. Be free from any questionable moral, family or financial concerns. Hold oneself to the highest standards as outlined by the Preamble, Precepts and By-Laws including the pledges and promises made in the Minister's Ordination Service.

4. Leadership: Guide the Clergy, Staff, Students and Congregation as a spiritual leader. Be open and transparent about the Church, with a healthy balance between being independently directive and being responsive to critics.
5. Peacemaker: Wisely and compassionately create harmony, cooperation, inclusion and positive experiences. Enforce the universal laws of non-interference, no distractions, avoiding excess, and personal responsibility. Handle personal issues within the school and congregation that rise to a level of concern by listening, investigating, evaluating and then providing corrective solutions which maintain everyone's self-esteem. Invite opposing opinion and discourage "whisper campaigns" and other underhanded practices designed to manipulate or dominate.
6. Time and Energy: The Pastor is not expected to attend every event, be available at all times, or rely on personal funds or resources. Instead the Pastor is expected to delegate and ask for help as needed, have a good work ethic and a healthy personal balance, and attend such important events as ordinations, holidays, Staff Class meetings, and meetings of the Board of Trustees. Simply, the Pastor should care for the Congregation.

## SECTION 9. Duties of the Clergy

- A. The Clergy of the Church shall be Ordained Ministers, Ordained Healers and Licensed Mediums, Teachers and Speakers.
- B. All members of the Clergy will work under the direction of the Pastor, and shall have the following duties:
  1. To organize seances, circles and study groups appropriate to their License or Ordination.
  2. To receive persons into membership.
  3. Ordained Ministers shall perform marriage ceremonies, baby blessing and funerals; shall also keep complete records of same. They shall also perform healings, readings, teachings, or lectures as requested by the Pastor at events and classes held under the sanction of the Church or on their own while in compliance with Article IX, Section 9, Subsection B (8).
  4. Ordained Healers shall perform healings, teachings, or lectures as-requested by the Pastor where their qualifications would be needed at events and classes held under the sanction of the Church or on their own while in compliance with Article IX, Section 9, Subsection B (8).
  5. Licensed Mediums shall serve the Church as required by the Pastor by conducting and supervising circles seances and other practice sessions, by performing readings, and by being message bearers at Church Services. They shall only serve as specified

at events arranged by the Church, not publicly on their own. They shall be aware of all State laws which would have any bearing on their activity, and serve at all times within the framework of said laws. Any Medium may be tested by the Reverends from time to time as to their ability to properly serve as a Licensed Medium. In the event of any negative report from a recipient of a message, the Medium will be called before the Board of Trustees of the Mother Church to answer such reports. The Board of Trustees will then pass on such reports and their findings and decisions will be legal and binding on the Medium in question. A negative finding of the Board of Trustees will be grounds for the cancellation of the Medium's License.

6. Licensed Teachers shall serve the Church as required by the Pastor by teaching and supervising classes. They shall only serve as specified at events arranged by the Church, not on their own. These Teachers will at all times instruct their classes in accordance with the rules and printed material furnished them by the Board of Trustees. New material which may be of interest in teaching must be approved by the Board of Trustees of the Mother Church before it can be made part of the teaching material.
7. Licensed Speakers shall serve the Church as required by the Pastor by giving lectures and heading discussion groups. They shall only serve as specified at events arranged by the Church, not on their own. All Licensed Speakers shall follow the philosophy as set by the Board of Trustees.
8. Ordained Ministers and Healers may act publicly on their own as Ordained Reverends under State Law in all respects. They shall know the local and State laws which govern their actions, and work at all times within the framework of those laws. Each Reverend shall make it clear in all cases whether or not they are acting under the sanction of the Church and the direction of the Pastor or acting independently within their own Ordained Service. Regardless, each Reverend must hold themselves to the highest standards as outlined by the Chapel of Awareness Spiritual Church Corporation Preamble, Precepts and By-Laws including the pledges and promises made in the Ordination Service.
9. No member of the Clergy shall set a fee for their services held under the sanction of the Church, however donations may be accepted.
10. Ordained Reverends may use the Chapel facilities and resources to conduct their service to the Congregation and to the public within Church sanctioned activities or independently on their own. However, if such use becomes excessive or a burden on the Church, the Pastor shall bring the matter to the Board of Trustees to arrange a financial agreement with the Reverend to pay for continued use of the facilities or resources.
11. No member of the Clergy shall contract bills or create financial obligations for the Church or Corporation unless he or she has received authorization from the Board of Trustees. Such action must be duly recorded in the minutes of the meeting at which such approval was given.

12. All active Reverends shall give a report as specified by the Board or Trustees of their activities as Clergy at the annual meeting to the Congregation in order to maintain their status as Clergy within the Mother Church regardless of the degree to which they have served. Failure to provide a report shall remove them from the Clergy effective January 1st unless and until the Board of Trustees approves them to continue as Clergy.

**R U L E S   A N D   R E G U L A T I O N S**

**A N D**

**O R D E R   O F   S E R V I C E**

**RULES AND REGULATIONS  
AND  
ORDER OF SERVICE**

The following are set forth as the Rules and Regulations governing the Ordination of Ministers and Healers, as well as the Licensing of Mediums and Teachers.

The Order of Service herein set forth will govern the Chapel of Awareness Spiritual Church as well as any Branch Churches Chartered by the Chapel of Awareness Spiritual Church Corporation.

## REQUIREMENTS OF ORDINATION FOR MINISTERS

1. Beginning class lectures, studies and circles.
2. Advanced class lectures, studies and circles.
3. Tests and written papers required for the above two classes.
4. Working from the platform as message bearer at six Sunday Services.
5. Lecture at the Sunday Services two times.
6. Conduct class sessions as assigned by the instructor, three times.
7. Thesis of 5,000 words in writing or on tape on the subjects of Religion and Spirit.
8. Written test of 100 questions. A passing grade of 95% is required.
9. Oral test conducted by three Ministers and/or Mediums. The passing of this test is determined by unanimous vote of those presiding.
10. Display unmistakable evidence of psychic gifts, and demonstrate same on command.
11. Be familiar with the Articles of Incorporation and the By-Laws of the Chapel of Awareness Spiritual Church Corporation.
12. Be familiar with all State and County Laws which relate to the conduct of Ordained Ministers.
13. Be familiar with the Rules and Regulations and Order of Service of the Chapel of Awareness Spiritual Church Corporation.
14. Turn in the application for Ordination as a Minister signed by three (3) members of the Board of Trustees and the Chairman of said Board.
15. Know and be ready to take your part in the Service of Ordination.

## REQUIREMENTS OF ORDINATION FOR HEALER

1. Beginning class lectures, studies and circles.
2. Advanced lectures, studies and circles.
3. Tests and written papers as required for the above two classes.
4. Working in the Church as a healer for three (3) months or for twelve (12) Sunday Services.
5. Lecture at the Sunday Services at least one time on Healing.
6. Conduct class sessions as directed by the instructor three (3) times.
7. Thesis of 5,000 words in writing or on tape, on the subject of Spiritual Healing.
8. Written test of 100 questions. A passing grade of 95% is required.
9. Oral test conducted by three (3) Ministers and/or Healers. The passing of this test is determined by unanimous vote of those presiding.
10. Display unmistakable evidence of the art of Healing.
11. Be familiar with the Articles of Incorporation and the By-Laws of the Chapel of Awareness Spiritual Church Corporation.
12. Be familiar with all State and County laws which relate to the conduct of Spiritual Healers.
13. Turn in the application for Ordination as a Healer signed by three members of the Board of Trustees and the Chairman of said Board.
14. Know and be ready to take your part in the Service of Ordination.

## REQUIREMENTS OF LICENSING AS A MEDIUM

1. Beginning class lectures, studies and circles.
2. Advanced class lectures, studies and circles.
3. Tests and written papers required for the above two classes.
4. Working from the platform as message bearer at six Sunday Services.
5. Conduct class circles as assigned by the instructor three times.
6. Written test of fifty questions. A passing grade of 90% is required.
7. Oral test conducted by three Ministers and/or Mediums.
8. Display unmistakable evidence of your Mediumistic ability on command. Physical Mediums will be required to conduct a circle for the Board of Trustees and/or Staff, privately, to display their proficiencies in the field of Physical Mediumship.
9. Be familiar with the Articles of Incorporation and the By-Laws of the Chapel of Awareness Spiritual Church Corporation.
10. Be familiar with all State and County laws which relate to the conduct of a Medium.
11. Be familiar with all the Rules and Regulations and Order of Service of the Chapel of Awareness Spiritual Church Corporation.
12. Turn in the application for Licensing as a Medium signed by three members of the Board of Trustees and the Chairman of said Board.

## REQUIREMENTS OF LICENSING AS A TEACHER

1. Beginning class lectures, studies and circles.
2. Advanced class lectures, studies and circles.
3. Tests and written papers required for the above classes.
4. Serve as an assistant teacher in both of the above classes.
5. Be completely familiar with the written texts that make up the teaching material for both of the above classes.
6. Oral test conducted by three Ministers and/or Teachers.
7. Display unmistakable evidence of teaching ability.
8. Turn in application for Licensed Teacher signed by three members of the Board of Trustees and the Chairman of said Board.
9. This License must be renewed every two years, by application for renewal presented to the Board of Trustees. This is to make certain that all Teachers are aware of any change or additions that may be added to the teaching material from time to time.

## REQUIREMENTS FOR CHARTER OF A BRANCH CHURCH

1. Application must be presented to the Board of Trustees for Church Charters, stating the following:
  - A. the founding Minister has been Ordained by the Chapel of Awareness Spiritual Church Corporation;
  - B. that a Board of Directors has been selected - a minimum of five (5) Directors being required. This Board of Directors cannot have more than one (1) member from a given family.
2. Such Branch Churches must incorporate in the State and County in which they plan to conduct the Church, within ninety (90) days of the granting of the Charter. If this is not done, the Charter will be recalled. An extension of time may be requested from the Board of Trustees of the Chapel of Awareness Spiritual Church Corporation. Action on such a requested extension will be considered by the Board of Trustees of the Chapel of Awareness Spiritual Church Corporation, and such action will be final and binding.
3. Such Branch Churches must follow the guidelines of the Chapel of Awareness Spiritual Church as set forth in the By-Laws.
4. It is further understood that the Branch Church will teach and serve the people in accordance with the Philosophy of the Chapel of Awareness Spiritual Church and the Order of Service as set down by the Chapel of Awareness Spiritual Church.
5. Ordination and/or Licensing of any member of a Branch Church will be granted only after said member has completed the requirements for such position. The actual Ordination or Licensing will be conducted at the Mother Church or by a designated Minister at the site of the Chartered Church. In such cases where the teaching and examination of Students is conducted at the Chartered Church, each candidate will be required to submit all records, tapes and papers to the Board of Trustees for their approval prior to their Ordination or Licensing. The candidate will also make himself available for oral examination by the Board of Trustees of the Mother Church if such an examination is requested by the Board of Trustees. All Ordination and/or Licensing will be conducted in accordance with the Rules and Regulations set down by the Chapel of Awareness Spiritual Church Corporation.
6. The Board of Trustees of the Mother Church will stand ready to help the Chartered Church in any way it deems possible upon the request of the Board of Directors of the Chartered Church.
7. In such cases where regular Church Services are suspended for a period of six (6) months, the Board of Trustees of the Mother Church can cancel the Charter and deem the Chartered Church null and void. Such cancellation of a chartered Church's papers will place said Church in a position of dissolution in accordance with the laws governing the dissolution of a nonprofit organization as set forth by the State and County laws.

8. The Mother Church is in no way responsible for the financial obligations of its Chartered Churches, or its Ministers, Healers, Mediums, Teachers or members of its Congregation or Students. The Chapel of Awareness Spiritual Church Corporation will assist in any way in any legal action brought against the Chartered Church or any of its Ordained or Licensed Clergy that would infringe upon the religious rights as set forth in the Articles of Incorporation and By-Laws, as long as said party has not disobeyed any laws either of the Corporation or of the State or County. Such support will not be an acceptance of financial obligation or attorneys' fees, resulting from such legal action, excepting those incurred by the Chapel of Awareness Spiritual Church Corporation for its own legal counsel.

CANCELLATION OF PAPERS OF ORDINATION  
FOR  
MINISTERS, HEALERS, MEDIUMS AND TEACHERS

CANCELLATION OF PAPERS OF ORDAINED MINISTER:

Pursuant to Article VI, Section 4, those acts which may be considered as "cause" are as follows:

1. Conviction of any felonious crime by the local Civil Court or conviction of any felonious crime by any branch of the Federal Court. Upon conviction by either of the above judicial bodies, the Board of Trustees will hold a meeting at which they will consider cancellation of the Ordained Minister's papers. As stated in Article VI, Section 4, a vote of censure from all nine (9) members of the Board of Trustees.
2. Personal conduct such that charges would be brought to the Board of Trustees of the Chapel of Awareness Spiritual Church, which would bring about a vote of dismissal by the Board of Trustees. Such charges must be presented in writing, requesting a meeting of the Board of Trustees. At this meeting the party answering the charge must be present, and may call three (3) witnesses to speak in their behalf. After a full hearing of the charges and the hearing of witnesses the Board of Trustees will retire in private conference to arrive at their decision. As stated in Article VI, Section 4, a vote for withdrawing papers from a duly Ordained Minister requires a vote of censure from all nine (9) members of the Board of Trustees.
3. Conduct of an Ordained Minister which displays unreconcilable deviation from the principles of the Philosophy set forth by the directed teachings of the Chapel of Awareness Spiritual Church. Such conduct will cause a meeting of the Board of Trustees to be called, at which meeting the Ordained Minister in question will be called upon to explain their position. After all are heard the Board of Trustees will retire in private conference to arrive at their decision. As stated in Article VI, Section 4, a vote for withdrawing of papers from a duly Ordained Minister requires a vote of censure from all nine (9) members of the Board of Trustees.

#### CANCELLATION OF PAPERS OF ORDAINED HEALER:

The papers of an Ordained Healer may be declared null and void by the Board of Trustees for any of the reasons stated above under the rules set forth for Ordained Ministers, as well as those actions set forth in the By-Laws under Article IX, Section 9, Sub-Section 4. In these actions, the Board of Trustees will vote for censure and a simple majority is required for cancellation.

#### CANCELLATION OF PAPERS FOR LICENSED MEDIUM:

The papers of a Licensed Medium may be declared null and void by the Board of Trustees for any of the reasons stated under the rules set forth for Ordained Ministers, as well as those actions set forth in the By-Laws under Article IX, Section 9, Sub-Section 6. In these actions the Board of Trustees will vote for censure and a simple majority is required for cancellation.

#### CANCELLATION OF PAPERS FOR LICENSED TEACHER:

The papers of a Licensed Teacher may be declared null and void by the Board of Trustees for any of the reasons stated under the rules set forth for Ordained Ministers, as well as those actions set forth under Requirements For Licensing As A Teacher, Number 9. In that if the Board of Trustees feels that a Teacher is not teaching in accordance with the precepts of the Chapel of Awareness Spiritual Church, the License may not be renewed. In these actions the Board of Trustees will vote for censure and a simple majority is required for cancellation.

## ORDER OF SERVICE

The Church will be open for a period of fifteen (15) minutes prior to the regular Service, during which there shall be background music of an abstract nature. (This music must be so selected as to not interfere with the stilling of the minds of the members.) During this time there shall be no talking within the Church.

1. An opening prayer, statement or request, given from the platform.
2. A period of three to five minutes of total silence and meditation.
3. A lecture of indeterminate length shall be given to teach or instruct the members of the Congregation.
4. An offering shall be taken to help cover expenses where necessary.
5. Announcements of Church or class activities planned or in operation.
6. Qualified message bearers shall serve the members with short readings. This does not mean a reading for each member present. The number of readings will be designated by the Clergy member-in charge.
7. The Healing part of the Service shall be divided into two (2) sections:
  - A. Absent Healing, conducted by a qualified person;
  - B. Healing by qualified Healers on an individual basis, by accepted techniques.
8. The Service will be dismissed with a prayer, statement or request.

There shall be no group singing of Church songs or hymns. The stilling of the mind is of the greatest importance, both to teach and to practice. On special occasions, special music may be used as part of the Service, as in the observation of Christmas or Easter. This is left to the discretion of the Pastor.

At all times the Pastor in charge of the Church shall strive to follow the philosophy set forth in the teachings of the Chapel of Awareness Spiritual Church Corporation.

## ORDINATION OF A MINISTER

The Ordination of a Minister shall follow the regular Order of the Service with the following additions.

After the period of silence, the presiding Minister shall proceed as follows:

"This day we are directed to ordain \_\_\_\_\_ into the Clergy of the Chapel of Awareness, as set forth in the Articles of Incorporation and the By-Laws of the Chapel of Awareness Spiritual Church Corporation. Will the Initiate please come forward?"

*The Minister stands in the center of the platform awaiting the Initiate who enters from the rear of the Church and walks to stand before the Minister.*

"Do you \_\_\_\_\_ accept the duties and directives of the position which is about to be conferred upon you?"

"I \_\_\_\_\_ do accept the duties and directives as an Ordained Minister."

"Do you \_\_\_\_\_ acknowledge that you have fulfilled all the requirements set forth by this organization for the position which you now ask to be bestowed upon you?"

"I \_\_\_\_\_ do so acknowledge and acclaim that I have fulfilled the requirements as so stipulated. "

"Do you \_\_\_\_\_ pledge yourself to the help and guidance of all mankind, and do you promise to keep yourself in the highest esteem as to act in accordance with the duties expected of you in this office?"

"I \_\_\_\_\_ pledge myself to the help and guidance of all mankind and do promise that I will do all within my power to conduct myself in the manner befitting the office I am about to receive. "

*The acting Minister steps aside and asks for a period of silent prayer. The Initiate kneels and goes within himself in meditation. When the Initiate feels that he has touched himself and does know the great significance of the office he is about to receive, he arises.*

"I \_\_\_\_\_ am now ready to be ordained as a Minister in the Chapel of Awareness Spiritual Church."

*The acting Minister returns to the center of the platform and says:*

"I \_\_\_\_\_ by the power granted me by the State and County as set forth in the Articles of Incorporation and the By-Laws of the Chapel of Awareness Spiritual Church Corporation, do hereby convey upon you the title of Ordained Minister, and by placement of this stole upon your shoulders...

*Minister places the stole about the Initiate's neck*

.....do hereby declare that you are now Reverend \_\_\_\_\_.  
The placing of this stole about your neck is a symbol of the sacred trust now conveyed to you in acknowledgement of your pledging to the help of all mankind. It further signifies that you are now qualified to serve in all the duties, responsibilities and privileges of an Ordained Minister.

"Ladies and Gentlemen, it is now my great privilege to present to you Reverend \_\_\_\_\_."

*The newly Ordained Minister now takes the rostrum and delivers the lecture for the Service. The Service will then follow the Order of Service as set forth in the standard Order of Service. After the close of the regular Service there shall be a period of refreshments served by the Church for the congratulations and the greetings of the new Minister.*

## ORDINATION OF A HEALER

The Ordination of a Healer will follow the same guide as for Ordination Of A Minister with the insertion of the words “Healer” and “Ordained Healer” in the appropriate places, and with the exclusion of the presentation of the stole. The newly Ordained Healer will give the lecture at that Service, the same as the Ordained Minister. The refreshments will be the same as previously described.

## LICENSES TO MEDIUMS OR TEACHERS

There shall be no special order of Service set up for the issuing of Licenses to Mediums or Teachers, other than the introduction of the person receiving the License at a regular Church Service during the announcements and the presentation of the License at that time. The recipient of the License may be asked to say a few words but this is not mandatory.